

**BOARD OF EDUCATION
UPPER SADDLE RIVER, NEW JERSEY
REGULAR MEETING
Monday, June 12, 2023, 8:00 p.m.
Auditorium, Cavallini Middle School
392 West Saddle River Road**

AGENDA

This is a Regular Meeting of the Upper Saddle River Board of Education and appropriate notice has been provided to the designated newspapers, the Borough Clerk and all interested parties requesting such notice.

Two opportunities are provided at this meeting for citizens to make comments. The Board values and welcomes comments and opinions from the residents of Upper Saddle River as long as remarks are not personal or discourteous. Public comment allows the Board to listen to community members and to hear their opinions on school policy and operations.

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. Gandara |
| II. | Flag salute and Pledge of Allegiance | Mrs. Gandara |
| III. | Opening statement by presiding officer | Mrs. Gandara |
| IV. | REPORTS | |
| A. | Superintendent's Report | Dr. Siegel |
| B. | Board Secretary's Report | Mrs. Imbasciani |
| C. | Board President's Report | Mrs. Gandara |
| D. | Committee Reports | Chairpersons |
| E. | PTO Report | Mrs. DeFrino/Mrs. McGovern |
| F. | USREF Report | Mrs. Tedd |
| V. | PUBLIC COMMENT (limited to comments on agenda items only) | |
| VI. | ADMINISTRATION | Dr. Siegel |

**This motion will be one motion which encompasses items A through N 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 2023/24 school year and to be affirmed at the September 11, 2023 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 HIB investigations that take place during the summer. | |

D. Second Reading and Adoption of the following Policies and Regulations::

Policy 0144	Board Member Orientation and Training (Revised)
Policy 2520	Instructional Supplies (M) (Revised)
Policy 3217	Use of Corporal Punishment (Revised)
Policy 4217	Use of Corporal Punishment (New)
Policy 5305	Health Services Personnel (M) (Revised)
Policy 5308	Student Health Records (M) (Revised)
Policy 5310	Health Services (M) (Revised)
Policy 6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
Policy 6115.04	Federal Funds – Duplication of Benefits (M) (New)
Policy 6311	Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
Policy 7440	School District Security (M) (Revised)
Policy 9140	Citizens Advisory Committees (Revised)
Regulation 5308	Student Health Records (M) (Revised)
Regulation 5310	Health Services (M) (Revised)
Regulation 6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)

- E. Approve the submission of the revised LEA Plan for Safe Return to In-Person Instruction and Continuity of Services Pursuant to the Federal American Rescue Plan Act, Section 2001 (i) for the 2023/24 school year.
- F. 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 2023/24 school year.
- G. Approve the 2023/24 District Mentor Plan after review for fiscal impact.
- H. Approve the 2023/24 Quad District Professional Development Plan after review for fiscal impact.
- I. Approve the Intervention and Referral Services Plan for the 2023/24 school year.
- J. Approve the Tools of the Mind Preschool Curriculum for the 2023/24 school year.
- K. Approve the following Resolution:

WHEREAS, the Upper Saddle River Board of Education approves Grades K – 8 Curriculum in the below disciplines to reflect the adoption and unit alignment of the 2020 New Jersey Student Learning Standards:

This includes:

- Career Readiness, Life Literacies and Key Skills
- Comprehensive Health and Physical Education
- Computer Science and Design Thinking
- Science
- Social Studies
- Visual and Performing Arts
- World Languages

Readoption of the 2016 NJ Student Learning Standards

- Mathematics
- English/Language Arts

Infusion of legislatively mandated topics embedded in curriculum documents.

- Holocaust and Genocide (K-12)
- Amistad (K-12)
- Contributions of LGBTQ+ and Individuals with Disabilities (middle grades and high school)
- Contributions of Asian Americans and Pacific Islanders (AAPI) in Social Studies curriculum (K-12)
- Diversity, Equity and Inclusion (K-12)

- L. Approve the NJ School Board Association's Superintendent Annual Performance Report Instrument for the 2023/24 school year.
- M. Approve the following Resolution:

**APPROVE SHARED SERVICES AGREEMENT AMONG UPPER SADDLE RIVER
BOARD OF EDUCATION, ALLENDALE BOARD OF EDUCATION, NORTHERN HIGHLANDS
BOARD OF EDUCATION AND HO-HO-KUS BOARD OF EDUCATION**

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Upper Saddle River Board of Education hereby approves the Shared Service Agreement Quad Office of Curriculum, Instruction and Assessment with the Allendale Board of Education, the Northern Highlands Regional High School Board of Education, and the Ho-Ho-Kus Board of Education for the purpose of establishing a shared office of Curriculum, Instruction and Assessment that would provide support to the districts and create a shared vision for Curriculum, Instruction and Assessment for students from pre-kindergarten through grade twelve upon the terms and conditions set forth in the Shared Services Agreement beginning July 1, 2023.

- N. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #246943_***_04182023 is not an incident as defined under HIB Policy #5512. The Superintendent shall notify the parents and/or guardians of the Board's decision in writing in accordance with Board Policy and N.J.S.A. 18A:37-15(e).

VII. PERSONNEL

Dr. Siegel

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

A. Job Descriptions

Approve the following Job Descriptions:

1. Campus Aide, effective September 1, 2023 (Revised)
2. Director of Curriculum and Instruction, effective July 1, 2023 (Revised)
3. Director of Technology, effective July 1, 2023 (Revised)
4. Grs. 6-8 Library/Media Services Teacher, effective September 1, 2023 (New)
5. Pre-K - 8 Assistant Principal, effective July 1, 2023 (Revised)
6. Registered Nurse, effective September 1, 2023 (Revised)
- 7.. Retired Police Officer, effective September 1, 2023 (Revised)
8. School Library Media Specialist, effective September 1, 2023 (Revised)
9. Supervisor of Personnel and Staff Development, effective July 1, 2023 (Revised)

B. Create/Abolish (not applicable)

C. Resignations

1. Accept the resignation of Sheila Barry, LDT-C, effective July 1, 2023.
2. Accept the resignation of Michael DeSocio, Assistant Principal, effective July 10, 2023.
3. Accept the resignation of Kristen Travers, Spanish Teacher, effective July 1, 2023.

D. Leaves

1. Approve an unpaid intermittent FMLA/NJFLA leave for employee ID #1450, effective May 1, 2023 through June 30, 2023.

E. Change in Assignment (not applicable)

F. 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. Rescind the following motion that was approved on May 15, 2023:

Appoint Maria Gomez to the position of Grades K-4 Instructional Support Teacher, BA, Step 1, effective September 1, 2023 through June 30, 2024, subject to the satisfactory completion of the criminal history records check required by law and receipt of the required NJDOE Teaching Certificate.
3. Rescind the following motion approved on May 1, 2023.

Appoint Shaelynn Guilfoyle to the position of long-term leave replacement special education teacher at Bogert School, MA, Step 2, effective September 1, 2023 through June 30 2024.
4. Approve the following motion:

Appoint Shaelynn Guilfoyle to the position of Special Education Teacher at Bogert School, MA, Step 2, effective September 1, 2023. \$59,908.00
5. Appoint Shyret Murati to the position of French Teacher at Cavallini Middle School BA+60/MA+30, Step 20, effective September 1, 2023, subject to the satisfactory completion of the criminal history records check required by law.
6. Appoint Thomas Pisciotta to the position of per diem leave replacement Science Teacher at Cavallini Middle School, (MA, Step 5), effective September 1, 2023 through approximately January 5, 2024, subject to the satisfactory completion of the criminal history records check required by law.
7. Rescind the following motion that was approved on March 13, 2023:

Appoint Meltem Spicer to the position of French Teacher at Cavallini Middle School, effective September 1, 2023, MA, Step 8-9, subject to the satisfactory completion of the criminal history records check required by law.
8. Appoint Eric Van Hoven to the position of Music Teacher at Cavallini Middle School, BA, Step 1, effective September 1, 2023, subject to the completion of the criminal history records required by law and issuance of the required NJDOE Music Teaching Certificate.
9. Approve David Kaplan as the School Safety Specialist for the 2023/24 school year.
10. Appoint Gianna Apicella as Affirmative Action Officer for the 2023/24 school year.
11. Appoint Gianna Apicella as the 504 District Coordinator for the 2023/24 school year.
12. Appoint Gianna Apicella as the ADA District Coordinator for the 2023/24 school year.
13. Approve the Affirmative Action Team for the 2023/24 school year:

Gianna Apicella
Colette Dunn
Brigette Uzar

Nadia Balsamo
Marci Titunick

14. Appoint the ESSER Committee for the 2021/22 - 2023/24 school years as follows:

Gianna Apicella	Amy D'Ambola
Dana Imbasciani	Brad Siegel

15. Appoint the 504 Officers for the 2023/24 school year as follows:

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

16. Appoint the H.I.B. Specialists for the 2023/24 school year as follows:

H.I.B. District Coordinator	Christine Cipollini
Anti-Bullying Specialist/Reynolds	Stefanie Slacin
Anti-Bullying Specialist/Bogert	Sara Senger
Anti-Bullying Specialist/Cavallini	Brigette Uzar

17. Appoint Katherine Baker as Attendance Officer for the 2023/24 school year.

18. Appoint Alexis Yotka as Homeless Liaison for the 2023/24 school year.

19. Appoint Christine Cipollini as the Title IX Coordinator for the 2023/24 school year.

20. 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, 2023 and ending on June 30, 2024.

