

**Board of Education
Upper Saddle River, New Jersey
Regular Meeting
Monday, March 19, 2018, 8:00 p.m.**

Minutes

This Regular Meeting 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. Mr. Amano 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. Pittman, Mr. Prisco, Dr. Verducci

Members absent: Mrs. Gandara

Also present: Dr. Brockel, Mrs. Imbasciani

CONFIDENTIAL SESSION

Mrs. Pittman made a motion, seconded by Mr. Prisco to convene into Executive Session at 7:40 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.

Dr. Verducci made a motion, seconded by Mrs. Fusaro to adjourn Executive Session at 7:50 p.m.

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

OPENING STATEMENT:

Mrs. Johnston

Mrs. Johnston welcomed the public to the meeting.

SUPERINTENDENT'S REPORT:

Dr. Brockel

Dr. Brockel announced the district has already used its three allotted snow days. There is a storm scheduled for Wednesday. If we use another snow day, spring recess will be shortened to make up snow days starting with April 20 and extending back into recess week.

BOARD SECRETARY'S REPORT:

Mrs. Imbasciani

Preliminary 2017/18 Budget

Mrs. Imbasciani presented the preliminary 2017/18 budget to the Board. Highlights included:

- Budget Timeline
 - March 13 - Governor Murphy's Budget Address
 - March 15 - State Aid figures released
 - March 20 - Submit Preliminary budget to County for technical review
 - April 30 - Public Hearing on Budget

- Goals for Developing the Budget
 - Fiscal Responsibility
 - Maintain exemplary reputation
 - Increase student awareness and wellness
 - Continued focus on instructional improvement
 - Maintain small class sizes
 - Keep students and staff safe
 - Keep facilities running well
- Proposed Budget
 - Assumptions
 - Not to exceed 2% tax levy cap
 - No use of waivers or banked cap
 - \$62,500 increase in state aid
 - Revenue Sources
 - Tax Levy – almost 90% of budget
 - State Aid – 2.6% of budget
 - Budgeted Fund Balance , Capital Reserve Transfers, Tuition/Interest/Misc. make up approximately 7% of the budget
 - Expenditures
 - Salaries and Benefits – approximately 76% of budget
 - Special Ed Tuition & Services – approximately 8.5% of budget
 - Supplies – roughly 5% of budget
 - Non-Special Ed Transportation, Maintenance, Utilities, Equipment, Capital Projects, etc...
Make up the remaining 10.5% of the budget
 - Total Operating Budget (not including Debt Service) \$24,904,181
- What Are We Getting?
 - Emphasis on student safety, achievement and wellness
 - Focus on instructional effectiveness
 - Maintaining smaller class sizes
 - Includes:
 - 1:1 Initiative
 - Staff development
- How Can We Afford This?
 - Health Benefit Savings – Move out of State Health Benefits Plan
 - Reduction of Staff Due to Decline in Enrollment
- How Much Will This All Cost?
 - Tax Levy increase (General Fund Only) - 1.97%
 - Overall Tax Levy Increase (Including Debt Service) – 1.85%
 - \$70/year increase for average assessed home in Upper Saddle River

BOARD PRESIDENT’S REPORT: None

Mrs. Johnston

COMMITTEE REPORTS:

NJSBA Liaison

Dr. Verducci

- Dr. Verducci discussed the changes that are going to be made to the Superintendent’s Evaluation Process and its impact.

Negotiations Committee

Mr. Prisco

- Mr. Prisco said the Committee was working with the Administrators and making good progress. They should reach an agreement shortly.

Curriculum Committee

Mrs. Pittman

- Mrs. Pittman said the Committee was discussing electives and looking into what their Quad-District counterparts and neighboring districts are offering and how they manage electives.

Finance Committee**Mr. Prisco**

- Mr. Prisco thanked Mrs. Imbasciani for her work on the budget. He reminded the Board that these are challenging budget times. We were able to bring this budget in under 2%, but there are no guarantees that the same will be possible next year.

PTO REPORT: None**Mrs. Layne/Mrs. Mazzola****USREF Report:****Mrs. Mueller**

- Mrs. Mueller commented on the following:
 - The Annual Gala will be held on Saturday, March 24.
 - She said she is excited to listen to tonight's guests.

PRESENTATIONS:**A. Samsung Solve for Tomorrow Contest Finalists****Mr. McCusker, Mr. Harvey & Students**

Mr. Harvey accompanied a group of 8th Grade students who have developed an Android app that, when integrated with athletic head gear, is capable of detecting the probability of concussion following impact. Their idea was entered into the Samsung Solve for Tomorrow Contest. After consideration of over 3,000 applications from across the country, these students are now National Top 10 Finalists.

