

**Board of Education
Upper Saddle River, New Jersey
Reorganization Meeting
Monday, January 6, 2025, 7:00 p.m.**

Minutes

This Reorganization Meeting of the Upper Saddle River Board of Education was held in the Media Center of Cavallini Middle School of the Upper Saddle River Schools beginning at 7:00 p.m. Mrs. Imbasciani opened the meeting and stated that the meeting was being held in compliance with PL 1975, Chapter 232 and appropriate notice had been provided to the designated newspapers, the Borough Clerk and all interested parties requesting such notification.

Members present: Mrs. Gandara, Mrs. Gray, Mrs. Ginsberg, Mr. Mehegan, Mr. Quagliani, Dr. Verducci, Mrs. Wenberg

Members absent: None

Also present: Dr. Schoen, Mrs. Imbasciani

Dr. Verducci made a motion, seconded by Mr. Mehegan to convene into the Reorganization Meeting at 7:00 p.m.

Mrs. Imbasciani welcomed the public to the meeting.

Results of the School Election:

Mrs. Imbasciani reported the following results from the November 5, 2024 School Election:

Board Members (three (3) three-year seats):

Mrs. Gandara 3,153

Mrs. Gray 3,208

Mr. Quagliani 3,024

Oath of Office:

Mrs. Imbasciani administered the Oath of Office to Mrs. Gandara, Mrs. Gray and Mr. Quagliani

Nominations for President:

Mrs. Imbasciani asked for nominations for Board President.

Mrs. Gray nominated Mrs. Gandara, this nomination was seconded by Dr. Verducci. This nomination was approved by all in attendance.

Susan Gandara is the President of the Upper Saddle River Board of Education for 2025.

Nominations for Vice-President:

Mrs. Gandara nominated Mrs. Gray for Vice President, this nomination was seconded by Mrs. Wenberg. This nomination was approved by all in attendance.

MaryAnn Gray is the Vice President of the Upper Saddle River Board of Education for 2025.

Committee Assignments:

The Committee Assignments for 2025 will be announced at the February 10th board meeting.

PUBLIC COMMENT: None

REORGANIZATION CONSENT AGENDA:

A motion was made by Mrs. Wenberg and seconded by Dr. Verducci to approve Reorganization Consent Agenda Items A through Y. This motion was approved by all in attendance.

A. Approve the following Resolution:

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

BE IT RESOLVED that the Upper Saddle River Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Cavallini Media Center, Cavallini Middle School, 392 West Saddle River Road, Upper Saddle River, NJ 07458, at 7:00 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* as the official newspaper 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:

**2025 Meeting Schedule:
Regular Session**

January	6
February	10
March	10
April	28
May	12

June	9
September	15
October	20
November	17
December	8

Reorganization Meeting: January 5, 2026

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

- B. Authorize *The Record* to be adopted as the official newspaper to be used for the advertisement of meetings and legal ads and all other necessary public notifications for calendar year 2025.
- C. Appoint the firm of Fogarty and Hara as Board Attorneys for calendar year 2025 at a rate of \$185 per hour for partners, \$165 per hour for associates, \$125 per hour for law clerks and \$85 per hour for paralegals.
- D. Appoint the firm of Cleary Giacobbe Alfieri Jacobs, LLC, as Board Attorneys for calendar year 2025 at a rate of \$175 per hour for all attorneys, \$90 per hour for law clerks and paralegals.
- E. Appoint the firm of DiCara Rubino Architects as architects of record for calendar year 2025.
- F. Appoint Jennifer Pfohl as Treasurer for calendar year 2025.
- G. Appoint Dr. Hugh Bases as School Doctor for calendar year 2025.
- H. Adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for calendar year 2025.
- I. Approve the following Resolution:

WHEREAS, a number of Boards of Education in Bergen County have joined together to form a joint Insurance group as permitted by NJ 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, 2025 to June 30, 2028.

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.

