

**BOARD OF EDUCATION  
UPPER SADDLE RIVER, NEW JERSEY  
REGULAR MEETING  
Monday, October 16, 2017, 8:00 p.m.  
Media Center, 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.

Upon being recognized, persons wishing to speak should stand and identify themselves by name and address; the speaker should direct his/her remarks to the presiding officer. Comments shall be limited to school-related issues and each speaker will limit his/her remarks to three minutes. If personal or discourteous statements are made, the presiding officer shall require the speaker to stop. No speaker may comment again until all those who wish to speak 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.

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|------|--|-------------------------------------|
| I.   | Call to order and roll call                            | Mrs. Johnston                       |
| II.  | Flag salute and Pledge of Allegiance                   | Mrs. Johnston                       |
| III. | Opening statement by presiding officer                 | Mrs. Johnston                       |
| IV.  | <b>REPORTS</b>   |                                     |
| A.   | Superintendent's Report                                | Dr. Brockel                         |
| B.   | Board Secretary's Report                               | Mrs. Imbasciani                     |
| C.   | Board President's Report                               | Mrs. Johnston                       |
| D.   | Committee Reports                                      | Chairpersons                        |
| E.   | PTO Report   | Mrs. Layne/Mrs. Mazzola             |
| F.   | USREF Report   | Mrs. Mueller                        |
| V.   | <b>PRESENTATION</b>                                    |                                     |
| 1.   | <b>A Glimpse of Our Preschool Programs at USR</b>      | Ms. Apicella, Ms. Feijo, Ms. Schiff |
| VI.  | <b>RECOGNITION OF VISITORS (for Agenda Items only)</b> |                                     |

VII. ADMINISTRATION

Dr. Brockel

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

- A. Designate the week of October 2-6, 2017, as a State-wide “Week of Respect.”
- B. Designate the week of October 16-20, 2017, as School Violence Awareness Week.
- C. Designate the week of October 23-27, 2017, as Red Ribbon Week.
- D. Approve the Annual QSAC Statement of Assurance.
- E. Approve the School Bus Emergency Evacuation Drill Reports (in accordance with N.J.A.C. 6A:27-11.2) as follows:
  - 1. On October 4, 2017, between 9:30 a.m. and 10:15 a.m., all students in the Reynolds Elementary School, 391 West Saddle River Road, Upper Saddle River, New Jersey, participated in school bus emergency evacuation drills. The drills took place in front of the school and included Routes 1, 2 and 3 and Routes A through F. Mrs. Devin Severs, Reynolds School Principal, and Mr. Thomas Inzalaco, Scholastic Bus Company Safety Director, supervised the drill.
  - 2. On October 4, 2017, between 10:15 a.m. and 11:00 a.m., all students in the Bogert Elementary School, 391 West Saddle River Road, Upper Saddle River, New Jersey, participated in school bus emergency evacuation drills. The drills took place in front of the school and included Routes 1, 2 and 3 and Routes A through F. Mr. David Kaplan, Bogert School Principal, and Mr. Thomas Inzalaco, Scholastic Bus Company Safety Director, supervised the drill.
  - 3. On October 5, 2017, between 11:30 a.m. and 12:30 p.m., all students in the Cavallini Middle School, 392 West Saddle River Road, Upper Saddle River, New Jersey, participated in school bus emergency evacuation drills. The drills took place in front of the school and included Routes 1, 2 and 3 and Routes A through F. Mr. James McCusker, Cavallini Principal, Mr. Michael DeSocio, Cavallini Assistant Principal, and Mr. Thomas Inzalaco, Scholastic Bus Company Safety Director, supervised the drill.

VIII. PERSONNEL

Dr. Brockel

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

- A. Create/Abolish

The following items are effective September 1, 2017:

- 1. Create one a.m. Traffic Monitor stipend position at Reynolds/Bogert. \$2,000.00
- 2. Abolish one 1.0 Reynolds BSI position.
- 3. Abolish one .80 Reynolds BSI Reading Teacher position.
- 4. Abolish one .20 Reynolds BSI Math Teacher position.