DISCUSSION:

- Mrs. Johnston thanked Mr. Harvey and the students on behalf of the Board of Education for sharing their presentation and wished them good luck in New York City.
- Mr. Prisco asked if the app keeps a history of all hits.
- The students responded that it does.
- Mrs. Pittman asked if the device is rechargeable.
- The students responded that it is rechargeable.
- Dr. Verducci asked how long it took to put together.
- The students said they have been working on it since October.
- Mrs. Johnston officially congratulated the students on behalf of the Board of Education and presented them with a certificate.

PUBLIC COMMENT: None**ADMINISTRATION:****Dr. Brockel**

A motion was made by Dr. Verducci and seconded by Mr. Prisco to approve Administration Consent Agenda Item A and was approved by all in attendance.

A. Second reading and adoption of the following Policies:

Policy 7425	Lead Testing of Water in Schools (new)
Policy 8630	Bus Driver/Bus Aide Responsibility (revised)
Policy 9242	Use of Electronic Signatures (new)

PERSONNEL:**Dr. Brockel**

A motion was made by Mrs. Fusaro and seconded by Mrs. Pittman to approve Personnel Consent Agenda Items A through G and was approved by all in attendance.

A. Create/Abolish

1. Create four 1.0 FTE Applied Behavior Analysis (ABA) Instructors.

2. Create one 1.0 FTE Board Certified Behavior Analyst (BCBA).
- B. Job Descriptions
1. Approve the job description for Applied Behavior Analysis (ABA) Instructor.
 2. Approve the job description for Board Certified Behavior Analyst (BCBA).
- C. Resignations
1. Accept the resignation for the purpose of retirement of Barbara Van Riper, Reynolds PE/Health Teacher, effective July 1, 2018.
- D. Leaves
1. Revise the leave of Marissa Hopson, 5th Grade Teacher, from paid disability and unpaid statutory leave, effective on or about May 11, 2018 through approximately November 13, 2018, to paid disability, unpaid statutory leave, and unpaid childcare leave, effective on or about May 11, 2018 through approximately January 2, 2019.
 2. Revise the leave of Sheila Barry, L.D.T.C., from paid disability and unpaid statutory leave, effective on or about February 26, 2018 through approximately June 25, 2018, to paid disability and unpaid statutory leave, effective on or about February 26, 2018 through approximately November 20, 2018.
 3. Approve paid disability leave for Desiree Lascarro, Spanish Teacher, effective from February 26, 2018 through March 15, 2018.
- E. Lateral Guide Move
1. Approve a lateral guide move for Jonathan Harvey, Supplemental Instruction/Enrichment Teacher, from BA to BA + 30, effective February 1, 2018, payable in 2018/19.
- F. Appointments
1. Approve Isabel Finan, a Northern Highlands Regional High School student, as a student intern in the Tomorrow's Teachers Program, beginning in March at Reynolds School in Ms. Vega's 2nd Grade classroom.
 2. Approve Emily Jones, a Northern Highlands Regional High School student, as a student intern in the Tomorrow's Teachers Program, beginning in March at Reynolds School in Ms. Policastro's 1st Grade classroom.
 3. Approve Tiffany Laterra, a Northern Highlands Regional High School student, as a student intern in the Tomorrow's Teachers Program, beginning in March at Reynolds School in Ms. Golden's 1st Grade classroom.
 4. Rescind the appointment of Jake Rizer to the stipend position of Girls Lacrosse Coach, subject to the satisfactory completion of the criminal history records check required by law. (\$2,900 stipend)
 5. Appoint Jake Rizer to the stipend position of Boys Lacrosse Coach, subject to the satisfactory completion of the criminal history records check required by law. \$2,900
 6. Appoint Anthony Tozzi to the stipend position of Girls Lacrosse Coach. \$2,900

G. Substitutes/Consultants/Volunteers

1. Approve Danielle Nelson as a substitute teacher/paraprofessional for the 2017/18 school year, NJ Substitute Teacher's Certificate.

FINANCE – BUDGET:**Mrs. Imbasciani**

A motion was made by Mrs. Fusaro and seconded by Mr. Prisco to approve Finance-Budget Consent Agenda item A and was approved by all in attendance.

RESOLUTION TO APPROVE THE PRELIMINARY 2018/19 SCHOOL YEAR BUDGET

BE IT RESOLVED that the Upper Saddle River Board of Education, County of Bergen, approves the 2018/19 school year budget as follows:

	Budget	Local Tax Levy
Total General Fund	\$24,904,181	\$22,228,242
Total Special Revenue Fund	\$300,350	\$0
Total Debt Service Fund	\$1,189,619	\$891,571
Totals	\$26,394,150	\$23,119,813

and

BE IT FURTHER RESOLVED that the **GENERAL FUND** tax levy, \$22,228,242 is approved to support Current General Expense and \$891,571 to support Debt Service, for the 2018/19 school year budget.

BE IT FURTHER RESOLVED that the Upper Saddle River Board of Education requests the approval of a capital reserve withdrawal in the amount of \$300,000. The district intends to utilize these funds for the partial window replacement project at Reynolds School.