J. 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 the 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' 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 RESOLVE 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 of July 1, 2025 to July 2028; and

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

K. Approve the following Resolution:

APPROVAL OF DEPOSITORIES

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

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

ACCOUNT NAME	ACCOUNT NUMBER	SIGNATORIES
General	7047886540	Pres., Bd. Sec'y., Treas. (alt. VP)
General ICS	2082850768	Pres., Bd. Sec'y., Treas. (alt. VP)
Net Payroll	7047886559	Treasurer, (alt. Bd. Sec'y)
Payroll Deductions	7047886567	Treasurer, Bd. Sec'y. (alt. Supt.)
Summer Savings	7047886575	Treasurer, Bd. Sec'y. (alt. Supt.)
Unemployment	7047886583	Treasurer (alt. Bd. Sec'y.)
Trust Accounts	7047886656	Pres., Bd. Sec'y. (alt. VP)
Cavallini Student Activities	7047886664	Princ., Asst. Princ. (alt. Sec'y.)
Reynolds School Account	7047886672	Principal, Secretary (alt. Bd. Sec'y)
Bogert School Account	7047886680	Principal, Secretary (alt. Bd. Sec'y)
Petty Cash-Administration	7047886699	Supt., Bd. Secy. (alt. Sec'y.)
Petty Cash-Bogert	7047886702	Principal, Secretary (alt. Bd. Sec'y.)
Petty Cash-Reynolds	7047886710	Principal, Secretary (alt. Bd. Sec'y.)
Petty Cash-Cavallini	7047886729	Principal, Sec'y. (alt. Asst. Princ.)
Bogert School Student Council	7047886745	Principal, Sec'y. (alt. Bd. Secy.)
Reynolds School Student Activities	7057347001	Principal, Sec'y. (alt. Bd. Secy.)
ACE Program	7057520482	Bd. Sec'y., Treasurer (alt. Supt.)

- M. Authorize the Board Secretary or, as an alternate, the Treasurer, to make wire transfers to/from all the authorized accounts.
- N. Approve the following Resolution:

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

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

- O. Approve the following Resolution:

CLAIMS AUDITOR PRE-PAYMENT AUTHORITY

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

- P. Designate Dana Imbasciani, Business Administrator/Board Secretary, as the School Funds Investor.
- Q. Appoint Dana Imbasciani as the Qualified Purchasing Agent for the district to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board or Education.
- R. Appoint Dana Imbasciani as the Public Agency Compliance Officer (P.A.C.O.) for the 2025/26 school year.
- S. Approve the Organization Chart for the Board of Education, as per attached.
- T. Approve the following Resolution:

**WAIVER OF COVERAGE
HEALTH BENEFITS PROGRAM**

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

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

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

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

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

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

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

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

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

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

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

- U. Approve the following Resolution:

FLEXIBLE SPENDING

BE IT RESOLVED that the form of Cafeteria Plan, effective January 1, 2025, presented to this meeting is hereby approved and adopted and that the proper officers of the District are hereby authorized and directed to execute and deliver to the Administrator of the Plan, one or more counterparts of the Plan.

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

BE IT FURTHER RESOLVED that the proper officers of the District shall act as soon as possible to notify the employees of the District of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved. Effective January 1, 2025, the Health Flexible Spending Account maximum annual contribution per participant shall be \$3,300 and the Dependent Care Spending Account maximum annual contribution per participant shall be \$5,000/couple or \$2,500/individual.

- V. Appoint TSA Consulting Group as the Upper Saddle River Board of Education's agent to negotiate, enter into and amend information-sharing agreements with providers of 403(b) contracts of participants in the plan, as TSA Consulting Group determines necessary or appropriate for such contracts to satisfy IRC Section 403(b) and other federal tax law requirements at no cost to the Board.
- W. Acknowledge the following official tax shelter annuity companies for the calendar year 2025:

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

- X. Approve the following School Clearance Risk Assessment Vendors for the calendar year 2025:

Bergen County Special Services CAPE Resource Center
Bergen's Promise
CarePlus NJ, Inc.
Christian Health Care Center
Comprehensive Behavioral Healthcare, Inc.
Pediatric Neuropsychology and Th
Special Child Health Services-Case Management
The Center for Psychological Enhancement
West Bergen Center for Children and Youth
West Bergen Counseling Center
West Bergen Mental Healthcare

Y. Adopt all existing Board Policies and Regulations.

PUBLIC COMMENT: None

ADJOURNMENT

A motion to adjourn was made by Mr. Mehegan and seconded by Mr. Quagliani at 7:08 p.m.

Dana Imbasciani, Board Secretary

UPPER SADDLE RIVER SCHOOLS ORGANIZATIONAL CHART

