

AGENDA
SADDLE RIVER BOARD OF EDUCATION
REGULAR SESSION

TUESDAY, MAY 17, 2016 – 6:45 PM
LIBRARY OF WANDELL SCHOOL

CALL THE MEETING TO ORDER

OPEN PUBLIC MEETINGS ACT

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Saddle River Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted or notified as follows: the Borough Administrator of the Borough of Saddle River, The Record, The Ridgewood News, The Town Journal, the entrance to Wandell School, and on the business office bulletin board.

ROLL CALL

	Present	Absent
Mr. Senger	_____	_____
Mr. LaSalandra	_____	_____
Ms. Connolly	_____	_____
Ms. Feldsott	_____	_____
Mr. Weng	_____	_____

Others Present:

FLAG SALUTE

MOTION TO ENTER EXECUTIVE SESSION

WHEREAS Section 8 of the Open Public Meetings Act, Chapter 231, PL 1975, permits the exclusion of the public from a meeting in certain circumstances and

WHEREAS the Board is of the opinion that such circumstances presently exist

BE IT RESOLVED by the Saddle River Board of Education that:

The public shall be excluded from discussion of the hereinafter-specified subjects:
The general nature of these subjects is:
Personnel Issues

It is anticipated at this time that the above-stated subject matters will be made public when the Board determines them to be no longer prejudicial or when the board takes formal action.

Action may or may not be taken upon return to public session.

Motion: Second: Vote: Time:

MOTION TO ADJOURN EXECUTIVE SESSION

Motion: Second: Vote: Time:

APPROVAL OF THE MINUTES:

Motion to approve the minutes of the following meetings:
April 26, 2016 Regular and Executive Sessions

Motion: Second: Vote: Time:

SUPERINTENDENT’S REPORT

- HIB report

VICE PRINCIPAL’S REPORT

BUSINESS ADMINISTRATOR’S REPORT

BOARD PRESIDENT’S REPORT

MEETING OPEN TO THE PUBLIC FOR DISCUSSION OF AGENDA ITEMS ONLY

Anyone addressing the board will be limited to 3 minutes.
Time allotted for discussion is 30 minutes.

AGENDA ITEMS AS PER ATTACHED

COMMENTS BY THE PUBLIC ON NON-AGENDA ITEMS

Anyone addressing the board will be limited to 3 minutes.
Time allotted for comments is 30 minutes.

MOTION TO ADJOURN MEETING

Motion: Second: Vote: Time:

**SADDLE RIVER BOARD OF EDUCATION
TUESDAY, MAY 17, 2016
RESOLUTIONS – SUMMARY**

ADMINISTRATION

- A-869 Torch Run Participation
- A-870 Appointments 2016-2017
- A-871 Extension of Professional Service Appointments & Contracts 2016-2017
- A-872 Right to Know Services 2016-2017
- A-873 Asbestos Management Services 2016-2017
- A-874 Readopt Current & Recently Revised Curricula, Textbooks & Computer Software 2016-2017
- A-875 Adopt Mandated & Permitted Pupil Records 2016-2017
- A-876 Emergency Procedures 2016-2017
- A-877 Suspension of Middle School Sports Program

HUMAN RESOURCES

- HR-1219 Contract Submission - Ms. Donna M. Logan - School Business Administrator/Board Secretary 2016-2017
- HR-1220 Employment Contract – Ms. Diana Festa – Administrative Assistant/Bookkeeper 2016-2017
- HR-1221 Employment Contract – Ms. Jody Murphy – Superintendent’s Secretary 2016-2017
- HR-1222 Hire Substitute Teacher/Teacher Aides 2015-2016
- HR-1223 Christina Kim - Stipend - Wandell Rec Spring Art Club Instructor
- HR-1224 Aubree McLean – Stipend - Wandell Rec Cheerleading Advisor
- HR-1225 Ed Cebulski – Annual Stipend 2016-2017
- HR-1226 Staffing Assignments 2016-2017
- HR-1227 Summer Employment 2016
- HR-1228 Boyajian – Amendment to HR-1206 Leave