5. Abolish one .50 Reynolds Title I BSI Teacher position.
6. Abolish one .45 Bogert BSI Language Arts Teacher position.
7. Abolish one .55 Bogert BSI Math Teacher position.
8. Abolish one 1.0 Bogert Special Education/BSI Teacher position.
9. Abolish one 1.0 Bogert Resource Program Pull-out Support Teacher position.
10. Abolish one .50 Bogert Title I BSI Teacher position.
11. Abolish one .40 Cavallini 6<sup>th</sup> Grade Mathematics Teacher position.
12. Abolish one .60 Cavallini 6<sup>th</sup> Grade Science Teacher position.
13. Abolish one .40 Cavallini Resource Program In-class Support Teacher position.
14. Abolish one .60 Cavallini Resource Program Pull-out Support Teacher position.
15. Abolish one .30 Cavallini Resource Program In-class Support Teacher position.
16. Abolish one .70 Cavallini Resource Program Pull-out Support Teacher position.
17. Abolish one 1.0 Cavallini 6<sup>th</sup> Grade Language Arts Teacher position.
18. Abolish one .40 Cavallini Resource Program In-Class Support Teacher position.
19. Abolish one .60 Cavallini Resource Program Pull-out Support Teacher position.
20. Abolish one .40 Cavallini Resource Program In-class Support Teacher position.
21. Abolish one .60 Cavallini Resource Program Pull-out Support Teacher position.
22. Abolish one .80 Cavallini Resource Program In-class Support Teacher position.
23. Abolish one .20 Cavallini Resource Program Pull-out Support Teacher position.
24. Abolish 10 1.0 Reynolds Instructional Paraprofessional positions, Job Code 9101G Ages 6-21.
25. Abolish 11 1.0 Bogert Instructional Paraprofessional positions, Job Code 9101G Ages 6-21.
26. Abolish six 1.0 Cavallini Instructional Paraprofessional positions, Job Code 9101G Ages 6-21.
27. Abolish five 1.0 Reynolds Instructional Paraprofessional positions, Job Code 9100G Ages 3-5.
28. Create one .70 Reynolds BSI Reading Teacher position.
29. Create one .30 Reynolds BSI Math Teacher position.
30. Create one .70 Reynolds BSI Reading Teacher position.
31. Create one .30 Reynolds BSI Math Teacher position.

32. Create one .35 Reynolds Title I BSI Reading Teacher position.
33. Create one .15 Reynolds Title I BSI Math Teacher position.
34. Create one .60 Bogert BSI Language Arts Teacher position.
35. Create one .40 Bogert BSI Math Teacher position.
36. Create one .40 Bogert Resource Program In-class Support Teacher position.
37. Create one .20 Bogert Resource Program Pull-out Support Teacher position.
38. Create one .40 Bogert BSI Language Arts Teacher position.
39. Create one .20 Bogert Resource Program In-class Support Teacher position.
40. Create one .80 Bogert Resource Program Pull-out Support Teacher position.
41. Create one .10 Bogert Title I BSI Language Arts Teacher position.
42. Create one .40 Bogert Title I BSI Math Teacher position.
43. Create one .60 Cavallini 6<sup>th</sup> Grade Mathematics Teacher position.
44. Create one .40 Cavallini 6<sup>th</sup> Grade Science Teacher position.
45. Create one .60 Cavallini Resource Program In-class Support Teacher position.
46. Create one .40 Cavallini Resource Program Pull-out Support Teacher position.
47. Create one .20 Cavallini Resource Program In-class Support Teacher position.
48. Create one .80 Cavallini Resource Program Pull-out Support Teacher position.
49. Create one .60 Cavallini 6<sup>th</sup> Grade Language Arts Teacher position.
50. Create one .40 Cavallini 6<sup>th</sup> Grade Social Studies Teacher position.
51. Create one .20 Cavallini Resource Program In-class Support Teacher position.
52. Create one .80 Cavallini Resource Program Pull-out Support Teacher position.
53. Create one .60 Cavallini Resource Program In-class Support Teacher position.
54. Create one .40 Cavallini Resource Program Pull-out Support Teacher position.
55. Create one 1.0 Cavallini Resource Program In-class Support Teacher position.
56. Create 10 1.0 Reynolds Instructional Paraprofessional positions, Job Code 9101S Ages 6-21.
57. Create 11 1.0 Bogert Instructional Paraprofessional positions, Job Code 9101S Ages 6-21.
58. Create six 1.0 Cavallini Instructional Paraprofessional positions, Job Code 9101S Ages 6-21.

