

**Board of Education  
Upper Saddle River, New Jersey  
Regular Session  
Monday, December 5, 2016, 8:00 p.m.**

**Minutes**

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

Members present: Mrs. Johnston, Mr. Amano, Mrs. Fusaro, Mrs. Gandara, Mrs. Pittman, Mr. Prisco, Dr. Verducci

Members absent: None

Also present: Dr. Browne, Mrs. Imbasciani

**CONFIDENTIAL SESSION**

Mrs. Pittman made a motion, seconded by Mrs. Gandara to convene into Executive Session at 7:20 p.m. Mrs. Johnston then read the following statement:

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

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

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

Mrs. Fusaro made a motion, seconded by Mrs. Gandara to adjourn Executive Session at 7:55 p.m.

Mr. Prisco made a motion, seconded by Mrs. Pittman to convene into Work Session at 8:00 p.m.

**OPENING STATEMENT:**

**Mrs. Johnston**

Mrs. Johnston welcomed the public to the meeting.

**PRESENTATIONS:**

**2016/17 USREF Fall Grants**

**Mrs. Lapinson and Grant Committee**

Mrs. Julie Lapinson, Vice President of Grants, introduced Mrs. Lisa Esposito, past President of the USREF, and the members of the Grant Committee who will be presenting the Grants: Mrs. Courtney Matonti and Mrs. Jenn Shrier.

Mrs. Lapinson thanked the Principals, Dr. Browne and Dr. Verducci for their assistance in expediting these grants. She then thanked the Grant Committee and explained the grant process. Highlights of the presentation included:

- Grant Objectives:
  - To promote innovation, creativity and excellence in the Upper Saddle River Schools by supporting and enhancing the curriculum of Jr. K through 8<sup>th</sup> grades while benefitting the broadest number of children.
- Process:
  - September – October: Teachers prepare their grant applications
  - Mid-October: Principals review grants, provide feedback, prioritize and send to Superintendent

- Late-October: Superintendent makes final review and submits to USREF Grant Committee
  - Late-October – Mid-November: Grant Committee evaluates the grant applications:
    - Review of all grants with entire committee
    - Sub-committee reviews with principals per school
    - Final review, discussion and vote of all grants
  - Mid-November: Approved grant recommendations are given to Superintendent for Review
  - Early December: Grant Committee presents to the Board of Education for vote
    - Teacher communication sent the next day
  - End-December: Teachers submit orders for grant materials
  - January: Grants are ready to go
- 2016/17 Stats:
    - Total grants submitted: 25 grants
    - Total amounts requested: \$85,252.10
    - Total grants funded: 22 grants
    - Total amount funded: \$31,655.70
  - Mrs. Esposito and Mrs. Shrier reviewed the seven Reynolds grants being awarded:
    - Fun with Ukeles - \$3,516.00
    - The Calm Corner - \$1,388.90
    - Oodles of Noodles - \$882.53
    - Shutterfly Photo Story - \$223.23
    - Destination Earth (recurring) - \$795.00
    - Art Collage Workshop (recurring) - \$900.00
    - Document Cameras - \$2,031.00
    - Reynolds Total: \$9,736.66 - 7 grants**
  - Mrs. Matonti reviewed the six Bogert Grants being awarded:
    - Hydroponics (Bogert acquires seeds in future) - \$1,520.08
    - Engineering Adventures - \$440.96
    - Dancing Flamenco - \$800.00
    - High Touch, High Tech Science (recurring) - \$1,085.00
    - Living in Space Experience (recurring) \$2,050.00
    - Care to Share (recurring) - \$2,469.00
    - Bogert Total: \$8,365.04 6 grants**
  - Mrs. Wenberg reviewed the eight Cavallini Grants being awarded:
    - Cell Motion Bio Bus (recurring) - \$2,330.00
    - Author in Residence (recurring) - \$2,000.00 (partial)
    - Engineers in Algebra (recurring) - \$1,200.00
    - Gabi Goes Green - \$1,525.00
    - Enrichment for Instrumental Music - \$193.00
    - CTV Lighting - \$2,356.00
    - Leo Club - \$900.00
    - Shakespeare Live! - \$1,950.00
    - Cavallini Total: \$12,454.00 8 grants**
  - Mrs. Lapinson reviewed the Child Study Team Department Grant being awarded:
    - Explode the Code Online - \$1,100.00
    - CST Total: \$1,100.00 1 grant**
- Total 2015/16 Grants: \$31,655.70 22 grants**

Mrs. Lapinson thanked the Upper Saddle River Board of Education for their continued support.

**DISCUSSION:**

- Mrs. Johnston thanked the USREF and the Grant Committee for all the work they do and for providing over \$31,000.00 worth of grants in addition to the very generous STEM Lab donation for all three schools this year.
- Dr. Verducci, on behalf of the Lions Club, expressed his appreciation for their support of the Leo Club.

**Report of the Demographic Study**

Mr. Haber

Mrs. Johnston made the following statement:

“Thanks to all for coming this evening, the large crowd tonight is a testament to how much we care about our kids and our schools.

A few opening comments from me:

- This meeting is not about whether development is a good idea or a bad idea.
- This meeting is about preparing as best we can for the students who may come as a result of the development projects.
- This is a conversation that we are just beginning tonight with the public, and in follow up to tonight’s meeting we will be forming an ad hoc committee which will include members of the community to continue this dialog as more unfolds.

Some background:

- For those who may not be aware, the district annually commissions demography work to support our district planning process.
- When the judge ruled on the settlement, we expedited our timelines for this annual projection to help us better understand and respond to the potential impact.
- As some of you may be aware, we have been facing significant enrollment decline over the past several years which to date we have managed via staff attrition and reduction in force without adversely impacting our programs.

Tonight we will hear the results of Mr. Haber’s projections and I look forward to a constructive discussion.”

Mr. Haber presented the results of the Enrollment Study he did on behalf of the Board of Education. Highlights included:

- Comparative Demographic Data – USR vs Bergen County vs State of New Jersey
- 5-year Projection without new housing
- 5-year Projection with proposed new housing units
  - Townhouses 144 students
  - Single Family Homes 35 students
  - 179 new students from new construction (143 – K-8 and 36 NHRHS)
  - The new housing is expected to reverse the current trend
- Shared samples of enrollment changes in various districts

**DISCUSSION:**

- Dr. Verducci asked what the source of percentage the student yield was.
- Mr. Haber said the combination of total numbers in like communities. He explained he does not use the Rutgers Study.
- Mrs. Johnston asked about projections made in similar districts. She asked how the outcome compared with the actual projection.
- Mr. Haber said that his projections have been very close.
- Mrs. Johnston asked why Mr. Haber is not projecting many students for the proposed townhouses.
- Mr. Haber replied that they are not child friendly, they are transient villages.
- Mr. Prisco asked if there is any measure of variance.
- Mr. Haber explained 1 – 2% for the first two years and 2 – 3% for the third and fourth years.

- Mrs. Gandara asked why he chose this method (regarding the moving average).
- Mr. Haber said this is the method the State requires, the method that is universally used.

#### RECOGNITION OF VISITORS:

- Mrs. Yatko thanked the Board for being so proactive and was impressed with the results. She added an FYI – the market rate will all be 3-bedrooms, affordable units will remain the same. There are 25 affordable housing missing off the tract units with the same percentage breakdown. According to her calculations, this adds an additional 25 students.
- Mr. Haber asked to get the most recent breakdown from the town so he can adjust his projections.
- Mrs. Yatko said that the Creative Gardens subdivision (four additional houses) should be included in this as well. She explained that she is concerned because in the past, increases to the student population have been gradual. This will be not be gradual, it will be sudden. She thinks the development will sell out quickly. It won't be transient because it will have a pool, fields and be child-friendly.
- Mr. Brophy thanked Mr. Haber for the presentation and asked if the projection included Apple Ridge.
- Mr. Haber said the projection did include Apple Ridge.
- Mr. Brophy confirmed that the student population has decreased over the past five years then asked how much the budget has gone down over that same period.
- Mrs. Johnston replied that costs overall have not gone down.
- Mr. Brophy asked if the District has reduced the variable costs.
- Dr. Browne responded that the fixed costs for the schools are very high because they are a people-based service organization and have a higher ratio of supervisors to children.
- Mr. Prisco said that 75% of budget is for staff and salaries. The Board wants to keep programs intact. Sections have been slowly eliminated over the years. The budget is capped at 2% but fixed costs increase at a rate well over 2%.
- Mr. Brophy then asked how does the town manage the additional influx of students?
- Dr. Browne said that the reason for doing the early study is to plan for the future. Class sizes are very good, seats are available and the Board hasn't gotten rid of any programs because of these projections. She said 144 students across 13 grade levels can be absorbed but 144 to one grade level would be problematic.
- Mr. Prisco stated that the Board purposely did not keep classes at the maximum so that changes like this can be absorbed.
- Mr. Brophy asked how the Board interacts with the Mayor and Council on these issues.
- Mrs. Johnston responded that the Board meets with the Mayor and Council on a quarterly basis, briefs them on the Board's findings and interacts with them as needed on a case by case basis.
- Mr. Friis thanked the Board for putting this meeting together and hiring Mr. Haber, whose figures are realistic. He said that if we get 200 children, they probably won't be evenly distributed over the grade levels. He asked if 25 students per grade can easily be absorbed, what will be done if it is not evenly distributed.
- Dr. Browne said that it does normalize over grade levels. It may be heavily weighted at the K through 4 grade levels but the Administrators and Board will look at space which the schools have. Creation vs. transfer of positions will have to be discussed, which will be difficult conversations. Additional buildings will not be necessary in any scenario.
- Mr. Friis said that he is concerned that the town's affordable housing obligations are still not known. He explained that he thinks affordable housing will bring in even more kids.
- Mr. Haber responded that he takes exception to the last comment. He said to please not confuse affordable housing with Section 8. Affordable housing never doubles the number of children.
- Mr. Friis explained that he thinks the analysis was excellent but is concerned that Mr. Haber said the Rutgers Study is useless considering that is the analysis town is using.
- Mrs. Johnston asked that the public remain on topic.
- Mr. Haber clarified that the Rutgers Study is an outdated study.
- Mr. Aarons thanked the Board for retaining such an expert. He said he always had an issue with the town's figures.
- Mrs. Johnston explained that a demography study is done every year. This study was in no way a response to what the town did. This study was commissioned for the Board's planning purposes.
- Mr. Aarons asked if he or other members of the public could reach out to Mr. Haber on their own.
- Dr. Browne explained how Mr. Haber was chosen. He was commissioned for this study and if any members of

the public would like to commission him, they would have to speak to him.

- Mr. Aarons asked if the numbers are spot on, what happens to K – 2? He said he is concerned with class size.
- Dr. Browne said that the Board made a conscious effort to allow class size to be lower than in neighboring districts. This allows for room for growth without hiring additional staff members.
- Mr. Aarons asked Mr. Haber what his prediction for K – 2 was.
- Mr. Haber said that with the housing developments it looks like the average class size will be 20.
- Mr. Aarons asked Dr. Browne what the ideal class size is.
- Dr. Browne responded that it depends on the class. There is no ideal number, more like a range.
- Mr. Aarons asked whether all three schools have enough room.
- Dr. Browne said that if predictions are on target and appropriately spaced, then yes.
- Mr. Aarons asked if there is additional capacity at all three schools.
- Dr. Browne said that at this point, yes.
- Mr. Aarons asked what if it's not enough.
- Mrs. Johnston explained that space has been used efficiently and rooms would be looked at and repurposed as needed.
- Mrs. Browne asked how additional students will impact drop-off and pick-up.
- Mrs. Johnston said that no changes are planned. The same drop-off and pick-up procedures are being used now as had been used with the last rise in enrollment.
- Dr. Browne said that it would be part of the planning.
- Mr. Reichert asked if luxury townhouses in a suburban community are a new concept.
- Mr. Haber said no.
- Mr. Reichert asked if adjustments have been made to account for this type of housing.
- Mr. Haber explained that is what the coefficient is for.
- Mrs. Fusaro said that Skymark Court is the equivalent of luxury townhouses.
- Dr. Browne said that there is a coefficient of .6 for Skymark.
- Mr. Reichert said that the developer claims this type of housing attracts seniors or those without children. Mr. Haber's study appears to show something different.
- Mr. Haber said he cannot comment on how the developer came up with the calculations. He is not privy to that information.
- Mr. Brophy asked if the Board was surprised at the number of anticipated students.
- Dr. Browne said she waited to have a reaction until she got a report from someone commissioned by the Board.
- Mr. Brophy asked if the Board would plan for five years out.
- Dr. Browne explained that, when developing budgets, short and long-term are considered.
- Mr. Edgar asked what kind of impact this will have on BSI, special education, etc.
- Dr. Browne replied that as a public school, the needs of every child is required to be met. She is very proud of the support services already in place and the amazing administrative team that will look at these requirements annually, quarterly and monthly.
- Mr. Edgar asked what percentage of children are pulled out for BSI in the lower grades.
- Dr. Browne responded that in Tier 1, most children get some sort of BSI by the teacher in the lower grades, Tier 2 with a BSI teacher and Tier III with a customized plan. The District has a great K – 2 team to address each student's needs.
- Mr. Aarons asked if the Board will be revisiting this in the future.
- Mrs. Johnston said an Ad Hoc Committee will continue to monitor and plan as this unfolds over time.

**PERSONNEL:**

**Dr. Browne**

**This motion will be one motion that encompasses items A through G and will be voted on at the December 19, 2016 meeting. This motion has been recommended for approval by the Superintendent.**

- A. Create/Abolish (not applicable)
- B. Job Descriptions (not applicable)
- C. Resignations (not applicable)

## D. Leaves

1. Approve paid disability leave for Desiree D. Lascarro, Spanish Teacher, effective December 12, 2016 through approximately January 23, 2017.

## E. Change in Assignment (not applicable)

## F. Appointments

1. Appoint Dora Maria Dillman to the position of long-term per diem leave replacement Spanish Teacher at Cavallini Middle School, BA, Step 1-2, effective December 12, 2016 through approximately January 23, 2017.
2. Approve Ami Shah as a paraprofessional for two times per week for the 2016/17 school year, to assist with fourth and fifth grade chorus.
3. Appoint Anthony C. Tozzi as a Girls' Basketball Coach for the 2016/17 school year, subject to the satisfactory completion of the criminal history records check required by law.
4. Rescind the stipend (split), approved on September 26, 2016, for Jeffrey Grey, as a Wrestling Coach, in the amount of \$1,450.00.
5. Rescind the stipend (split), approved on September 26, 2016, for William Rehan, as a Boys' Wrestling Coach, in the amount of \$1,450.00.
6. Approve the amended stipend for Jeffrey Grey, as a Boys' Wrestling Coach for the 2016/17 school year.

## G. Substitutes/Consultants/Volunteers

1. Approve Brett Krieger as a substitute teacher/paraprofessional for the 2016/17 school year subject to the satisfactory completion of the criminal history records check required by law, NJ Elementary School Teacher's K-6 Certificate and NJ Elementary School Teacher Math Grades 5-8 Certificate.
2. Approve Fakhrossadat Moshasha as a substitute teacher/paraprofessional for the 2016/17 school year, NJ Substitute Teacher's Certificate.
3. Approve Evelyn Paglieri as a substitute teacher/paraprofessional for the 2016/17 school year subject to the satisfactory completion of the criminal history records check required by law, NJ Substitute Teacher's Certificate pending.
4. Approve Anthony C. Tozzi as a substitute teacher/paraprofessional for the 2016/17 school year, subject to the satisfactory completion of the criminal history background check required by law, NJ Substitute Teacher's Certificate.

**FINANCE:****Mrs. Imbasciani**

**A motion was made by Dr. Verducci and seconded by Mr. Prisco to approve Finance Consent Agenda Items through E and was approved by all in attendance.**

- A. Approve the donation of seven (7) grants for Reynolds School from the Upper Saddle River Education Foundation (USREF) in the amount of \$9,736.66.

- B. Approve the donation of six (6) grants for Bogert School from the Upper Saddle River Education Foundation (USREF) in the amount of \$8,365.04.
- C. Approve the donation of eight (8) grants for Cavallini Middle School from the Upper Saddle River Education Foundation (USREF) in the amount of \$12,454.00
- D. Approve the donation of one (1) grant for the Special Education Department from the Upper Saddle River Education Foundation (USREF) in the amount of \$1,100.00.
- E. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fee	Travel Cost
New Student Teachers, Administrator Requirements and the Evaluations and Testing Systems South Orange, NJ	December 8, 2016	David Kaplan	\$0.00	\$23.48
		Carmela Whalen	\$0.00	\$21.23
Using Project-Based Learning to Enhance Your STEM Instruction West Orange, NJ	January 5, 2017	Carey Goralski	\$245.00	\$31.62
Orton Training Hasbrouck Heights, NJ	January 9-11, 2017	Jill Powers	\$800.00	\$15.99
		Cindy Santos	\$800.00	\$0.00
NJEEC Conference Montclair, NJ	January 10, 2017	Amy Caravela	\$110.00	\$0.00
		Daniel Cazes	\$95.00	\$26.17
		Michael Padilla	\$95.00	\$0.00
		Bruce Reicher	\$0.00	\$0.00
What's New in Young Adult Literature West Orange, NJ	January 13, 2017	Elizabeth Ullrich	\$249.00	\$19.69
NJASA Techspo Atlantic City, NJ	January 26-27, 2017	Daniel Cazes	\$425.00	\$329.86
		Michael Padilla	\$425.00	\$318.04
Woodcock Johnson IV – Oral Language Training New Providence, NJ	January 27, 2017	Sheila Barry	\$125.00	\$0.00
TC Workshop: Yes They Can! Multilingual Learners Engaging in Reading & Writing Workshop New York, NY	February 3, 2017	Jacqueline Valdes	\$50.00	\$40.00
Section 504 in NJ - An Updated Guide to Identifying & Planning for Students with Disabilities in the Schools Hasbrouck Heights, NJ	February 6, 2017	Carmela Whalen	\$199.99	\$0.00
NJCEC Spring 2017 Conference "Bridging the Gap" Mahwah, NJ	March 14, 2017	Janice Clare	\$115.00	\$0.00
TC Workshop: Book Clubbing for Beginners New York, NY	March 20, 2017	Catherine Mende	\$50.00	\$60.83
Interventions for Students With Dyslexia and Other Reading Differences, Grades K-12 New Providence, NJ	March 28, 2017	Sheila Barry	\$135.00	\$0.00

**DISCUSSION:**

- Dr. Verducci said that he purposely abstained from the USREF vote so he could vote on this tonight.

**This motion will be one motion that encompasses items A through H and will be voted on at the December 19, 2016 meeting. This motion has been recommended for approval by the Superintendent.**

- A. Approve the Minutes of Board Meetings:

November 7 and November 21, 2016

- B. Approve the Bills List for November 2016 as follows:

10	General Current Expense	\$63,871.38
11	General Current Expense	\$2,056,564.62
12	Capital Outlay	\$90,108.30
20	Special Revenue Funds	\$30,992.72
50	Milk	\$556.36
60	Trust Fund	\$28,663.70
	Total	\$2,270,757.08

- C. Approve the Transfers for November 2016.
- D. Approve the Board Secretary and Treasurer's Reports dated November 2016 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 payment to Panoramic Window & Door Systems, Inc., Application # 1, in the amount of \$175,259.80.
- F. Approve Social Skills participation through Region II for a student whose name is on file in the Board Office, one time per week for approximately 28 sessions at \$67.00 per session.
- G. Acknowledge the donation of \$480.00 to No-Shave November, c/o Cornerstone National Bank and Trust Company, by the Bogert Student Council, which recently held a "No-Shave November" mustache competition to raise money for that organization.
- H. Accept the services of William Rehan from the Allendale Board of Education to supplement the Upper Saddle River Wrestling Program.

**RECOGNITION OF VISITORS: None**

**ADJOURNMENT**

**Mrs. Johnston**

A motion to adjourn was made by Mrs. Pittman and seconded by Mr. Prisco at 9:41 p.m.

Sincerely,

Dana Imbasciani, Board Secretary