EDUCATION

- E-833 Summer 2016 Program – Special Education
- E-834 Region V – Shared Services Agreement 2016-2017
- E-835 Social Worker Services – Eileen Schneider 2015-2016

FINANCE

- F-2369 Payment of Bills – May 2016
- F-2370 Appropriation Transfers April 2016
- F-2371 Line Item Certification
- F-2372 Board Secretary Report – April 2016
- F-2373 Treasurer Report – April 016
- F-2374 Agreement – Treasurer’s & Board Secretary’s Reports – April 2016
- F-2375 Maintaining Bank Accounts 2016-2017
- F-2376 Petty Cash Fund 2016-2017
- F-2377 Investment Decisions 2016-2017
- F-2378 Maximum Travel and Expense Reimbursement for 2016-2017
- F-2379 Horizon Dental Renewal 2016-2017
- F-2380 Cooperative Bid Program – Educational Data Services, Inc.
- F-2381 Cooperative Pricing Agreement – Hunterdon County Educational Services Commission
- F-2382 Asbury Park Board of Education ITC – 2016-2017
- F-2383 Agreement - Ramsey School District - IT Services 2015-2016 & 2016-2017
- F-2384 Travel
- F-2385 Fire & Burglar Alarm Systems – Service & Maintenance 2016-2017
- F-2386 Lan Associates – Vestibule Modification
- F-2387 Vestibule Project – Bid Advertisement

ADMINISTRATION

COMMITTEE REPORTS

1. Board Communications Committee
2. Liaison: Ramsey Board of Education
3. Liaison: Northern Highlands Board of Education
4. Home & School Association
5. New Jersey School Boards Association/NJSBA Legislative Committee
6. Policy Committee
7. Liaison to Mayor and Council
8. Blue Ribbon Committee

A-869 TORCH RUN PARTICIPATION

BE IT RESOLVED that the Saddle River Board of Education supports and approves Wandell School's participation in the Law Enforcement Torch Run Schools Program for Special Olympics on Friday, June 10, 2016.

A-870 APPOINTMENTS 2016-2017

BE IT RESOLVED that the Saddle River Board of Education approves the following appointments from July 1, 2016 through June 30, 2017:

504 Officer	Glenn N. Stokes
ADA Coordinator	Debra Strauss
Affirmative Action Officer	Glenn N. Stokes
AHERA Officer	Donna M. Logan
Alternate High School Assessment Coordinator	Debra Strauss
Anti-Bullying Coordinator	Debra Strauss
Attendance Officers	Louis DeLisio & Glenn Stokes
Board Secretary (N.J.S.A. 18A:17-5)	Donna M. Logan
Curriculum and Instruction	Glenn N. Stokes
Custodian of Government Records	Donna M. Logan
ESL/Bilingual Coordinator	Louis DeLisio
Harassment, Intimidation & Bullying Specialist	Glenn N. Stokes
Homeless Liaison	Debra Strauss
Integrated Pest Management Coordinator	Glenn N. Stokes
Interventions and Referral Services	Glenn N. Stokes
NCLB/Title I Coordinator	Glenn N. Stokes
NJSMART Coordinator	Jody Murphy
PARCC Coordinator	Glenn N. Stokes
Public Agency Compliance Officer	Donna M. Logan
Purchasing Agent	Donna M. Logan
School Funds Investor	Donna M. Logan
Test Coordinator	Glenn N. Stokes
Title IX Coordinator	Debra Strauss

A-871 EXTENSION OF PROFESSIONAL SERVICE APPOINTMENTS & CONTRACTS 2016-2017

BE IT RESOLVED that the Saddle River Board of Education approves the extension of the following professional service appointments & contracts from July 1, 2016 through June 30, 2017:

Auditor	Lerch, Vinci & Higgins, LLP	Not to exceed \$20,000
Architect/Engineer	LAN Associates	\$150 per hour
Attorney	Cleary Giacobbe Alfieri Jacobs, LLC (Matthew Giacobbe)	\$160 per hour
Insurance Risk Manager	Brown & Brown Metro	n/a
Medical Inspector	Robert A. Hands, MD	Not to exceed \$1,800
Occupational Therapist	Kristi Woods-d/b/a SYNC	Not to exceed \$20,000

A-872 RIGHT TO KNOW SERVICES 2016-2017

BE IT RESOLVED that the Saddle River Board of Education approves retaining Rullo & Juillet Associates, Inc. of Cedar Grove, NJ to provide Right-To-Know services as “Extraordinary Unspecifiable Services” from July 1, 2016 to June 30, 2017 at a fee of \$2,400.

A-873 ASBESTOS MANAGEMENT SERVICES 2016-2017

BE IT RESOLVED that the Saddle River Board of Education approves retaining Whitman of Cranbury, NJ to provide asbestos management services (AHERA) as “Extraordinary Unspecifiable Services” from July 1, 2016 to June 30, 2017 at a fee of \$900.

A-874 READOPT CURRENT & RECENTLY REVISED CURRICULA, TEXTBOOKS & COMPUTER SOFTWARE 2016-2017

BE IT RESOLVED that the Saddle River Board of Education readopts current & recently revised curricula, textbooks & computer software for the Wandell Elementary School through June 30, 2017.

A-875 ADOPT MANDATED & PERMITTED PUPIL RECORDS 2016-2017

BE IT RESOLVED that the Saddle River Board of Education adopts mandated and permitted pupil records, which include personal data, attendance, evaluations and health records for regular and classified students, school rules and regulations and other records required by the State of New Jersey through June 30, 2017.

A-876 EMERGENCY PROCEDURES 2016-2017

BE IT RESOLVED that the Saddle River Board of Education approves the emergency procedures as described in the official Saddle River Emergency Management Plan through June 30, 2017 as recommended by the Interim Superintendent of Schools.

A-877 SUSPENSION OF MIDDLE LEVEL SPORTS PROGRAM

BE IT RESOLVED that the Saddle River Board of Education approves the suspension of the middle level (grades 6-8) sports programs at Wandell School.

ALL ADMINISTRATION MOTIONS BUNDLED FOR SINGLE VOTE:

Motion:

Second:

Comments:

Roll Call Vote: TW:

JC:

IF:

JL:

HS:

HUMAN RESOURCES**COMMITTEE REPORTS**

1. Negotiations Committee
2. Superintendent Search

HR-1219 CONTRACT SUBMISSION – MS. DONNA M. LOGAN – SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY 2016-2017

BE IT RESOLVED that, upon the recommendation of the Interim Superintendent the Saddle River Board of Education authorizes the submission of the employment contract of Ms. Donna M. Logan, School Business Administrator/Board Secretary commencing July 1, 2016 through June 30, 2017, to the Interim Executive County Superintendent for approval.

HR-1220 EMPLOYMENT – MS. DIANA FESTA –ADMINISTRATIVE ASSISTANT/BOOKKEEPER 2016-2017

BE IT RESOLVED that, upon the recommendation of the Interim Superintendent the Saddle River Board of Education approves the Employment Contract of Ms. Diana Festa as Administrative Assistant/Bookkeeper commencing July 1, 2016 through June 30, 2017.

HR-1221 EMPLOYMENT – MS. JODY MURPHY –SUPERINTENDENT’S SECRETARY 2016-2017

BE IT RESOLVED that, upon the recommendation of the Interim Superintendent the Saddle River Board of Education approves the Employment Contract of Ms. Jody Murphy as Superintendent’s Secretary commencing July 1, 2016 through June 30, 2017.