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.

21. Appoint Nijazi Leka as Integrated Pest Management (IPM) Coordinator for the 2023/24 school year.

22. Appoint Dr. Sarah Lupu as the School Doctor for the 2023/24 school year. \$5,000.00

23. Approve the following staff member for the position listed below for the 2022/23 school year:

Bogert Lunch Duty (\$22/hour)		
Kevin Maphis		

24. Approve the following Child Study Team staff members to provide evaluations for up to 15 students who are scheduled to be evaluated during Summer 2023. No more than five (5) hours per student for completion of evaluation process: Hourly rate

Meredith Ardito
Nicole Fennell
Carolyn Lane
Alexis Yotka

Kelly Diverio
Lauren Foca
Rachel Leonard

Anthony Farinacci
Kristen Groen
Elayne Stern

25. Approve the following teachers to attend initial eligibility meetings for students being evaluated by the Child Study Team during Summer 2023: Hourly rate

Julie Fallon
Caitlin Gervasio
Christine Thies

Anthony Farinacci
Stacy Schiff
Lyndsey Welch

Amanda Feijo
Julia Shea

26. Approve the following staff for 2023 ESY:

Integrated Paraprofessionals	\$21/hour	
Inna Moor	Elizabeth Walsh	
ABA Paraprofessionals	\$25/hour:	
Cara Dellagatta	Inna Moor	Cynthia Stawecki
Elizabeth Walsh		
Substitute Integrated Paraprofessional	\$21/hour	
Lisa Wachino		
Substitute ABA Paraprofessional	\$25/hour	
Lisa Wachino		
Substitute Teacher	\$50/hour	
Lisa Wachino		

27. Approve the following staff for the Summer 2023 Curriculum Project Work. These projects will be funded by the ARP Accelerated Learning Coaching and Educators Support Grant.

Summer 2023 Curriculum Projects (\$48/hour)		
Angelina Aragona	Katherine Baker	Nadia Balsamo
Ilene Brovender	Alana Capogrosso	Amy Caravela
Chelsea Chiellini	Paul Cirone	Edie Carmilani
Christina Cucci	Mary Dixon	Megan Conners
Danielle Dorn	Peggy Dobrinski	Jamie Drucker
Kasie Falato	Alexis Garcia	Caitlin Gervasio
Catherine Gonzales	Carey Goralski	Linda Ho
Marissa Hopson	Amanda Iannacone	Devon Joy
Valerie Kersting	Desiree Lascarro	Mary Lavelle
Jessica McFaul	Jennifer Moss	Kerry Murphy
Kristen Nicholas	Tracy Nussman	Jill Powers
Bina Rivard	Sara Senger	Julia Shea
Sarah Shetsen	Rachel Squicciarri	Cindy Stawecki
Christine Thies	Marci Titunick	Brigette Uzar
Helen Vega	Heather Walker	Jason Weinstein
Leigh Ann Weil	Anna Zimmermann	

28.	Appoint Fatimah Alsaleem to the position of ACE Team Member for the 2023/24 school year.	\$16.00/hr
29.	Appoint Erika Blumenfeld to the position of ACE Team Member for the 2023/24 school year.	\$27.50/hr
30.	Appoint Joshua Bravo to the position of ACE Team Member for the 2023/24 school year.	\$21.00/hr
31.	Appoint Mara Bunting to the position of ACE Team Member for the 2023/24 school year.	\$27.50/hr
32.	Appoint Michelle Carucci to the position of Substitute ACE Team Member for the 2023/24 school year.	\$27.50/hr
33.	Appoint Michelle Carucci to the position of Substitute ACE Site Coordinator for the 2023/24 school year.	\$35.00/hr
34.	Appoint Megan Conners to the position of ACE Team Member for the 2023/24 school year.	\$30.00/hr
35.	Appoint Jodi Costa to the position of ACE Team Member for the 2023/24 school year.	\$27.50/hr
36.	Appoint Lisa Cunningham to the position of ACE Team Member for the 2023/24 school year.	\$22.00/hr
37.	Appoint Philip D'Anna to the position of ACE Team Member for the 2023/24 school year.	\$24.00/hr
38.	Appoint Darya DeAngelo to the position of ACE Team Member for the 2023/24 school year.	\$22.00/hr
39.	Appoint Cara Dellagatta to the position of ACE Team Member for the 2023/24 school year.	\$22.00/hr
40.	Appoint Meghan Ennis to the position of ACE Team Member for the 2023/24 school year.	\$30.00/hr
41.	Appoint Heather Federico to the position of ACE Team Member for the 2023/24 school year.	\$27.50/hr
42.	Appoint Amanda Feijo to the position of ACE Team Member for the 2023/24 school year.	\$30.00/hr
43.	Appoint Pamela Flynnne to the position of ACE Team Member for the 2023/24 school year.	\$22.00/hr
44.	Appoint Laura Fox to the position of ACE Team Member for the 2023/24 school year.	\$22.00/hr
45.	Appoint Stella Freeberg to the position of ACE Team Member for the 2023/24 school year.	\$16.00/hr
46.	Appoint Angela Griffin to the position of ACE Team Member for the 2023/24 school year.	\$27.50/hr

47.	Appoint Shaelynn Guilfoyle to the position of ACE Team Member for the 2023/24 school year.	\$24.00/hr
48.	Appoint Jake Halperin to the position of ACE Team Member for the 2023/24 school year.	\$16.00/hr
49.	Appoint Katherine Kaldawi to the position of ACE Team Member for the 2023/24 school year.	\$27.50/hr
50.	Appoint Elizabeth Keslo to the position of ACE Team Member for the 2023/24 school year.	\$16.00/hr
51.	Appoint Isha Korgaonkar to the position of ACE Team Member for the 2023/24 school year.	\$16.00/hr
52.	Appoint Gari Lenkowsky to the position of ACE Team Member for the 2023/24 school year.	\$16.00/hr
53.	Appoint Leah Levitt to the position of ACE Team Member for the 2023/24 school year.	\$16.00/hr
54.	Appoint Sarah Maginnis to the position of Substitute ACE Team Member for the 2023/24 school year.	\$30.00/hr
55.	Appoint Sarah Maginnis to the position of Substitute ACE Site Coordinator for the 2023/24 school year.	\$35.00/hr
56.	Appoint Laura Maimone Roskamp to the position of ACE Team Member for the 2023/24 school year.	\$22.00/hr
57.	Appoint Kevin Maphis to the position of ACE Team Member for the 2023/24 school year.	\$22.00/hr
58.	Appoint Elissa Mark to the position of ACE Team Member for the 2023/24 school year.	\$27.50/hr
59.	Appoint Anamarie Massaro to the position of ACE Team Member for the 2023/24 school year.	\$24.00/hr
60.	Appoint Catherine Merritt to the position of ACE Team Member for the 2023/24 school year.	\$27.50/hr
61.	Appoint Gianna Mundy to the position of ACE Team Member for the 2023/24 school year.	\$16.00/hr
62.	Appoint Holly Nachmany to the position of ACE Team Member for the 2023/24 school year.	\$22.00/hr
63.	Appoint Melissa Ng to the position of substitute ACE Team Member for the 2023/24 school year.	\$22.00/hr
64.	Appoint Tracy Nussman to the position of Substitute ACE Team Member for the 2023/24 school year.	\$30.00/hr
65.	Appoint Tracy Nussman to the position of Substitute ACE Site Coordinator for the 2023/24 school year.	\$35.00/hr

66.	Appoint Peter Petrow to the position of ACE Team Member for the 2023/24 school year.	\$30.00/hr
67.	Appoint Brooke Phillips to the position of ACE Team Member for the 2023/24 school year.	\$16.00/hr
68.	Appoint Emma Piazza to the position of ACE Team Member for the 2023/24 school year.	\$24.00/hr
69.	Appoint Robyn Ranges to the position of Substitute ACE Team Member for the 2023/24 school year.	\$27.50/hr
70.	Appoint Robyn Ranges to the position of Substitute ACE Site Coordinator for the 2023/24 school year.	\$35.00/hr
71.	Appoint Eileen Rodda to the position of ACE Team Member for the 2023/24 school year.	\$27.50/hr
72.	Appoint Kristen Rohdieck to the position of ACE Team Member for the 2023/24 school year.	\$27.50/hr
73.	Appoint Stacy Schiff to the position of Substitute ACE Team Member for the 2023/24 school year.	\$30.00/hr
74.	Appoint Stacy Schiff to the position of Substitute ACE Site Coordinator for the 2023/24 school year.	\$35.00/hr
75.	Appoint Karen Scotti to the position of ACE Team Member for the 2023/24 school year.	\$27.50/hr
76.	Appoint Payal Sheth to the position of ACE Team Member for the 2023/24 school year.	\$27.50/hr
77.	Appoint Ellie Shrier to the position of ACE Team Member for the 2023/24 school year.	\$16.00/hr
78.	Appoint Sienna Shrier to the position of ACE Team Member for the 2023/24 school year.	\$16.00/hr
79.	Appoint Sab Skenderi to the position of ACE Team Member for the 2023/24 school year.	\$22.00/hr
80.	Appoint Alexa Smith to the position of ACE Team Member for the 2023/24 school year.	\$21.00/hr
81.	Appoint Aurela Sokoli to the position of ACE Team Member for the 2023/24 school year.	\$22.00/hr
82.	Appoint Sarah Soojian to the position of ACE Team Member for the 2023/24 school year.	\$22.00/hr
83.	Appoint Elayne Stern to the position of ACE Team Member for the 2023/24 school year.	\$30.00/hr
84.	Appoint Carol Stevens to the position of ACE Team Member for the 2023/24 school year.	\$27.50/hr