59. Create five 1.0 Reynolds Instructional Paraprofessional positions, Job Code 9100S Ages 3-5.

The following item is effective November 14, 2017:

60. Create one 1.0 Reynolds Instructional Paraprofessional position, Job Code 9100S Ages 3-5.

B. Job Descriptions (not applicable)

C. Resignations

1. Accept the resignation for the purpose of retirement of Allison Vecchione, Secretary to the Principal at Cavallini Middle School, effective January 1, 2018.

D. Leaves

1. Approve unpaid statutory leave for Paul Gomez, Computer/Network Technician, effective February 26, 2018 through April 6, 2018.

2. Approve the revised leave dates for Jacqueline Harmon, Reynolds Special Education Teacher, from paid disability and unpaid statutory leave, effective on or about September 5, 2017 through approximately November 28, 2017 to paid disability and unpaid statutory leave effective September 5, 2017 through January 1, 2018.

3. Approve unpaid statutory leave for Kelley Rehai, Registered Nurse, effective October 16, 2017 through January 12, 2018.

E. Change in Assignment

\* 1. Approve the transfer of Artlind Kortoci from .5 Campus Aide to 1.0 Computer/ Network Technician – Level 1, effective November 1, 2017.

F. Appointments

1. Appoint Shivani Baijal to the position of Paraprofessional, Step 2, pro-rated, effective October 30, 2017, subject to the satisfactory completion of the criminal history records check required by law, salary to be determined upon Contract settlement.

2. Revise the appointment of Alana Juliet Capograsso (formerly Alana Juliet Balestra), Reynolds School Special Education per diem leave replacement teacher, from September 5, 2017 through approximately November 28, 2017 to effective September 5, 2017 through approximately December 22, 2017.

3. Approve Elizabeth Samimi as a LEAP Teacher's Assistant. \$16/hour

G. Substitutes/Consultants/Volunteers

\* 1. Approve Marisa LoPiccolo as a Student Intern with Sara Senger, Bogert School Guidance Counselor, from January 16, 2018 through May 9, 2018.

2. Approve BethAnn Rodenberg, ABA therapist, to work with a student whose name is on file in the Board Office for five hours per week. \$35/hour

- 3. Approve Elizabeth Rota, Teacher of the Visually Impaired (TVI), to work with a student whose name is on file in the Board Office for one session per week. \$125/session
- 4. Approve Efie Chimarios as a substitute teacher/paraprofessional for the 2017/18 school year, subject to the satisfactory completion of the criminal history records check required by law, NJ CEAS Elementary K-5.
- 5. Approve Betty Goldman as a substitute teacher/paraprofessional for the 2017/18 school year, subject to the satisfactory completion of the criminal history records check required by law, NJ Substitute Teacher Certificate.
- 6. Approve Elizabeth Hamilton as a substitute teacher/paraprofessional for the 2017/18 school year, NJ Substitute Teacher Certificate.
- 7. Approve Saghar Khalessi as a substitute teacher/paraprofessional for the 2017/18 school year, subject to the satisfactory completion of the criminal history records check required by law, NJ Substitute Teacher Certificate.
- 8. Approve Nicole Trimper as a substitute nurse for the 2017/18 school year, subject to the satisfactory completion of the criminal history records check required by law, NJ Substitute Nurse Certificate.

IX. FINANCE

Mrs. Imbasciani

**This motion which encompasses Items A through O will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.**

- A. Approve the Minutes of Board Meetings:

September 6 (Board Retreat), September 11 and September 25, 2017

- B. Approve the Bills List for September 2017 as follows:

10	General Current Expense	\$63,614.98
11	General Current Expense	\$2,113,268.24
12	Capital Outlay	\$8,254.40
20	Special Revenue Funds	\$41,089.58
60	Trust Fund	\$30,796.91
	Total	\$2,257,024.11

- C. Approve the Transfers for September 2017.
- D. Approve the Board Secretary and Treasurer’s Reports dated September 2017 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 2016/17 Audit.
- F. Approve the completed 2016/17 Corrective Action Plan, as per attached.

G. Approve Final Application and Certificate for Payment # 6 for the New Generator Project at Cavallini, for ARCO Construction Group, Inc., in the amount of \$15,736.01.

H. Approve the following Resolution:

**WHEREAS**, the Upper Saddle River Board of Education (“the Board”) advertised for bids for snow removal services for the 2017 – 2020 school years (“Snow Removal”); and

**WHEREAS**, on October 11, 2017, the Board received one (1) bid; and

**WHEREAS**, the bid submitted by Calderone Enterprises, LLC (“Calderone”) is materially defective insofar as the bidder submitted a certified check (in lieu of a bid bond) for less than the guaranteed amount required under the bid specifications, which is a non-waivable, material defect.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby rejects Calderone’s bid for being materially defective.

**BE IT FURTHER RESOLVED** that the Business Administrator is hereby authorized to re-advertise for bids for snow removal services.

I. Rescind the following motion approved at the September 11, 2017 meeting which read: Approve Sports & Golf Solutions to install new play equipment for the Pre-K playground at Reynolds School for a total cost of \$8,010.00. (Pricing based on KPN Buying Network 201409-02-A)

J. Approve On Time Solutions to install new play equipment for the Pre-K playground at Reynolds School for a total cost of \$8,010.00. (Pricing based on KPN Buying Network 201409-02-A)

K. Approve the contract with New Jersey Commission for the Blind and Visually Impaired to provide services for a student whose name is on file in the Board Office for the 2017/18 school year at a rate of \$4,500.00.

L. Approve the Pascack Valley Council for Special Education – Region II to provide Occupational and Physical Therapy services for the Upper Saddle River Board of Education for the 2017/18 school year at a rate of \$100 per hour.

M. Approve the disposal of the following technology equipment (Bretford Carts) which are outdated and no longer usable:

Item	Model Number	Serial Number
Cart 1	H3635LL/A	BF02PHI4080101401
Cart 2	H3635LL/A	BF02PHI4400100347
Cart 3	H3635LL/A	BF02PHI4010501510
Cart 4	TX323LL/A	A67MNO727
Cart 5	TL473LL/A	N/A

N. Approve the donation of a bus from EmpireCLS to be used for an orientation tour of Upper Saddle River for new (2017/18) teachers on November 14, 2017 by an anonymous donor.

O. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Cost	Travel Cost
TC Workshop: Songs, Games and Tools to Infuse in Your Reading & Writing Workshop New York, NY	October 6, 2017	Cindy Santos	\$70.00	\$66.93
TC Workshop: High Leverage Small Group Work & Conferences in Reading and Writing New York, NY	October 10, 2017	Tracy Nicholson	\$70.00	\$69.38
TC Workshop: Growing Your Word Solving Muscles New York, NY	October 13, 2017	Helen Vega	\$70.00	\$64.96
Tools of the Mind Training Trenton, NJ	October 13 & 20, 2017	Amanda Feijo Stacy Schiff	\$0.00 \$0.00	\$58.60 \$0.00
Conferring With Readers, Writers and Mathematicians (K-12) – Quad Course Allendale, NJ	October 17, 2017 November 7, 2017	Jamie Eller	\$0.00	\$0.00
Region V: McKinney-Vento Act Workshop & Bergen Resources Interactive Speed Networking and Information Exchange Lyndhurst, NJ	October 20, 2017	Katherine Baker	\$0.00	\$12.77
TC Workshop: Teach Kids to Ask Questions... New York, NY	October 20, 2017	Anette Brouhle Jamie Levitt	\$70.00 \$70.00	\$62.09 \$71.32
NJCSS - Day Long Workshop for Social Studies Teachers Piscataway, NJ	October 23, 2017	Catherine Teehan Eileen Tyburczy	\$90.00 \$90.00	\$0.00 \$42.89
Applied Technology High School Counselor Showcase Paramus, NJ	October 25, 2017	Margaret Donnelly	\$0.00	\$0.00
BCPSA Panel Discussion: Creating a Conducive Learning Environment Paramus, NJ	October 26, 2017	David Kaplan	\$0.00	\$0.00
NGSS Fundamentals for Teachers Gr K-5 Montclair, NJ	November 3, 2017	Catherine Menda Jill Powers Elizabeth Samimi Helen Vega	\$150.00 \$150.00 \$150.00 \$150.00	\$13.40 \$0.00 \$24.21 \$0.00
TC Workshop: Nurturing Our Youngest Learners to Read and Write New York, NY	November 3, 2017	Tina Barone	\$70.00	\$65.38
TC Lead Teacher Group West Windsor, NJ	November 3, 2017	Andrea Golden	\$0.00	\$50.43
TC Workshop: 5 Methods of Small Group Instruction You Can Use All Year Long New York, NY	November 6, 2017	Krystal Whitmore Jaclyn Passanante	\$70.00 \$70.00	\$72.67 \$70.25
TC Workshop: Developing a Toolkit for English Language Learners New York, NY	November 7, 2017	Jacqueline Valdes	\$70.00	\$35.00
NJASL Conference Long Branch, NJ	November 16, 2017	Catherine Teehan	\$200.00	\$45.16



NGSS: Aligned Engineering Challenge for Elementary Students, Grades K-5 Montclair, NJ	November 17, 2017	Amy Caravela Krystal Whitmore	\$150.00 \$150.00	\$0.00 \$6.69
Rutgers Gifted Education Conference Somerset, NJ	November 17, 2017	Jonathan Harvey	\$189.00	\$35.96
NGSS and the Common Core Language Arts: Maybe You're Already Doing It! Montclair, NJ	November 28, 2017	Marci Titunick	\$150.00	\$18.49
Navigating the Challenges of Trauma Hackensack, NJ	November 29, 2017	Lisa LoPiccolo	\$0.00	\$0.00
Reduce Classroom Behavior Problems West Orange, NJ	December 1, 2017	Melissa DiBartolo	\$259.00	\$0.00
LeaderShift 2017 Conference Mahwah, NJ	December 8, 2017	Carla LaBarbera	\$0.00	\$0.00
School Climate for Adults It Matters Monroe Township, NJ	December 13, 2017	Cindy Santos Stefanie Slacin	\$149.00 \$149.00	\$39.10 \$0.00
NGSS-Aligned Engineering Challenges for Elementary Students, Grades K-5 Montclair, NJ	December 15, 2017	Christine Thies	\$150.00	\$12.40
BCSCA K-8 Meetings Paramus/Teaneck, NJ	January 12, 2018 March 16, 2018 May 18, 2018	Sara Senger	\$0.00	\$0.00
TC Workshop: Rethinking How to Best Support Students Moving Into Chapter Books New York, NY	January 19, 2018	Helen Vega	\$70.00	\$64.96
Orton Gillingham Training Secaucus, NJ	February 12-16, 2018	Meghan Ennis	\$1,075.00	\$65.10
NJAGC 27th Annual Conference: Building Connections: Creativity and Collaboration in Gifted Education West Windsor, NJ	March 23, 2018	Jonathan Harvey	\$199.00	\$47.22

X. **RECOGNITION OF VISITORS**

XI. **ADJOURNMENT**

Mrs. Johnston

**Corrective Action Plan  
For the Year Ended June 30, 2017**

**DISTRICT:** Upper Saddle River  
**TYPE OF AUDIT:** Annual  
**BOARD MTG:** 9/25/2017  
**CONTACT:** Dana Imbasciani, Business Administrator  
**PHONE:** (201) 961-6503

Reference #	Finding	Steps needed to implement corrective action plan	Personnel	Completion Date
Financial Planning, Accounting, and Reporting	District's original budget was not in agreement with the State budget document in five budgetary line items.	Budgetary accounting reports be reviewed to ensure that the original budget is in agreement with the Board's adopted budget.	Dana Imbasciani	Sep-17
Student Body Activity	Cavallini's school activity fund revealed that the balance in the ledger did not agree with the bank reconciliations, deposits were not always made in a timely manner, and pre-numbered receipts were always used.	The cash ledger will be adjusted to agree with the bank reconciliations and internal control procedures regarding the collection of funds will be reviewed and enhanced.	Allison Vecchione James McCusker	Sep-17

9/25/2017  
DATE

CHIEF SCHOOL ADMINISTRATOR

BOARD SECRETARY/BUSINESS ADMINISTRATOR

9/25/2017  
DATE