HR-1222 HIRE SUBSTITUTE TEACHER/SUBSTITUTE TEACHER AIDE 2015-2016

BE IT RESOLVED that, upon recommendation of the Interim Superintendent the Saddle River Board of Education approves the hiring of the following individual as substitute teacher/substitute teacher aide for the 2015-2016 school year:

- Marcia Gayle

HR-1223 CHRISTINA KIM - STIPEND – WANDELL REC SPRING ART CLUB

BE IT RESOLVED that, upon the recommendation of the Interim Superintendent the Saddle River Board of Education approves a stipend to Christina Kim in the amount of \$2,800 funded by Wandell School Recreation, for duties performed in connection with the Wandell Rec Spring Art Club from May 5 to June 9, 2016.

HR-1224 AUBREE MCLEAN - STIPEND – WANDELL REC CHEERLEADING ADVISOR

BE IT RESOLVED that, upon the recommendation of the Interim Superintendent the Saddle River Board of Education approves a stipend to Aubree McLean in the amount of \$750 funded by Wandell School Recreation, for duties performed as the Wandell Rec Cheerleading Advisor from April 29 to June 3, 2016.

HR-1225 ED CEBULSKI – ANNUAL STIPEND 2016-2017

BE IT RESOLVED that, upon recommendation of the Interim Superintendent the Saddle River Board of Education approves the annual stipend of \$500 to Ed Cebulski for use of his personal truck for school related business during the 2016-2017 school year.

HR-1226 STAFFING ASSIGNMENTS 2016-2017

BE IT RESOLVED that, upon recommendation of the Interim Superintendent the Saddle River Board of Education approves the re-appointment of the Saddle River School District staff for the 2016-2017 school year as per attached list.

HR-1227 SUMMER EMPLOYMENT 2016

BE IT RESOLVED that, upon recommendation of the Interim Superintendent the Saddle River Board of Education approves the following staff members for summer employment:

<i>Staff Member</i>	<i>Description of Work</i>	<i>Length of Service</i>	<i>Purpose of Work</i>	<i>Pay Rate</i>
Cooper, Jill	Speech Therapy	5 days	Speech Therapy services as needed	@ her 2016-17 contracted hourly rate
Knopf, June	CST Secretary	10 days	Summer secretarial work	@ her 2016-2017 hourly rate
Murphy, Jody	Superintendent's Secretary	15 days	Summer secretarial work	@ her 2016-2017 hourly rate
Squeo, Virginia	1:1 Special Education Aide	18 days 8:30 am-1:30 pm 7/5-29/2016	ESY Program	@ her 2016-2017 hourly rate

HR-1228 BOYAJIAN – AMENDMENT TO HR-1206 LEAVE

BE IT RESOLVED that, upon recommendation of the Interim Superintendent the Saddle River Board of Education amends HR-1206 approving leave for Laura Boyajian for the 2015-2016 school year to the following: paid leave of absence from April 30 through June 22, 2016 and unpaid leave June 23, 2016.

ALL HUMAN RESOURCES MOTIONS BUNDLED FOR SINGLE VOTE:

Motion:

Second:

Comments:

Roll Call Vote: TW:

JC:

IF:

JL:

HS:

EDUCATION

COMMITTEE REPORTS

- 1. Technology Committee
- 2. Curriculum Committee
- 3. Wandell School Recreation Committee
- 4. Health, Well-being, Safety and Transportation Committee

E-833 SUMMER 2016 PROGRAM – SPECIAL EDUCATION

BE IT RESOLVED, that the Saddle River Board of Education approves the payment of \$5,200 for ESY tuition for special education student #A0027 for 18 days of attendance at the Bleshman School from July 5-29, 2016 and payment of \$1,170 for 18 extra related services at the rate of \$65 each.