- | | | |
|-----|--|-----------------------------|
| 85. | Appoint Katie Stevens to the position of ACE Team Member for the 2023/24 school year. | \$22.00/hr |
| 86. | Appoint Denise Weakland to the position of ACE Team Member for the 2023/24 school year. | \$22.00/hr |
| 87. | Appoint Maureen Van Blarcom to the position of ACE Team Member for the 2023/24 school year. | \$27.50/hr |
| 88. | Appoint Lisa Wachino to the position of ACE Team Member for the 2023/24 school year. | \$27.50/hr |
| 89. | Appoint Brian Walis to the position of ACE Team Member for the 2023/24 school year. | \$30.00/hr |
| 90. | Appoint Michele Weinberg to the position of ACE Team Member for the 2023/24 school year. | \$22.00/hr |
| 91. | Appoint Alexis Yotka to the position of ACE Team Member for the 2023/24 school year. | \$24.00/hr |
| 92. | Approve the following staff members to be Risk Assessment Providers for the ACE Program, at a rate of \$175 per assessment, for the 2023/24 school year: | |
| | Katherine Baker
Brigette Uzar | Sara Senger
Alexis Yotka |

G. Lateral Guide Moves

1. Approve a lateral guide move for Kerri Parelhoff, Library Media Specialist, from MA to BA + 60, effective September 1, 2023.

H. Substitutes/Consultants/Volunteers

1. Approve the reappointment of substitutes for the 2023/24 school year, as per attached.
2. Approve the reappointment of consultants for the 2023/24 school year, as per attached.
3. Approve Lauren Bergrin, LDT-C, to provide evaluations for up to 15 students who are scheduled to be evaluated during Summer 2023. No more than five (5) hours per evaluation. \$55/hour
4. Approve Leah Fand as a substitute Speech and Language Pathologist to provide speech and language therapy four (4) times for 30 minutes each for a student as per the ESY Program. \$50/session
5. Approve Michelle Weinberg as a home instructor for a student whose name is on file in the Board Office, July 1 - August 15, 2023, up to 10 hours/week if the student is unable to attend school based upon current medical needs. \$40/hour
6. Approve Michelle Weinberg as a home instructor for the ESY Program for a student whose name is on file in the Board Office, who is unable to be transported to the program in Allendale, from July 5 to July 28, 2023 for two (2) hours per day. \$40/hour
7. Approve Randi Andersen as a student intern at Reynolds School for the 2023/24 school year.
8. Approve Peter Hunter as a student intern at Bogert School for the 2023/24 school year.
9. Approve Tyler Kaplan as a summer custodial volunteer, not to exceed 50 hours.

10. Approve Alexandra Soluri as a student intern at Reynolds School for the 2023/24 school year.
11. Approve Carri Wrobel as a substitute teacher/paraprofessional for the 2023/24 school year subject to the satisfactory completion of the criminal history records check required by law. Ms. Wrobel holds a NJ Standard Elementary School Teacher certificate.

I. Salary Guide

1. Approve the 2023/24 Substitute Rate/Payroll Calculations Guide, as per attached.
2. Approve the ACE Hourly Rate Schedule for the 2023/24 school year, as per attached.

VIII. FINANCE

Mrs. Imbasciani

This motion will be one motion that encompasses items A through FFFF 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 1, May 15 and May 19, 2023

B. Approve the Bills List for May 2023 as follows:

10	General Current Expense	\$82,888.15
11	General Current Expense	\$2,223,881.87
20	Special Revenue Funds	\$66,152.38
50	Milk	\$127.70
60	Enterprise Fund	\$22,590.35
Total		\$2,395,640.45

- C. Approve the Transfers for May 2023.
- D. Approve the Board Secretary and Treasurer's Reports dated May 2023 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 renewal for Toilet Room Facilities for Kindergarten Classrooms in Reynolds School, rooms 99, 100, 101, 102, 103 and 104, for the 2023/24 school year.
- F. Approve the Application for Dual Use of Educational Space for Bogert School room 11, for the 2023/24 school year.
- G. Authorize the Business Administrator/Board Secretary to pay bills during the months of July and August 2023. These payments will be approved at the next regularly scheduled meeting.
- H. Authorize the Board Secretary or, as an alternate, the Treasurer, to make wire transfers to/from all the authorized accounts.
- I. 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 \$1,000,000 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.

- J. Accept the donation of five (5) Spring 2023 Grants for Reynolds School from the Upper Saddle River River Educational Foundation (USREF) in the amount of \$4,265.00.
- K. Accept the donation of one (1) 2023 Spring Grant for Bogert School from the Upper Saddle River Educational Foundation (USREF) in the amount of \$900.00.
- L. Accept the donation of one (1) 2023 Spring Grant for Cavallini Middle School from the Upper Saddle River Educational Foundation (USREF) in the amount of \$2,500.00.
- M. Approve the submission of the FY24 ESEA Grant application.
- N. Accept funding for the FY24 ESEA Grant as follows:

Title I Part A	\$34,727
Title IIA	\$15,251
Title IV	\$10,000
- O. Refuse FY24 ESEA Title III monies.
- P. Approve the submission of the FY24 IDEA Basic and IDEA Preschool Grant applications.
- Q. Approve FY24 ARP Accelerated Learning, Coaching and Educator Support Grant expenditures for Summer 2023 Curriculum Project work as follows:

Summer 2023 Curriculum Projects (\$48/hour)		
Angelina Aragona	Katherine Baker	Nadia Balsamo
Ilene Brovender	Alana Capogrosso	Amy Caravela
Chelsea Chiellini	Paul Cirone	Edie Carmilani
Christina Cucci	Mary Dixon	Megan Conners
Danielle Dorn	Peggy Dobrinski	Jamie Drucker
Kasie Falato	Alexis Garcia	Caitlin Gervasio
Catherine Gonzales	Carey Goralski	Linda Ho
Marissa Hopson	Amanda Iannacone	Devon Joy
Valerie Kersting	Desiree Lascarro	Mary Lavelle
Jessica McFaul	Jennifer Moss	Kerry Murphy
Kristen Nicholas	Tracy Nussman	Jill Powers
Bina Rivard	Sara Senger	Julia Shea
Sarah Shetsen	Rachel Squicciarri	Cindy Stawecki

Christine Thies	Marci Titunick	Brigette Uzar
Helen Vega	Heather Walker	Jason Weinstein
Leigh Ann Weil	Anna Zimmermann	

- R. Appoint Lerch, Vinci and Bliss LLC as the district's auditors for the June 30, 2024 audit in the amount of \$26,000.00.
- S. 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, 2022 to June 30, 2025.

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.

- T. Reaffirm 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, 2022 to June 30, 2025; 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.

- U. Approve the Joint Purchasing Agreement between the Region V Council for Special Education/River Edge Board of Education and the Upper Saddle River Board of Education for providing the joint purchase of direct services and evaluations in the following areas: Occupational, Physical, Speech Therapist Audiologist, Behaviorist, Learning Disabilities Teacher Consultant, Psychologist, Social Worker, Teacher of the Deaf, Assistive Technology, Transition Services, Reading Specialists, Nursing, Certified Health Aides, 1-1 Aides, Home Instructor, Home Supports, Parent Training (POP), Translators, Educational Equipment and other educational services on an as-needed basis throughout the year, effective July 1, 2023 to June 30, 2024.
- V. Authorize the Business Administrator/Board Secretary to enter into a Cooperative Pricing Agreement with the Bergen County Cooperative for the purchase of goods and services for the 2023/24 school year.
- 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 2023/24 school year.
- X. Authorize the Business Administrator/Board Secretary to enter into a Cooperative Pricing Agreement with Sourcewell for the purchase of competitively solicited contracts for the 2023/24 school year. (Member #8560)
- Y. Authorize the Business Administrator/Board Secretary to enter into a Cooperative Pricing Agreement with OMNIA Partners for the purchase of goods and services for Trane for the 2023/24 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.