WHEREAS, school district Policy 6471 and *NJAC 6A:23B-1.2(b)* provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 2018/19.

WHEREAS, the Upper Saddle River Board of Education appropriated \$29,550 for travel during the 2017/18 school year and has spent \$13,588 as of March 16, 2018.

NOW, THEREFORE, BE IT RESOLVED that the Upper Saddle River Board of Education hereby establishes the School District travel maximum for the 2018/19 school year at the sum of \$27,750; and

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

FINANCE:**Mrs. Imbasciani**

A motion was made by Mr. Amano and seconded by Mr. Prisco to approve Finance Consent Agenda items A through J and was approved by all in attendance.

- A. Approve the Minutes of Board Meetings:

February 16 (Mini-Retreat) and February 26, 2018

B. Approve the Bills List for February 2018 as follows:

10	General Current Expense	\$69,502.21
11	General Current Expense	\$2,313,934.79
12	Capital Outlay	\$786.27
20	Special Revenue Funds	\$31,850.86
50	Milk	\$445.84
60	Trust Fund	\$30,439.06
	Total	\$2,446,959.03

C. Approve the Transfers for February 2018.

D. Approve the Board Secretary and Treasurer's Reports dated February 2018 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 following Resolution:

WHEREAS, the Upper Saddle River School District is a current member of the New Jersey School Employees' Health Benefits Program (SEHBP) for which we have experienced an increase in health benefits cost of 13.3% effective January 1, 2018;

WHEREAS, in an effort to control costs, the Board of Education has sought alternate proposals for Medical/RX coverage;

WHEREAS, said proposal will save both the Board of Education and employees who must contribute over \$400,000;

WHEREAS, Horizon has provided a letter guaranteeing equal to or better than coverage to that currently being provided.

NOW, THEREFORE, it is agreed as follows: The Upper Saddle River Board of Education accepts Horizon's proposal for coverage to be effective May 1, 2018.

BE IT FURTHER RESOLVED, the Board of Education appoints The Voza Agency Inc. as Broker of Record in respect to the aforementioned proposal.

F. Approve the following Resolution:

BE IT RESOLVED that the Upper Saddle River Board of Education does hereby approve an agreement with the Region 1/Mahwah Board of Education, a Coordinated Transportation Services Agency, for the purpose of transporting students in accordance with Chapter 53, P.L. 1997 for the 2018/19 school year. The services to be provided include, but are not limited to, the coordinated transportation of public, nonpublic and special education students.

BE IT FURTHER RESOLVED that the Upper Saddle River Board of Education agrees to abide by the Transportation Services Agreement as published by the Region 1/Mahwah Board of Education and attached to this Resolution.

G. Approve the Addendum to the following Resolution which was approved on May 15, 2017:

BE IT RESOLVED by the Upper Saddle River Board of Education (hereinafter referred to as the "Board") that the terms, stipulations and conditions as established in the Agreement between the Board and the Parents

of a student whose name is on file in the Superintendent's Office, which is annexed to this Resolution, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Agreement, and any other documents necessary to effectuate the settlement.

- H. Approve the disposal of the following items that are no longer working or are old and obsolete:

Smartboards:

Tag # 00004924	Tag # 00004922
Tag # 00004435	Tag # 00004723
Tag # 00004722	

Laptop Cart:

Model # Bretford TX323LL/A

- I. Accept the donation of \$1,000 from Jarret Schecter, founder of the non-profit organization TEEEM (www.teeem.org) to Reynolds School for the purpose of humanitarian action and charitable giving domestically or abroad. This money will be used to purchase water filters for their partner school, LIFE School in Guatemala to purchase water filters for their school community.
- J. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fees	Travel Cost
Bergen County Association of School Security Professionals Meeting Maywood, NJ	March 22, 2018	David Kaplan	\$0.00	\$8.62
Samsung Solve for Tomorrow Finals New York, NY	April 9-12, 2018	Jonathan Harvey	\$0.00	\$414.16
NJASBO - Audit Review Workshop Rockaway, NJ	April 12, 2018	Dana Imbasciani	\$100.00	\$24.80
NJASA/NJAPSA Spring Leadership Conference Atlantic City, NJ	May 16-18, 2018	Richard Brockel	\$550.00	\$500.00
2018 ESL Spring Conference New Brunswick, NJ	May 31, 2018	Jacqueline Valdes	\$239.00	\$0.00
NJASBO Annual Conference Atlantic City, NJ	June 6-8, 2018	Dana Imbasciani	\$275.00	\$500.00

PUBLIC COMMENTS: None

ADJOURNMENT

A motion to adjourn was made by Mr. Prisco and seconded by Mrs. Pittman at 8:26 p.m.

Sincerely,

Dana Imbasciani, Board Secretary