E-834 REGION V – SHARED SERVICES AGREEMENT 2016-2017

BE IT RESOLVED, that the Saddle River Board of Education approves a shared services agreement including, but not limited to, CST evaluations at the rate of \$320 per evaluation, hourly student therapies and other student support services at the rate of \$70 per hour, non-public school services and other services as requested to be provided by Region V consultants on an as needed basis for the 2016-2017 school year. There is a 7% administrative fee for out of regional districts except in cases where administrative fees are established by a federal or state statute or regulation. Maximum approved for the 2016-2017 school year is set at \$39,718.

E-835 SOCIAL WORKER SERVICES – EILEEN SCHNEIDER – 2015-2016

BE IT RESOLVED, that the Saddle River Board of Education approves Eileen Schneider to provide Social Worker Services for the 2015-2016 school year at the rate of \$60 per meeting attendance, \$30 per telephone conference and \$300 per evaluation report, not to exceed \$1,000 for the year.

ALL EDUCATION MOTIONS BUNDLED FOR SINGLE VOTE:

Motion:

Second:

Comments:

Roll Call Vote: TW:

JC:

IF:

JL:

HS:

FINANCE

COMMITTEE REPORTS

1. Finance/Budget Committee
2. Renovation Committee

F-2369 PAYMENT OF BILLS – MAY 2016

BE IT RESOLVED that the payment of bills as per the attached May 2016 Bills and Claims lists be approved.

F-2370 APPROPRIATION TRANSFERS – APRIL 2016

BE IT RESOLVED that the attached appropriation transfers for the month of April 2016 be approved.

F-2371 LINE ITEM CERTIFICATION

BE IT RESOLVED that in compliance with NJAC 6:20-2A-10(e) that the Board of Education certifies that no major account or fund has been over-expended and that as of this report, sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

F-2372 BOARD SECRETARY REPORT – APRIL 2016

BE IT RESOLVED that the attached Board Secretary Report for the month of April 2016 be approved.

F-2373 TREASURER REPORT –APRIL 2016

BE IT RESOLVED that the attached Report of the Treasurer for the month of April 2016 be approved.

F-2374 AGREEMENT–TREASURER’S & BOARD SECRETARY’S REPORTS – APRIL 2016

BE IT RESOLVED that the Saddle River Board of Education states that the Report of the Treasurer of School Moneys and the Report of the Secretary of the Board of Education for the month of April 2016 is in agreement and on file in the Board Secretary’s Office.

F-2375 BANK ACCOUNTS 2016-2017

BE IT RESOLVED that the Saddle River Board of Education authorizes the following Board of Education accounts to be maintained at Capital One Bank, N.A. through June 30, 2017 with the authorized signatures for issuing warrants as set forth below:

<u>Number</u>	<u>Name</u>	<u>Signatories</u>	<u># Signatures Rq’d</u>
7047728473	Current Account	President or Board Member Designee Treasurer of School Monies Board Secretary	3
7047728481	Payroll Account	Treasurer of School Monies	1
7047728503	Payroll Agency Account	Treasurer of School Monies	1
7047728511	Unemployment Fund	President or Board Member Designee Treasurer of School Monies Board Secretary	2

7527398465	FSA Account	President or Board Member Designee Treasurer of School Monies Board Secretary	2
7047728546	Wandell School Recreation Committee	President or Board Member Designee Treasurer of School Monies Board Secretary	3
7047728554	Foundation Trust Account	President or Board Member Designee Treasurer of School Monies Board Secretary	2
7047728562	Capital Reserve Account	President or Board Member Designee Treasurer of School Monies Board Secretary	3
7047728597	Cafeteria Account	President or Board Member Designee Treasurer of School Monies Board Secretary	2
7047728538	Wandell School Student Activity	President or Board Member Designee Superintendent Board Secretary	2

F-2376 PETTY CASH FUND 2016-2017

BE IT RESOLVED that the Saddle River Board of Education approves the establishment of a petty cash fund through June 30, 2017 in the amount of \$300.00 with no single disbursement from the fund being in excess of \$50.00.

