

**Board of Education
Upper Saddle River, New Jersey
Regular Session
Monday, October 16, 2017, 8:00 p.m.**

Minutes

This Regular 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: Mr. Amano, Mrs. Fusaro, Mrs. Gandara, Dr. Verducci

Members absent: Mrs. Johnston, Mrs. Pittman, Mr. Prisco

Also present: Dr. Brockel, Mrs. Imbasciani

CONFIDENTIAL SESSION

Mrs. Fusaro made a motion, seconded by Mrs. Gandara to convene into Executive Session at 7:45 p.m. Mr. Amano 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 8:00 p.m.

Mrs. Fusaro made a motion, seconded by Mrs. Gandara to convene into Regular Session at 8:00 p.m.

OPENING STATEMENT:

Mr. Amano

Mr. Amano welcomed the public to the meeting.

SUPERINTENDENT'S REPORT:

Dr. Brockel

Dr. Brockel reported that since Upper Saddle River is a High Achieving District for NJ QSAC purposes, we have to submit a Statement of Assurance (SOA) and may receive a waiver for the site visit.

Dr. Brockel reported that Ms. D'Ambola presented information on the Bergen County Curriculum Consortium to the Bergen County Superintendents' Roundtable today. She did an amazing job and represented Upper Saddle River very well.

BOARD SECRETARY'S REPORT:

Mrs. Imbasciani

Mrs. Imbasciani summarized the highlights of the June 30, 2017 audit to the Board. They included:

- The District continues to be in "very good" financial position.
- The Allowable Fund Balance at June 30, 2017 was \$402,387. This amount can be spent at the Board's discretion.

- \$1,000,939 has been set aside to offset taxes in the current school year (2017/18 Fund Balance).
- A minimum of \$1,116,701 has been set aside to offset taxes in the next school year (2018/19 Budgeted Fund Balance).
- As of June 30, 2017, there was \$1,218,513 in the Capital Reserve Account. Of that, \$300,000 has been set aside to Fund Phase 5 of the Partial Window Replacement at Cavallini and Reynolds. The monies in this account can only be used for capital improvements identified in the Long Range Facilities Plan (LRFP).
- There were two minor recommendations; both of which have already been corrected.
- There were no repeat audit findings.

Mrs. Imbasciani also announced that the Superintendent Search is underway. She invited all staff, administrators, parents and community members to go to the district homepage and complete the on-line survey (which will be open until December 1, 2017). She also invited the staff to meet with the consultants at 3:00 p.m. on November 13. Administrators are invited at 3:45 p.m. and the public at 7:00 p.m.

BOARD PRESIDENT’S REPORT: None

COMMITTEE REPORTS:

New Jersey School Boards Association

Dr. Verducci

Dr. Verducci, School Boards Liaison, shared information on the following:

- Health Care Summit
- Atlantic City Presentation
- November 29 BCSBA Dinner Meeting
- Delegate Assembly, November 18
- May 1, 2018 County-Wide Mental Wellness Day

Quad-District Update

Mr. Amano

- Mr. Amano announced that Mr. Cazes will give a technical update in November.

PTO REPORT: None

Mrs. Layne/Mrs. Mazzola

USREF Report:

Mrs. Mueller

- The grants for this year will be presented at the December 18 Board meeting.

PRESENTATION:

1. A Glimpse of Our Preschool Program at Upper Saddle River

Ms. Apicella, Ms. Feijo, Ms. Schiff

Ms. Apicella, Ms. Feijo and Ms. Schiff did a presentation about the services provided in the integrated preschool and the ABA (Applied Behavior Analysis) Pre-K classrooms. The integrated classroom utilizes Theories of the Mind which is designed as a core curriculum that works for all children including those with special needs. Ms. Feijo provides small group and 1:1 instruction, play planning and differentiated games in order to teach students to self-regulate and to improve their social/emotional and academic skills. Related service providers infuse therapy throughout the day. The presenters discussed the ABA classroom and how it utilizes 1:1 and small group instruction, data collection on all areas of instruction, generalization and maintenance of skills, ongoing communication with parents and families, supported inclusion and ongoing training via workshops and hands on instruction and coaching. Videos were viewed in order for people to “take a walk through the classroom.”

RECOGNITION OF VISITORS: None

ADMINISTRATION:**Dr. Brockel**

A motion was made by Mrs. Gandara and seconded by Mrs. Fusaro to approve Administration Consent Agenda Items A through E and was approved by all in attendance.

- 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.

PERSONNEL:**Dr. Brockel**

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

- 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 6th Grade Mathematics Teacher position.
12. Abolish one .60 Cavallini 6th 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 6th 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 6th Grade Mathematics Teacher position.
44. Create one .40 Cavallini 6th 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 6th Grade Language Arts Teacher position.
50. Create one .40 Cavallini 6th 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, with regret, 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 Rehan, 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.

*Related to staff member

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.

COMMENT:

- Mr. Amano said that Mrs. Vecchione will be sorely missed.

FINANCE:**Mrs. Imbasciani**

A motion was made by Mrs. Fusaro and seconded by Dr. Verducci to approve Finance Consent Agenda items A through O was approved by all in attendance, except Dr. Verducci, who abstained from check # 44929.

- 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 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

RECOGNITION OF VISITORS: None

ADJOURNMENT

A motion to adjourn was made by Mrs. Fusaro and seconded by Dr. Verducci at 8:34 p.m.

Sincerely,

Dana Imbasciani, Board Secretary

**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

<u>Reference #</u>	<u>Finding</u>	<u>Steps needed to implement corrective action plan</u>	<u>Personnel</u>	<u>Completion Date</u>
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