Premier Group, 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 2023/24 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 2023/24 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	Purchasing Consortium	Ed Data	Item/Services
A.N.A. Painting	A15451-State Contract		Painting
Apple	ESCNJ 18/19-67		Educational Products
Aspire Technologies		11075	Technology
Atlantic Tomorrow's Office	400467-State Contract		Document Management Services
ATRA Janitorial Supply Co.		090320GREEN	Custodial Green Products
ATRA Janitorial Supply Co.		090320MSRP	Custodial Supplies
Blackboard, Inc.	NCPA 01-03		Digital Media Management
Blick Materials	QD20EDS-NJ-23		Art Supplies
Butler Water Corrections	T-0154-State Contract		Water Treatment
Cablevision Lightpath	ESCNJ 19/20-30		Telecommunications
Cascade School Supplies		99248	Fine Art Supplies
Cascade School Supplies		99247	Library Supplies
Cascade School Supplies		99249	Teaching Aids
CDWG	ESCNJAEPA-22G		Tech Supplies Services
Charles J Becker		11722	Special Needs
Charles J Becker		11713	Teaching Aids
Combustion Service Corp.		10392	Heating
D & L Paving Contractors		10980	Paving
Discount School Supply		11713	Teaching Aids
DEMCO		C80901	Library Supplies
Direct Energy	ESCNJ 20/21-11		Gas
Downes Tree Service Co.		11585	Tree Service
EAI Education		11716	Elementary Science Grade Level
EAI Education		11717	Elementary Science Supplies
EAI Education		11705	Math Supplies
EAI Education		11687	Science Supplies
EAI Education		11713	Teaching Aids
Eastern Datacomm	ESCNJ 18/19-16		Communications Systems
Frontline Technologies	NCPA 01-102		Cloud Administrative Solutions
Generation Technologies		11651/11665	Lighting
Grainger		11725	Custodial Supplies

Johnson Controls	NCPA 02-90		HVAC Equipment and Services
Keyboard Consultants		EDDATA2020	Tech/AV/Computer
Kurtz Brothers		E02528/2022	Teaching Aids
Lakeshore		11713	Teaching Aids
Lakeshore		11762	Furniture
Mason, W.B.		EDS-NJ-N#12021	Copy Duplicator Supplies
Mason, W.B.		NJ-FA#11707	Fine Art Supplies
Mason, W.B.		11762	Furniture
Mason, W.B.		0300	Custodial Supplies
Midwest Technologies		2132326	Rocketry
Midwest Technologies		2132169	Technology Supplies
Nickerson	ESCNJ22/23-06		Partitions
Nickerson		11762	Furniture
Open Systems	PT68842-State Contract		Fire Alarms
Pitsco Education		800181	Rocketry
Pitsco Education		800179	Tech Supplies
Pitsco Education		800180	Elementary Science Supplies
Pro Academy Furniture		ED09272022	Furniture
Really Good Stuff		11713	Teaching Aids
RFS Commercial		A81751	Carpet
RFS Commercial	SHAW23-FOOD-18184		Concrete Repair SystemS
RFS Commercial	#34 HUNCCP		Floor Covering
RIS Construction Corp.	HCESC-SER-20F		Time and Materials
S & S Worldwide		11708-23PE	Physical Ed Supplies
S & S Worldwide		11722-22	Special Needs
S & S Worldwide		11713-22	Teaching Aids
School Health Corp.		4112983	Health & Trainer Supplies
School Health Corp.		5561371	Physical Ed Supplies
School Health Corp.		41179093	Special Needs
School Specialty Inc.		Q-242483	General Classroom Supplies
School Specialty Inc.		Q-236017	Elementary Science Supplies
School Specialty Inc.		Q-235757	Fine Arts Supplies
School Specialty Inc.		Q-234975	Physical Ed Supplies
School Specialty Inc.		Q-238756	Teaching Aids
SHI	E-8801-ACESCPS		Computer Equipment/Devices
Staples		SPLS11440	Copy/Duplicator Supplies
Staples		SPLS11711	Office/Computer Supplies
Staples		SPLS10430	Furniture
Staples		11725	Custodial Supplies
Teacher's Discovery		11713	Teaching Aids
Teacher's Discovery		11749	World Languages
Trane U.S. Inc.	OMNIA #3341		HVAC Equipment
Tri-State Folding Partitions		10401	Gym Equipment
United Supply Corp.		NJ11783AS	Athletic Supplies
United Supply Corp.		NJ11715LS	Library Supplies
United Supply Corp.		NJ11705MS	Math Supplies
United Supply Corp.		NJ11714AVS	A/V Supplies
United Supply Corp.		NJ11707FINEART	Fine Art Supplies
United Supply Corp.		NJ11717ESS	Elementary Science Supplies
United Supply Corp.		NJ11725CS	Custodial Supplies
White Rock Corp.	BC-BID-21-68		Roof Repairs, Replacement
White Rock Corp.	CK04-BERGEN		Roof Repairs, Replacement
White Rock Corp.	11BECCPRES1032-211		Roof Repairs/Replacement

DD. Authorize the Business Administrator/Board Secretary to establish petty cash accounts for the 2023/24 school year in accordance with Board Policy # 6620 as follows:

Location	Amount Per Incident Amount*	
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 students 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 2023/24 school year.
- FF. Approve a rate of \$3,750.00 per child for the Integrated Pre-School for the 2023/24 school year.
- GG. Accept nineteen (19) tuition students, whose names are on file in the Board Office, for the 2023/24 school year.
- HH. Accept nine (9) professional courtesy tuition students, whose names are on file in the Board Office, for the 2023/24 school year.
- II. Accept eighteen (18) Integrated Pre-School tuition students, whose names are on file in the Board Office, for the 2023/24 school year.
- JJ. Approve the following list of School Clearance Risk Assessment Vendors for the 2023/24 school year:
- Bergen County Special Services CAPE Resource Center
 - Bergen's Promise
 - CarePlus NJ, Inc.
 - Christian Health Care Center
 - Comprehensive Behavioral Healthcare, Inc.
 - Pediatric Neuropsychology and Therapy
 - 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
- KK. Approve the contract with Bergen County Special Services School District, Educational Enterprises Division for the provision of Audiological Services, not to exceed \$3,760.00, for four students whose names are on file in the Board Office for the 2023/24 school year.
- LL. 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:
- One student Banyan Elementary School
 - One student Bleshman Regional Day School
 - One student CTC Academy
 - One student Midland Park HIP - BCSSD
 - One student New Milford School District
- MM. Approve the placement of thirty-two (32) Special Education students, whose names are on file in the Board Office, in the Quad Extended School Year Program.
- NN. 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 2023/24 school year:
- One student Al-Ghazaly Jr/Sr High School
 - Two students Banyan Elementary School
 - One student Bleshman Regional Day School
 - One student CTC Academy

One student	Midland Park HIP - BCSSD
One student	New Milford School District
One student	The Windward School

- OO. Approve LearnWell Education to provide 10 hours of educational services per week at a rate of \$44.75 per hour, beginning on May 23, 2023, for a student whose name is on file in the Board Office.
- PP. Approve American School Counselor Association (ASCA) to provide the following workshops (full-day, in-person) conducted by ASCA Certified Training, Onna Holland, in the amount of \$3,500.00 per workshop:
- School Counseling Program Assessment & How-To's Workshop (September 29, 2023)
Data-Informed School Counseling Workshop (date TBD)
Get Started with the ASCA National Model Workshop (date TBD)
- QQ. Decline participation in the Special Milk Program sponsored by the New Jersey Department of Agriculture for the 2023/24 school year.
- RR. 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 2023/24 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; Extended 06/30/2022)
- SS. Approve the agreement with Alarm & Communication Technologies for preventive maintenance and fire alarm monitoring at Reynolds and Bogert Schools in the amount of \$948.00 for the 2023/24 school year.
- TT. Approve the agreement with AM Consultants to provide fixed assets inventory for the 2023/24 school year in the amount of \$2,145.00.
- UU. 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 the amount of \$2,000.00 for the 2023/24 school year.
- VV. Approve the contract with Brightly Software Inc. for Maintenance Direct Service and MySchoolDude in the amount of \$3,392.12 for the 2023/24 school year.
- WW. Approve the contract with Brightly Software Inc. for Technology Essentials (Incident) Service in the amount of \$1,885.39 for the 2023/24 school year.
- XX. Approve the maintenance contract with Butler Water Corrections for boiler water treatment services in the amount of \$2,950.00 for the period October 2023 through March 2024.
- YY. Approve the contract with Combustion Service Corp. for boiler cleaning, inspection and efficiency testing in the amount of \$10,040.00.
- ZZ. Approve the service agreement with Computer Solutions, Inc., in the amount of \$10,044.00, for the 2023/24 school year.
- AAA. 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 2023/24 school year.
- BBB. Approve the contract with Delta Dental with no increase for the 2023/24 school year.
- CCC. Approve the contract with Discovery Ed. for the 2023/24 school year in the amount of \$8,333.67.

- DDD. Approve the licensing and maintenance agreement with Educational Data Services, Inc. in the amount of \$4,190.00 for the 2023/24 school year.
- EEE. Approve the agreement for Cooperative Skills Trade Compliance Services and Ancillary Bids Services with Educational Data Services, Inc. in the amount of \$2,100.00 for the 2023/24 school year.
- FFF. Approve the contract renewal with Finalsity (formerly Blackboard) for the 2023/24 school year in the amount of \$13,589.99.
- GGG. Approve Flooring Concepts to supply and install epoxy and seal coat the floors in three (3) bathrooms in Bogert at a total cost of \$7,500.00.
- HHH. Approve the service agreements with Frontline Technologies for the 2023/24 school year for the following:
- | | |
|-------------------|-------------|
| AESOP | \$9,942.78 |
| Applitrack System | \$3,618.84 |
| IEP-Direct | \$17,853.47 |
| 504 | \$891.85 |
- III. Approve the service agreement with Genesis Educational Services Student Information System in the amount of \$12,376.00 for the 2023/24 school year.
- JJJ. Approve the service agreement with Genserve in the amount of \$2,000.00 for Bogert/Reynolds Schools for the 2023/24 school year.
- KKK. Approve the contract with Gente for the 2023/24 school year for FSA and Vision administration services.
- LLL. Approve the Annual Employee Assistance Contract with Good Samaritan Hospital in an amount not to exceed \$4,000.00, for the 2023/24 school year.
- MMM. Approve the planned maintenance contract renewal with HandiLift in the amount of \$1,119.00 for Bogert/Reynolds and \$1,250.00 for Cavallini for the 2023/24 school year.
- NNN. Approve the maintenance agreement with Johnson Controls, Inc. in the amount of \$22,163.00 for the 2023/24 school year.
- OOO. Approve the agreement for comprehensive environmental services from Karl and Associates in the amount of \$5,900.00 for the 2023/24 school year.
- PPP. 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 2023/24 school year.
- QQQ. Approve the services agreement with njschooljobs.com in the amount of \$2,000.00 for the 2023/24 school year.
- RRR. Approve the service agreement for On Scene Technologies in the amount of \$4,500.00 for the 2023/24 school year.
- SSS. Approve the maintenance agreement for annual inspections with Open Systems Metro in the amount of \$2,195.00 for the 2023/24 school year.
- TTT. Approve RFS Commercial Inc. to supply and install the necessary materials to repair and waterproof the exterior steps by Exit 6, at Bogert School, at a cost of \$6,896.12. (Pricing based on NJ State Contract/#34 HUNCP Commercial Floor Covering & Related Services #208)

- UUU. Approve RFS Commercial Inc. to supply and install the necessary materials to repair and waterproof the exterior steps by Exit 7, at Bogert School, at a cost of \$4,835.11 (Pricing based on NJ State Contract/#34 HUNCP Commercial Floor Covering & Related Services #208)
- VVV. Approve Quest Diagnostics to provide Substance Abuse Lab-Based Testing and Services for the 2023/24 school year, on a per person basis, as follows:
- | | |
|--------------------|---------|
| COC Collection Fee | \$11.55 |
| COC Collection Fee | \$16.25 |
| SAP 5-50 W/NIT | \$21.00 |
- WWW. Approve the service agreement with Stewart & Stevenson Power Products LLC (Atlantic Division) in the amount of \$5,111.00 for the 2023/24 school year.
- XXX. Approve the agreement for policy alert and support system annual maintenance with Strauss Esmay Associates, LLP in the amount of \$4,965.00 for the 2023/24 school year.
- YYY. Approve the service contract renewal with Trane in the amount of \$48,500.00 for the 2023/24 school year. (Pricing as per OMNIA Partners Contract #3341)
- ZZZ. 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 Susan Doherty, 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, 2023 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).

- AAAA. 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.

BBBB. 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.

CCCC. 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.

DDDD. Approve the donation of \$100 to the USRPD/Special Olympics Torch Run from the Bogert Student Council.

EEEE. Approve the donation from Reynolds Library of picture books that are being removed from circulation to Alessandra Mulvey who is partnering with Oasis NJ to promote literacy with campers as part of her Gold Award Project.

FFFF. Approve the following Travel Expense:

Program Name	Date	Employee	Registration Fees	Travel Cost
Toolbox Tuesday Mount Olive, NJ	July 11, 2023	Scott Kirsch	\$0.00	\$0.00
		Ivan Kykta	\$0.00	\$0.00
		Pietro Lala	\$0.00	\$0.00
		Nijazi Leka	\$0.00	\$0.00
ASCA 2023 Conference (Online)	July 15-18, 2023	Sara Senger	\$209.00	\$0.00

IX. **PUBLIC COMMENT**

X. **ADJOURNMENT**

Mrs. Gandara

SUBSTITUTE RENEWAL 23/24			
LAST NAME	FIRST NAME	SUBJECTS	CRT
Abdulsalam	Barbara	Teacher & Paraprofessional	C
Alba	Jason	Custodian	
Alberta	Mia	Teacher & Paraprofessional	C
Alleva	Lauren	Teacher & Paraprofessional	C
Aminoleslami	Maryam	Teacher & Paraprofessional	C
Amodeo	Robert	Teacher & Paraprofessional	C
Anastos	Emily	Teacher & Paraprofessional	S
Asta	Jacqueline	Teacher & Paraprofessional	C
Aufiero	Joan	Teacher & Paraprofessional	C
Balji	Heather	Teacher & Paraprofessional	C
Barrow	Madelyn	Teacher & Paraprofessional	S
Belasic	John	Custodian	
Belasic	Paul	Custodian	
Bergrin	Lauren	LDTC/evaluations	S
Borin	Michelle	Teacher & Paraprofessional	C
Brown	Colette	Teacher & Paraprofessional	C
Calarco	Risa	Teacher & Paraprofessional	C
Canonico	Randy J.	Teacher & Paraprofessional	C
Carucci	Michelle	Teacher & Paraprofessional	S
Castricone	Samantha	Teacher & Paraprofessional	C
Chauhan	Dipti	Teacher & Paraprofessional	C
Christensen	Nicole	Teacher & Paraprofessional	C
Cody	Robin	Teacher & Paraprofessional	S
D'Angelo	Samantha	Teacher & Paraprofessional	C
Dabal	Samantha	Teacher & Paraprofessional	C
Daub	William	Teacher & Paraprofessional	C
DeAngelo	Darya	Teacher & Paraprofessional	C
DeCandia-Pook	Connie	Secretary	
DeFies	Melania	Teacher & Paraprofessional	C
DeGiglio	Anthony	Custodian	
Dellagatta	Cara	Teacher & Paraprofessional	C
Dellatorre	Patricia	Teacher & Paraprofessional	C
Deniz	Susan	Teacher & Paraprofessional	S
Diamond	Rebecca	Teacher/Para/Secretary	C
Dolan	Carly	Teacher & Paraprofessional	S
Dunn	Ryan	Custodian	
Dunn	Thomas	Custodian	
Elsouccari	Zenab	Teacher & Paraprofessional	S
Faraz	Sophia	Teacher & Paraprofessional	C
Farinacci	Anthony	Teacher & Paraprofessional	S
Fletcher	Katrina	Teacher & Paraprofessional	C
Flood	Susan	Teacher & Paraprofessional	C

Garber	Alan	Teacher & Paraprofessional	C
Ginsberg	Liza	Teacher & Paraprofessional	C
Giudice	Olimpia	Teacher & Paraprofessional	C
Gordon	Frances	Teacher & Paraprofessional	C
Griffin	Walter	Custodian	
Griffith	John	Teacher & Paraprofessional	C
Harris	Marc	Teacher & Paraprofessional	C
Hoffman	Danielle	Teacher & Paraprofessional	S
Hubbard	Fernanda	Teacher/Para/Secretary/LA	C
Jareck	Pat	Teacher & Paraprofessional	S
Katz	Robin	Teacher & Paraprofessional	C
Kelly Klarmann	Kathryn	Teacher & Paraprofessional	C
Khalessi	Saghar	Teacher & Paraprofessional	C
Khalid	Imtiaz	Teacher & Paraprofessional	C
Kinard	Hakeem	Teacher & Paraprofessional	C
Kleinman	Helaine	Teacher & Paraprofessional	C
Kotsopulos	Sofia	Teacher & Paraprofessional	C
Kovar	Beth	Teacher & Paraprofessional	S
Kreindel	Cheryl	Teacher & Paraprofessional	C
Krenicki	Christine	Teacher & Paraprofessional	S
Lagomarsino	Jacqueline	Teacher & Paraprofessional	C
Lieberman	Milana	Teacher & Paraprofessional	C
Lindsay	Thomas	Teacher & Paraprofessional	C
Maksoud	Jessica	Teacher & Paraprofessional	S
Manrique	Angela	Teacher & Paraprofessional	C
Maphis	Kevin	Teacher & Paraprofessional	C
Mark	Elissa	Teacher & Paraprofessional	C
Martino	Adriana	Teacher & Paraprofessional	C
McCreight	Alexandra	Teacher & Paraprofessional	S
Medina	Sherika	Teacher & Paraprofessional	C
Merritt	Catherine	Teacher/Para/Secretary	C
Mezzatesta	Nancy	Teacher & Paraprofessional	C
Miekhail	Mari	Teacher & Paraprofessional	C
Milston	Rachel	Teacher & Paraprofessional	C
Morelli	Kristen	Teacher & Paraprofessional	C
Murphy	Justina	Teacher & Paraprofessional	S
Nelson	Maritza	Teacher & Paraprofessional	C
Ng	Melissa	Teacher & Paraprofessional	C
O'Connor	Sean	Teacher & Paraprofessional	C
O'Doherty	Mary Ellen	Teacher & Paraprofessional	S
Pagliocca	Dyonna	Teacher & Paraprofessional	S
Paxos-Brandt	Stamatia	Teacher & Paraprofessional	S
Pestronk	Isabel	Teacher/Para/HI	S
Quinones	April	Teacher & Paraprofessional	C
Ranges	Jennifer	Teacher & Paraprofessional	C

Ranges	Robyn	Nurse	C
Reilly	Donna	Teacher & Paraprofessional	C
Richardson	Nadege	Teacher & Paraprofessional	C
Rodas	Deborah	Teacher & Paraprofessional	S
Rodda	Eileen	Teacher & Paraprofessional	S
Rohdieck	Kristen	Teacher & Paraprofessional	C
Rybak	Kelly	Teacher & Paraprofessional	S
Salvatore	Kristen	Teacher & Paraprofessional	C
Schondorf	Nancy	Teacher & Paraprofessional	C
Scotti	Karen	Teacher & Paraprofessional	C
Shenouda	Ghada	Teacher & Paraprofessional	C
Shields	Phoebe	Teacher & Paraprofessional	C
Simpson	Tyler	Teacher & Paraprofessional	C
Slaybaugh	Charles	Teacher & Paraprofessional	S
Soojian	Sarah	Teacher & Paraprofessional	C
Stevens	Carol	Teacher & Paraprofessional	S
Stevens	Katie	Teacher & Paraprofessional	C
Stone	Howard	Teacher & Paraprofessional	C
Sullivan	Susan	Teacher & Paraprofessional	C
Targove	Julia	Teacher & Paraprofessional	C
Vehmas	Heidi	Teacher & Paraprofessional	C
Wachino	Lisa	Teacher & Paraprofessional	C
Waldbaum	Jennifer	Teacher & Paraprofessional	S
Waldt	Elizabeth	Teacher & Paraprofessional	S
Wallack	Nicole	Teacher & Paraprofessional	C
Warsoff	Michelle	Teacher & Paraprofessional	C
Wehrle	Jennifer	Teacher & Paraprofessional	C
Weinberg	Michele	Teacher/Para/Home Instruction	S
Weinberger	Jack	Teacher & Paraprofessional	C
Witt	Maxwell	Teacher & Paraprofessional	C
Wrobel	Carri	Teacher & Paraprofessional	S
Yuhas	Renee	Teacher & Paraprofessional	C

CONSULTANT RENEWALS FOR 2023/2024

Name	Type of Service
Above and Beyond	ABA Therapist
Altman, Jennifer	SEL PD Consultant
Bayada Home Health Care, Inc.	Nursing Services
Behavior Therapy Associates P.A.	(works with teachers only)
Chalemian, Dr. Bliss A.	Psychiatrist
Communications Therapy	Speech (Janet Krebs and Deborah Roberts)
Dansky, Sheli	PT / ESY
Developmental Behavioral Pediatrics	Evaluations (Dr. Lisa Nalven)
Doran, Patricia	ABA Therapist
Dries, Carlea	Psychological-educational evaluations
Educational Enterprises	B.C. Special Services
Fand, Leah	Speech Therapist / ESY
Fennelly, Bryan	Psychiatrist
Garden State AAC Specialists, LLC	Professional Development Consultant (works w/teachers only)
Goldberg Gravity	Professional Development Consultant
Hahn, Dr. Richard	Psychiatrist
Hanna, Dr. Mohab	Psychiatrist
Hertler, Steven	Psychological-educational evaluations
Hintz, Kimbro	Speech Therapist / ESY
Huntington, Jodi	Psychological evaluations
Invo Healthcare Associates	OT
Kostenko, Christian	Targeted Instruction
Kotler, Lisa	Psychiatrist
Lagatta, Christine	Curriculum Consultant (works w/ teachers only)
Levine, Mary A.	LEAP Co-Coordinator
Lupu, Sarah	School Doctor
Nagy, Leslie	Psychiatrist
New Jersey Educational Services Alliance	Psychological and Educational evaluations
O'Sullivan, Joanne	ABA Therapist
Patel, Poorvi	Evaluations
Professional Education Services	Home Instruction
Ragheb, Dr. Sameh	Psychiatrist
Rickard Rehabilitation Services	Occupational/Physical/Speech Therapy
Rojas, Veronica	Psychiatrist
Rosenbaum, Elana	OT / ESY
Russell, Christopher	TVI (Teacher of the Visually Impaired)
Schmuler, Kira	Russian Speaking Evaluations
Shalaby, Carla	Professional Development Consultant
Silverman, Anne	LEAP Co-Coordinator
Slater, Jonathan	Psychiatrist
Speech and Hearing Assoc	Evaluations
St. Joseph's Child Development Ctr.	Evaluations (Dr. Nancy Holahan, Dr. Joseph Holahan, Dr. Aparna Mallik)
Tancer, Nancy Kaplan	Psychiatrist
Weinberg, Michelle	Targeted Instruction
Widmer, Kirsten	Curriculum Consultant (works w/ teachers only)
Willis, Dawn	ABA Therapist
Younger, Kristen	ABA Therapist

2023-2024 Substitute Rates/Payroll Calculations
Upper Saddle River Schools

SUBSTITUTE TEACHERS/PARAPROFESSIONALS \$140/day
(Substitutes holding a NJ State or county substitute teaching certificate)

SUBSTITUTE PARAPROFESSIONALS \$90/day
(Substitute paraprofessionals NOT holding a NJ State or county substitute teaching certificate)

#School Nurse \$150/day

~HOME INSTRUCTION TEACHERS \$40/hour

§SUBSTITUTE SEC/CLERICAL \$15/hour

SUBSTITUTE LUNCH AIDE \$10/hour

§SUBSTITUTE CUSTODIAN \$15/hour

SUBSTITUTE RETIRED POLICE OFFICER \$150/day

DRAFT

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
Custodians/Network Techs.	260 days	8 hours/day	2,080 hours/year
Retired Police Officer	186 days	8 hours/day	1,488 hours/year

§Change from 2022/2023

Approved: June 12, 2023

**ACE PAY SCHEDULE
FOR HOURLY EMPLOYEES
(EFFECTIVE SEPTEMBER 1, 2023)**

	# of YEARS IN ACE	HOURLY RATE
IN DISTRICT (Employee of USRBOE)		
	1	\$22
	2	\$22
	3	\$24
	4	\$26
	5 or more	\$30
OUT OF DISTRICT (Not an Employee of USR)		
	1	\$20
	2	\$21
	3 or more	\$22
HIGH SCHOOL STUDENTS		\$16
SUBSTITUTE SITE COORDINATOR		\$35

*THESE RATES APPLY TO ALL STAFF HIRED AFTER JUNE 1, 2023.
EMPLOYEES HIRED BEFORE JUNE 1, 2023 WILL BE
GRANDFATHERED IN AT THEIR CURRENT RATE.

DRAFT

Bylaws
0144/Page 1 of 2

BOARD MEMBER ORIENTATION AND TRAINING

0144 BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each Board member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member to acquire information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive access to and/or a copy of the Board of Education Bylaw and Policy Manual, the manual of administrative regulations, each negotiated agreement, the current budget statement and audit report, other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary.

Within the first ninety days of a new Board member's first term, the Board member shall complete a training program to be prepared and offered by the New Jersey School Boards Association. The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-33.

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Bylaws

0144/Page 2 of 2

BOARD MEMBER ORIENTATION AND TRAINING

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under N.J.S.A. 18A:37-13 et seq. A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.
N.J.A.C. 6A:28-4.1

Adopted: 19 May 2008
Revised: 20 June 2011
Revised: 12 June 2023



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

Program
2520/Page 1 of 1
INSTRUCTIONAL SUPPLIES (M)

2520 INSTRUCTIONAL SUPPLIES (M)

M

The Board of Education shall provide staff members with the supplies and materials necessary for the successful implementation of the instructional program and provide students with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this Policy such clothing or personal equipment as may be required for reasons related to the safety and health of students or the protection of school property and are individualized or non-reusable, and any materials used in the manufacture or preparation of useful or decorative items that students are permitted to retain, except that no student will be denied participation in any course of study or school sponsored activity because of their financial inability to bear the cost of such clothing, equipment, or materials.

Supplies and materials will be distributed throughout the school district in a manner that ensures equal distribution to students; school facilities; courses; programs; and activities and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.7(a).

The Superintendent or designee shall develop procedures for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

N.J.A.C. 6A:7-1.7
N.J.S.A. 18A:34-1

Adopted: 19 May 2008
Revised: 12 June 2023



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

Teaching Staff Members
3217/Page 1 of 1
USE OF CORPORAL PUNISHMENT

3217 USE OF CORPORAL PUNISHMENT

No teaching staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such teaching staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any teaching staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted: 19 May 2008

Revised: 12 June 2023



POLICY GUIDE

DRAFT

SUPPORT STAFF MEMBERS

4217/page 1 of 1

Use of Corporal Punishment

Mar 23

4217 USE OF CORPORAL PUNISHMENT

No support staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such support staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any support staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted: 12 June 2023



5305 HEALTH SERVICES PERSONNEL (M)

M

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is contracted by the Board. The school physician(s) shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and shall have a training and scope of practice that includes child and adolescent health and development. The contract between the Board and the school physician(s) appointed pursuant to N.J.S.A. 18A:40-1 shall include a statement of assurance that the school physician(s) has completed the Student-Athlete Cardiac Screening professional development module developed pursuant to N.J.S.A. 18A:40-41d and has read the sudden cardiac arrest pamphlet developed pursuant to N.J.S.A. 18A:40-41. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services pursuant to N.J.A.C. 6A:16-2.3.

The school physician(s) shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies, pursuant to N.J.A.C. 6A:16-2.1(a) and Policy and Regulation 5310;
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. §1400 et seq., Individuals with Disabilities Education Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home;
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and re-issued before the beginning of each school year;



7. Establishment of standards of care for emergency situations and medically related care involving students and school staff;
8. Assistance to the certified school nurse or noncertified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c) and Policy and Regulation 5310;
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan, pursuant to N.J.A.C. 6A:16-2.1(b) and Policy and Regulation 5310.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational services certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; and complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:



1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and Policy and Regulation 5310 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances, pursuant to N.J.S.A. 18A:40-4 and 18A:40A-12 and Policy and Regulation 5530;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4, and Policy and Regulation 5308;
4. Recommending to the Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14 and Policy and Regulation 5330;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. Classroom instruction in areas related to health education, pursuant to N.J.A.C. 6A:9B-14.3;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and



medical information to the Child Study Team, pursuant to N.J.A.C. 6A:14-3.4(h);

12. Writing and updating, at least annually, the individualized health care plans and the individualized emergency healthcare plans for students' medical needs, and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3;
16. Reviewing completed health history update questionnaires and sharing with the school athletic trainer for review, if applicable, pursuant to N.J.S.A. 18A:40-41.7; and
17. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health, pursuant to N.J.A.C. 6A:9B-14.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse provided a noncertified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3.a. and a noncertified nurse is limited to providing services only as permitted under a noncertified nurse's license issued by the State Board of Nursing in accordance with N.J.A.C. 6A:16-2.3(c).

N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;
18A:40-8; 18A:40-10; 18A:40A-12; 18A:40-12.6;
18A:40-12.14; 18A:40-41.7
N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:14-3.4; 6A:16-2.1;
6A:16-2.2; 6A:16-2.3



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Students
5305/Page 5 of 5
HEALTH SERVICES PERSONNEL (M)

Adopted: 16 June 2008
Revised: 17 November 2014
Revised: 24 October 2016
Revised: 12 June 2023



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

Students
5308/Page 1 of 2
STUDENT HEALTH RECORDS (M)

5308 STUDENT HEALTH RECORDS (M)

M

The school district shall maintain mandated student health records for each student pursuant to N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7. The district will document student health records using a form approved by the Commissioner of Education.

The maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7 and 6A:16-2.4. Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7. Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the school district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. The school district of last enrollment, graduation, or permanent departure of the student shall keep, for 100 years, a mandated record of a student's health history and immunization in accordance with N.J.A.C. 6A:32-7.8(f). No additions shall be made to the record after graduation or permanent departure without prior written consent of the parent or adult student pursuant to N.J.A.C. 6A:32-7.8(e).

The transfer of student health records when a student transfers to or from a school district shall be in accordance with N.J.A.C. 6A:16-7.9 and N.J.A.C. 6A:32-7.5.

Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations: information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student; information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2; information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates that a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

Access to and disclosure of information in a student health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g,



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Students
5308/Page 2 of 2
STUDENT HEALTH RECORDS (M)

and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7 - Student Records.

The school district shall provide access to the student health record to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.

Nothing in N.J.A.C. 6A:16-2.4 or in this Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

N.J.S.A. 18A:40-3.4
N.J.A.C. 6A:16-2.4; 6A:32-7.1; 6A:32-7.4;
6A:32-7.5; 6A:32-7.8

Adopted: 16 June 2008
Revised: 17 November 2014
Revised: 12 June 2023



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

STUDENTS
R 5308/Page 1 of 3
STUDENT HEALTH RECORDS (M)

R 5308 STUDENT HEALTH RECORDS (M)

M

Student health records shall be maintained for each student pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4.

A. Mandated Student Health Records

1. The district shall maintain for each student, pursuant to N.J.A.C. 6A:32, a student health record that includes the following mandated records:
 - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
 - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, 4.3, and 4.4.
2. The district will document the findings of student health histories, health screenings, and required medical examinations that are relevant to school participation on the student's health record using a form approved by the Commissioner of Education.

B. Maintenance and Security of Student Health Records

1. The school district shall maintain student health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
 - a. Student health records may be stored electronically or in paper format.
 - (1) When student health records are stored electronically, proper security and backup procedures shall be administered;
 - b. Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7.1(l).



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5308/Page 2 of 3
STUDENT HEALTH RECORDS (M)

- (1) Student health records shall be maintained separately from other student records. Student health records also shall be maintained in accordance with the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.

- c. Student health records shall be accessible during the hours in which the school program is in operation.

C. Transferring Student Health Records

The school district shall ensure compliance with the requirements of N.J.A.C. 6A:32-7 – Student Records and Policy and Regulation 8330 when transferring student health records.

D. Restrictions for Sharing Student Health Information

1. Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations.
 - a. Information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student.
 - b. Information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2.
 - c. Information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5308/Page 3 of 3
STUDENT HEALTH RECORDS (M)

E. Access to Student Health Records

1. Access to and disclosure of information in the student health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g and 34 CFR Part 99 as amended and supplemented, and N.J.A.C. 6A:32-7 – Student Records.
2. The school district shall provide access to the student health record to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.
 - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.
3. Nothing in N.J.A.C. 6A:16-2.4 or in Policy 5308 and this Regulation shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

Issued: 17 November 2014

Revised: 12 June 2023



DRAFT

Students
5310/Page 1 of 3
HEALTH SERVICES (M)

5310 HEALTH SERVICES (M)

M

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness, pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting by the following authorized individuals (Policy and Regulation 5330):
 - a. The school physician;
 - b. A certified school nurse or noncertified nurse;
 - c. A substitute school nurse employed by the school district;
 - d. The student's parent;
 - e. A student approved to self-administer medication, pursuant to N.J.A.C. 6A:16-2.1(a)5.iii. and 6A:16-2.1(a)9. and N.J.S.A. 18A:40-12.3 and 12.4;
 - f. Other school employees who volunteer to be trained and designated by the certified school nurse to administer epinephrine in an emergency, pursuant to N.J.S.A. 18A:40-12.5 and 12.6; and
 - g. Other employees who volunteer to be designated as a delegate and trained to administer glucagon, pursuant to N.J.S.A. 18A:40-12.14.
3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);
4. The provision of health services in emergency situations, including:
 - a. The emergency administration of epinephrine via an epinephrine auto-injector, pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);



- b. The emergency administration of glucagon, pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
 - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
 - d. The transportation and supervision of any student determined to be in need of immediate care (Policy and Regulation 8441);
 - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and
 - f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b. (Policy and Regulation 5300).
- 5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5. (Policy 5335);
 - 6. Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
 - 7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR §1910.1030, Occupational Safety and Health Bloodborne Pathogens Standards (Policy and Regulation 7420);
 - 8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
 - 9. Self-administration of medication by a student for asthma or other potentially life-threatening illness or life-threatening allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed, pursuant to N.J.S.A. 18A:40-12.15 (Policy and Regulation 5330);



10. Development of an individualized healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including diabetes, asthma, and life-threatening allergies requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3.xii. (Policies and Regulations 5331 and 5338 and Policy 5335); and
11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis, pursuant to N.J.S.A. 18A:40-12.6a through 12.6d (Policy and Regulation 5331).

The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting, pursuant to N.J.A.C. 6A:16-2.1(b) and Policy 5307.

N.J.S.A. 18A:35-4.8; 18A:40-4; 18A:40-12;
18A:40-12.3; 18A:40-12.5; 18A:40-12.6;
18A:40-12.6a; 18A:40-12.6b; 18A:40-12.6c;
18A:40-12.6d; 18A:40-12.7; 18A:40-12.11;
18A:40-12.15; 18A:40-16; 18A:40-23 et seq.;
18A:40-41.a; 18A:40-41.b.

N.J.A.C. 6A:16-1.3; 6A:16-2.1; 6A:16-2.2

Adopted: 16 June 2008

Revised: 17 November 2014

Revised: 20 June 2016

Revised: 12 June 2023



REGULATION

DRAFT

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5310/Page 1 of 8
HEALTH SERVICES (M)

R 5310 HEALTH SERVICES (M)

M

A. Definitions – (N.J.A.C. 6A:16-1.3)

1. Advanced practice nurse (APN) – means a person who holds a current license as either an advanced practice nurse or a nurse practitioner/clinical nurse specialist from the State Board of Nursing.
2. Certified school nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an educational services certificate, school nurse, or school nurse/non-instructional endorsement from the Department of Education, pursuant to N.J.A.C. 6A:9B-14.3 and 14.4.
3. Medical home – means a health care provider, including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12 and the provider's practice site chosen by the student's parent for the provision of health care.
4. Non-certified nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a Board of Education and who is not certified as a school nurse by the Department of Education.
5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.
6. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
7. Physician assistant (PA) – means a health care professional licensed to practice medicine with physician supervision.



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5310/Page 2 of 8
HEALTH SERVICES (M)

8. School physician – means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.
- B. Medical Examinations – General Conditions (N.J.A.C. 6A:16-2.2)
1. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.
 2. The findings of required examinations under N.J.A.C. 6A:16-2.2(h)2. through (h)5. and D. through G. below shall include the following components:
 - a. Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;
 - b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
 - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
 - d. Physical examinations.
 3. Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), that is:
 - a. In an unlocked location on school property, with an appropriate identifying sign;
 - b. Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which students of the school district or nonpublic school are participating; and
 - c. Within a reasonable proximity of the school athletic field or gymnasium, as applicable.



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5310/Page 3 of 8
HEALTH SERVICES (M)

4. The Board of Education shall make accessible information regarding the NJ FamilyCare Program to students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.
 5. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.
 6. Pursuant to N.J.S.A. 18A:40-4, a student who presents a statement signed by their parents that such required examinations interfere with the free exercise of their religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or to determine their fitness to participate in any health, safety, or physical education course required by law.
- C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural Athletic Team or Squad for Students Enrolled in Any Grades Six to Twelve (N.J.A.C. 6A:16-2.2(h)1.)
1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for students enrolled in any grades six to twelve.
 - a. The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, APN, or PA.
 - b. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at

<http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>,
in accordance with N.J.S.A. 18A:40-41.7.



- (1) Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41d.
 - (a) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
 - (2) The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
 - (3) An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- c. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b.

The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5310/Page 5 of 8
HEALTH SERVICES (M)

- (1) Been advised by a licensed physician, APN, or PA not to participate in a sport;
 - (2) Sustained a concussion, been unconscious or lost memory from a blow to the head;
 - (3) Broken a bone or sprained, strained, or dislocated any muscles or joints;
 - (4) Fainted or blacked out;
 - (5) Experienced chest pains, shortness of breath, or heart racing;
 - (6) Had a recent history of fatigue and unusual tiredness;
 - (7) Been hospitalized, visited an emergency room, or had a significant medical illness;
 - (8) Started or stopped taking any over the counter or prescribed medications; or
 - (9) Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.
- d. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
- e. The Board shall not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural athletic team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.
- f. The school district shall distribute to a student-athlete and the student-athlete's parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5310/Page 6 of 8
HEALTH SERVICES (M)

the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.

- (1) A student-athlete and the student-athlete's parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it, to the student's school, pursuant to N.J.S.A. 18A:40-41.d.
- (2) The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.
- (3) The Commissioner shall distribute the pamphlet, at no charge, to the school district, pursuant to N.J.S.A. 18A:40-41.b.

D. Medical Examinations - Upon Enrollment in School (N.J.A.C. 6A:16-2.2(h)2.)

1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and upon enrollment in school.
 - a. The school district shall require parents to provide within thirty days of enrollment entry-examination documentation for each student.
 - b. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school district, pursuant to N.J.A.C. 6A:16-2.4(d).
 - c. Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry-examination documentation.
 - d. The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grade four through six), and adolescence (grade seven through twelve).



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5310/Page 7 of 8
HEALTH SERVICES (M)

- E. Medical Examinations - When Students Apply for Working Papers
(N.J.A.C. 6A:16-2.2(h)3.)
1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when applying for working papers.
 2. The school district may provide for the administration of a medical examination for a student pursuing a certificate of employment.
 3. The school district shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).
- F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4 (N.J.A.C. 6A:16-2.2(h)4.)
1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and for the purposes of the comprehensive child study team evaluation, pursuant to N.J.A.C. 6A:14-3.4.
- G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 (N.J.A.C. 6A:16-2.2(h)5.)
1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3.
 2. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination, pursuant to N.J.A.C. 6A:16-4.3.
 3. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3.



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5310/Page 8 of 8
HEALTH SERVICES (M)

H. Health Screenings (N.J.A.C. 6A:16-2.2(l))

The Board of Education shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(l).

1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade twelve.
2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade ten.
3. Screening for auditory acuity shall be conducted annually for students in Kindergarten through grade three and in grades seven and eleven, pursuant to N.J.S.A. 18A:40-4.
4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen, pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.
6. The school district shall notify the parent of any student suspected of deviation from the recommended standard.
7. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.

Issued: 13 December 2010

Revised: 17 November 2014

Revised: 20 June 2016

Adopted: 12 June 2023



REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

(M)

M

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the Strengthening Career and Technical Education for the 21st Century Act, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final



REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – March 2014

Adopted: 18 October 2010
Revised: 16 December 2019
Revised: '12 June 2023



REGULATION GUIDE

DRAFT

FINANCES
R 6115.01/page 1 of 1
Federal Awards/Funds Internal Controls –
Allowability of Costs
Mar 23
M

R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS

- A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:
1. The Superintendent of Schools will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.
 2. The grant administrator shall complete the following responsibilities for a Federal grant submission:
 - a. Complete the grant application for approval by the Superintendent and the Board of Education;
 - b. Collaborate with the School Business Administrator/Board Secretary or designee to develop the budget to include all applicable costs;
 - c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and
 - d. Work with the School Business Administrator/Board Secretary to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.
 3. Upon approval and funding of the Federal grant program, the grant administrator will:
 - a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator



REGULATION GUIDE

FINANCES

R 6115.01/page 1 of 2

Federal Awards/Funds Internal Controls –

Allowability of Costs

Mar 23

M

determines should be provided the professional development and training to ensure all staff members are providing the services approved and required by the grant;

- b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and
- c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.

- 4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator/Board Secretary or designee to complete any close-out and final reports as required by the Federal grant.

Adopted: 12 June 2023



POLICY GUIDE

DRAFT

FINANCES
6115.04/page 1 of 1
Federal Funds – Duplication of Benefits
Mar 23
M

6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator/Board Secretary shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, subrecipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and
2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and



POLICY GUIDE

FINANCES

6115.04/page 1 of 2

Federal Funds – Duplication of Benefits

Mar 23

M

Federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);
2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;
3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;
2. Declined or cancelled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

Adopted: 12 June 2023



POLICY

DRAFT

UPPER SADDLE RIVER BOARD OF EDUCATION

Finances

6311/Page 1 of 2

CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS (M)

6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS (M)

M

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM), accessible at www.sam.gov maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR §3485.220. A covered transaction is any contract that is awarded by the Board



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Finances
6311/Page 2 of 2

CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS (M)

of Education that is covered under 2 CFR §180.210 and the amount of the contract is expected to equal or exceed \$25,000, unless the Board chooses a lower threshold.

Compliance with the provisions of 2 CFR §200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.

2 CFR §200
2 CFR §3485.220
2 CFR §180.210

Adopted: 15 November 2021
Revised: 12 June 2023



DRAFT

Property
7440/Page 1 of 3
SCHOOL DISTRICT SECURITY (M)

7440 SCHOOL DISTRICT SECURITY (M)

M

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

As used in this Policy and N.J.S.A. 18A:41-7.1, "critical incident mapping data" means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information.

The Board shall provide to local law enforcement authorities critical incident mapping data for all schools and school grounds. In the case of a school building located in a municipality in which there is no municipal police department, critical incident mapping data shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised mapping data to the applicable law enforcement authorities or designated entities any time that there is a change to the critical incident mapping data.

Critical incident mapping data provided pursuant to N.J.S.A. 18A:41-7.1.a. shall be: compatible with all platforms and applications used by local, State, and Federal law enforcement authorities; provided in a printable format; and verified for accuracy through an annual walkthrough of school buildings and school grounds.

Nothing in this Policy or N.J.S.A. 18A:41-7.1 shall be construed to require local law enforcement authorities or designated entities to access critical incident mapping data using third party viewing software.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.



Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13 and this Policy and Regulation 7440.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3 and this Policy and Regulation 7440. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2 and this Policy and Regulation 7440. The School Safety Specialist shall also serve as the school district liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;
18A:41-13; 18A:41-14
N.J.A.C. 6A:16-1.3; 6A:26-1.2



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Property
7440/Page 3 of 3
SCHOOL DISTRICT SECURITY (M)

Adopted: 16 June 2008
Revised: 30 April 2018
Revised: 29 April 2019
Revised: 16 December 2019
Revised: 8 February 2021
Revised: 12 June 2023



DRAFT

Community
9140/Page 1 of 1
CITIZENS ADVISORY COMMITTEES (M)

9140 CITIZENS ADVISORY COMMITTEES (M)

M

The Board of Education encourages communication between the school district and the community at large. Citizens advisory committees may be useful in keeping the Board and the administration informed with regard to community opinion and in representing the community.

The Board may establish a citizens advisory committee to provide input to the Board and the administration from the community for funded programs as the law requires and as the Board sees fit.

In creating a new citizens advisory committee, the Board may appoint: members of the community who are able and interested in the subject and concerned about the schools; members who represent a wide range of community interests and backgrounds; a chairperson; one or more Board members; and school staff members. The Board President or designee and the Superintendent or designee shall serve as members of the citizens advisory committee.

In charging a new citizens advisory committee, the Board shall define the citizens advisory committee assignment in writing, set a date for report(s) to the Board, and establish a budget, if needed. Expenditures of district funds by a citizens advisory committee shall be made upon the approval of the Superintendent.

Recommendations of citizens advisory committee shall not reduce the responsibility of the Board, which may accept, reject, or modify a citizens advisory committee's recommendation(s) in the exercise of its statutory discretion.

Meetings of citizens advisory committee that are attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act and need not be open to the public, except as expressly permitted by the Board.

Adopted: 16 June 2008

Revised: 12 June 2023