F-2377 INVESTMENT DECISIONS 2016-2017

BE IT RESOLVED that the Saddle River Board of Education authorizes the Business Administrator to make investment decisions through June 30, 2017 in accordance with N.J.S.A. 18A:20-37 through 39, through the following depositories:

New Jersey Cash Management Fund
Capital One Bank, N.A.
TD Bank, N.A.

and to authorize the following Board of Education account to be maintained through June 30, 2017 at The State of New Jersey Cash Management Fund (custodian: State Street Bank and Trust Company) with the authorized signatures for issuing warrants as set forth below:

<u>Number</u>	<u>Signatories</u>
117-10626-171	President or Board Member Designee Treasurer of School Monies Board Secretary

F-2378 MAXIMUM TRAVEL & EXPENSE REIMBURSEMENT FOR 2016-2017

WHEREAS, Saddle River School District policy and NJAC 6A:23B-1.2 (b) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2016-2017 school year.

NOW, THEREFORE BE IT RESOLVED that the Saddle River Board of Education hereby establishes the school district travel maximum for the 2016-2017 school year at the sum of \$15,000 with the maximum permitted per person at \$1,500, and

BE IT FURTHER RESOLVED that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

F-2379 HORIZON DENTAL RENEWAL 2016-2017

BE IT RESOLVED to approve the dental program renewal for the 2016-2017 school year at no rate increase over the 2014-2015 school year.

F-2380 COOPERATIVE BID PROGRAM – EDUCATIONAL DATA SERVICES, INC.

BE IT RESOLVED to approve the continuation of the Saddle River School District's participation in a cooperative bid program with Educational Data Services, Inc. for the 2016-2017 school year for a fee of \$1,900.

F-2381 COOPERATIVE BID PROGRAM – HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION

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

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

WHEREAS, on May 17, 2016 the governing body of the Saddle River Board of Education, County of Bergen, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

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

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

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

F-2782 ASBURY PARK BOARD OF EDUCATION ITC 2016-2017

BE IT RESOLVED to approve the continuation of a participation agreement with the Asbury Park Board of Education (Information Technology Center) for the provision of payroll and budgetary services for the 2016-2017 school year at a cost of \$13,050.

F-2383 AGREEMENT RAMSEY SCHOOL DISTRICT - TECHNOLOGY SERVICES 2015-2016 & 2016-2017

BE IT RESOLVED that the Saddle River Board of Education approves the continuation of the provision of technology services with the Ramsey School District for the 2015-2016 & 2016-2017 school years as outlined in the attached agreements.

F-2384 TRAVEL

BE IT RESOLVED that the Saddle River Board of Education approves the following staff member's travel:

Who	Henry Senger
What	NJSBA 2015 Workshop
Where	Atlantic City, NJ
When	October 24-26, 2016
Cost	\$275 Registration \$194 Lodging (2 nights @ \$97) \$125 Mileage & Tolls (estimate) \$160 Meals & Incidentals (estimate)
Total	\$754

F-2385 FIRE & BURGLAR ALARM SYSTEMS – SERVICE & MAINTENANCE

BE IT RESOLVED that the Saddle River Board of Education approves Open Systems Integrators, Inc. to service & maintain the fire & burglar alarm systems for the 2016-2017 school year at a cost of \$2,254.

F-2386 LAN ASSOCIATES – VESTIBULE MODIFICATION

BE IT RESOLVED to authorize LAN Associates, district architect to modify the plans for the Vestibule Project to include the addition of a door between the main school office & adjoining classroom at a fee of \$1,800.

F-2387 VESTIBULE PROJECT – BID ADVERTISEMENT

BE IT RESOLVED to authorize the Business Administrator/Board Secretary to advertise for competitive bids on the District's Vestibule Project (Entry Vestibule Upgrades at Wandell School).

ALL FINANCE MOTIONS BUNDLED FOR SINGLE VOTE:

Motion:

Second:

Comments:

Roll Call Vote: TW:

JC:

IF:

JL:

HS: