

**Board of Education  
Upper Saddle River, New Jersey  
Regular Session  
Monday, December 11, 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: Mrs. Johnston, Mr. Amano, Mrs. Fusaro, Mrs. Gandara, Mrs. Pittman, Mr. Prisco, Dr. Verducci

Members absent: None

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.

Mrs. Pittman made a motion, seconded by Mr. Prisco to adjourn Executive Session at 7:50 p.m.

Mr. Prisco made a motion, seconded by Mrs. Gandara 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 wished all, "Happy Holidays!"

**BOARD SECRETARY'S REPORT:**

**Mrs. Imbasciani**

Mrs. Imbasciani reported on the following:

- Guide for Standard Operating Procedures and Internal Control has been updated
- Snow Removal contract was negotiated on November 22 and is on tonight's agenda for approval. Thank you to Calderone Enterprises, LLC for doing such a fine job this past weekend, even before the contract officially began.

- Tonight, we are approving a donation of four older Macbooks (that we no longer use or need) to the LIFE School in Guatemala. This is our digital pen pal school for the Reynolds Spanish classes. These laptops will allow our continued communication in the future.

**BOARD PRESIDENT'S REPORT: None**

**COMMITTEE REPORTS:**

**NJSBA Liaison and DEAC Liaison**

**Dr. Verducci**

Dr. Verducci reported on the New Jersey School Boards' Social Media Presentation and recommends the Policy Committee review social media policies next year.

**PTO REPORT: None**

**Mrs. Layne/Mrs. Mazzola**

**USREF Report: None**

**Mrs. Mueller**

Mrs. Mueller thanked the Board for allowing them to present the Grant Awards. She thanked the Administrators, teachers and Dr. Brockel for the time they put into the grant process.

**PRESENTATION:**

**1. 2017/18 USREF Fall Grants**

**Mrs. Lapinson and Grant Committee**

Mrs. Julie Lapinson, Vice President of Grants, introduced the members of the Grant Committee who will be presenting the Grants, Mrs. Joy Wenberg and Mrs. Diana Norian, and thanked the Principals, Dr. Brockel 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.
- Explanation of Grant Process
- 2017/18 Stats:
  - Total grants submitted: 24 grants
  - Total amounts requested: \$108,836.00
  - Total grants funded: 19 grants
  - Total amount funded: \$60,645.00
- Mrs. Wenberg presented the Reynolds grants. Eight grants were requested, totaling \$49,175.00 and six grants (including one partial grant) were awarded:
  - Flexible Seating - \$3,500.00
  - Fun with Barred Instruments - \$2,587.00
  - Rainforest Butterflies Project - \$550.00
  - Earthscapades - \$901.00
  - Sensory Success - \$781.00
  - Preschool/Junior K Playground - \$3,326.00 (partial)

**Reynolds Total: \$11,645.00 - 6 grants**

- Mrs. Wenberg presented the Bogert Grants. Eight grants were requested, totaling \$23,848.00 and seven grants (including one partial grant) were awarded:
  - Solar House Design Challenge - \$2,016.00
  - Flocabulary - \$576.00
  - Young Composers & Improvisers Workshop - \$1,712.00 (partial)
  - Dancing Flamenco - \$800.00 (recurring)
  - NJ Symphony REACH Performances - \$2,200.00
  - Enhancing the Enrichment Room - \$6,286.00
  - Document Cameras - \$6,490.00

**Bogert Total:                    \$20,080.00            7 grants**
  
- Mrs. Norian presented the Cavallini Grants. Six grants were requested, totaling \$29,637.00 and four grants were awarded:
  - Gymnasium Projector - \$10,000.00
  - CTV Studio Set Update - \$7,790.00
  - Document Cameras - \$1,855.00
  - Glass Showcases for 3D Artwork - \$4,719.00

**Cavallini Total:                    \$24,364.00            8 grants**
  
- Mrs. Lapinson presented the one grant requested and awarded to the Child Study Team Department:
  - Flexible Seating - \$1,468.00

**CST Total:                    \$1,468.00            1 grant**
  
- Mrs. Lapinson presented the one STEM Grant requested and being awarded:
  - Little Bits - \$3,088.00

**STEM Total:                    \$3,088.00            1 grant**
  

**Total 2017/18 Grants:                    \$60,645.00            19 grants**

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

**COMMENT:**

- On behalf of the Board of Education, Mrs. Johnston thanked the Educational Foundation for their generous donations and continued support.

2. **“Once Upon a Time in Espanol”**

**Ms. Cook**

“Once Upon a Time in Espanol” included an overview of the goals of the Spanish program at Reynolds. Ms. Cook discussed the recent curriculum update highlighting a second grade pilot unit entitled “Traditional Tales.” A group of second grader students, Natalie Beaton, Ava DeCilveo, Tom Sadowski, Tyler Shamash and Nour Tolba, performed a scene from “Los Tres Osos” to demonstrate mastery of the skills that they learned.

**COMMENTS:**

- Mrs. Johnston remarked on what an amazing job the students did and thanked them for their presentation.
- Mrs. Lapinson asked where they find partner schools abroad.
- Ms. Cook explained that a teacher in the District knew of someone at the LIFE School and put them in contact.

**PUBLIC COMMENTS: None**

**ADMINISTRATION:****Dr. Brockel**

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

## A. First reading of the following Policies:

- Policy 3160 - Physical Examination (Revised)
- Policy 4160 - Physical Examination (Revised)

## B. Second reading and adoption of the following Policies:

- Policy 2700 – Services to Nonpublic School Students (Abolish)
- Policy 5111 – Eligibility of Resident/Non-Resident Students (Revised)
- Policy 7100 – Long-Range Facilities Planning (Revised)
- Policy 7101 – Educational Adequacy of Capital Projects (Revised)
- Policy 7102 – Site Selection and Acquisition (Revised)
- Policy 7130 – School Closing (Revised)
- Policy 7300 – Disposition of Property (Revised)

## C. Approve the submission of the New Jersey Department of Education Equivalency Application to meet the N.J. Administrative Codes, 6A:30-3.1(a)-(d) and 3.2, which will extend the Upper Saddle River School District's Quality Single Accountability Continuum (QSAC) certification as high performing for an additional three years.

## D. Approve the 2017/18 Update to the Uniform Memorandum of Agreement Between Education and Law Enforcement Officials.

## E. Approve the updated Guide for Standard Operating Procedures and Internal Controls.

**PERSONNEL:****Dr. Brockel**

**A motion was made by Mrs. Pittman and seconded by Mr. Prisco to approve Personnel Consent Agenda items A through G and was approved by all in attendance.**

## A. Create/Abolish (not applicable)

## B. Job Descriptions (not applicable)

## C. Resignations (not applicable)

## D. Leaves

1. Approve paid disability and unpaid statutory leave for Marissa Hopson, 3<sup>th</sup> Grade classroom teacher, effective on or about May 11, 2018 through approximately November 13, 2018.

## E. Lateral Guide Move

1. Approve a lateral guide move for Katharine Miros, .50 FTE Basic Skills Instructor, from MA to MA + 30, effective February 1, 2018.

## F. Appointments

1. Appoint Alana Juliet Capograsso to the position of Computer Literacy per diem replacement teacher at Bogert School, BA Step 1, effective January 2, 2018 through approximately April 24, 2018.
2. Approve Jeffrey Grey to the stipend position of Boys' Wrestling Coach, subject to the satisfactory completion of the criminal history records check required by law. \$2,900.00
3. Appoint Susan Swofford to the position of Secretary to the Principal at Cavallini Middle School, Step 2, effective on or about January 2, 2018, subject to the satisfactory completion of the criminal history records check required by law.
4. Approve Susan Jarvis as a LEAP teacher, Acting Up! \$550.00
5. Approve Josephine Griffith as a LEAP teacher, Baker's Delight (Wednesday).  
*(This will be increased by \$10/student if there are more than 20 students.)* \$600.00
6. Approve Josephine Griffith as a LEAP teacher, Baker's Delight (Thursday).  
*(This will be increased by \$10/student if there are more than 20 students.)* \$600.00
7. Approve Elaina Reinke as a LEAP teacher, Baker's Delight (Wednesday).  
*(This will be increased to \$550 if there are 14 or more students.)* \$275.00
8. Approve Elaina Reinke as a LEAP teacher, Baker's Delight (Thursday).  
*(This will be increased to \$550 if there are 14 or more students.)* \$275.00
9. Approve a Teacher's Aide as a LEAP teacher, Baker's Delight (Wednesday).  
*(This position is needed only if there are more than 24 students and will be taken from aide pool.)* \$275.00
10. Approve a Teacher's Aide as a LEAP teacher, Baker's Delight (Thursday).  
*(This position is needed only if there are more than 24 students and will be taken from aide pool.)* \$275.00
11. Approve Susan Deniz as a LEAP teacher, Become a Jewelry Designer. \$550.00
12. Approve Susan Deniz as a LEAP teacher, Wacky Science. \$550.00
13. Approve Christina Cucci as a LEAP teacher, Computer Coding. \$550.00
14. Approve Carey Goralski as a LEAP teacher, Engineering w/LB (Wednesday). \$550.00
15. Approve Carey Goralski as a LEAP teacher, Engineering w/LB (Thursday). \$550.00
16. Approve Laurie Guerra as a LEAP teacher, Come Have a Ball! \$550.00
17. Approve Laurie Guerra as a LEAP teacher, Tennis. \$550.00
18. Approve Peter Petrow as a LEAP teacher, Pump It Up! (Wednesday). \$550.00

19.	Approve Peter Petrow as a LEAP teacher, Pump It Up! (Thursday).	\$550.00
20.	Approve Carlos Ramirez as a LEAP teacher, Boot Camp.	\$550.00
21.	Approve Anna Richter as a LEAP teacher, Finding Picasso.	\$550.00
22.	Approve Anna Richter as a LEAP teacher, Pottery Barn.	\$550.00
23.	Approve Dora Dillman as a LEAP teacher, Pottery Barn, Jr.	\$550.00
24.	Approve Dora Dillman as a LEAP teacher, Finding Frieda.	\$550.00
25.	Approve So You, as a LEAP vendor, American Girl Spring Fling, per student rate:	\$120/student
	Vivian Burns	
26.	Approve Thrust Fencing Academy, as a LEAP vendor, Intro to Fencing (Wednesday), per student rate:	\$200/student
	Mika'il Sankofa	
27.	Approve Outragehiss Pets, as a LEAP vendor, Outragehiss Pets, per student rate:	\$120/student
28.	Approve Joe Fischer, as a LEAP vendor, Magic!, per student rate:	\$120/student
29.	Approve Keith Gold – Team Makers, as a LEAP vendor, Adventure Quest, per student rate:	\$119/student
30.	Approve Malvina Peckerman, as a LEAP vendor, Ask Malvina!	\$1,200.00
31.	Approve Heather Balji as a LEAP Teacher's Assistant.	\$16.00/hour
32.	Approve Susan Deniz as a LEAP Teacher's Assistant.	\$16.00/hour
33.	Approve Dora Dillman as a LEAP Teacher's Assistant.	\$16.00/hour
34.	Approve Laurie Guerra as a LEAP Teacher's Assistant.	\$16.00/hour
35.	Approve Danielle Hoffman as a LEAP Teacher's Assistant.	\$16.00/hour
36.	Approve Lisa Lefebvre as a LEAP Teacher's Assistant.	\$16.00/hour
37.	Approve Andrea Leshinsky as a LEAP Teacher's Assistant.	\$16.00/hour
38.	Approve Catherine Merritt as a LEAP Teacher's Assistant.	\$16.00/hour
39.	Approve Elaina Reinke as a LEAP Teacher's Assistant.	\$16.00/hour
40.	Approve Heidi Rockwell as a LEAP Teacher's Assistant.	\$16.00/hour
41.	Approve Marilyn Shroul as a LEAP Teacher's Assistant.	\$16.00/hour

42. Approve Elizabeth Samimi as a LEAP Teacher's Assistant. \$16.00/hour
43. Approve Donna Bach as a Volunteer LEAP Teacher's Assistant.
44. Approve Lisa LoPiccolo as the LEAP Nurse. \$1,100.00
- G. Substitutes/Consultants/Volunteers
1. Approve Shivani Baijal as a substitute teacher/paraprofessional for the 2017/18 school year, pending receipt of NJ Substitute Certificate.
  2. Approve Lauren Schachtel as a substitute teacher/paraprofessional for the 2017/18 school year, pending receipt of NJ Substitute Certificate.
  3. Approve Susan Swofford as a substitute secretary for the 2017/18 school year, subject to the criminal history records check required by law.
  4. Approve Jenna Rogoff as an Occupational Therapist Student Intern with the Child Study Team from March 2018 through May 2018.

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

**A motion was made by Mrs. Fusaro and seconded by Mrs. Gandara to approve Finance Consent Agenda items A through L was approved by all in attendance, except Dr. Verducci, who abstained from Motion B, check # 45379 and 45464. Dr. Verducci abstains from all USREF grant discussions so that he may vote on them.**

- A. Approve the Minutes of Board Meeting:

November 20, 2017

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

10	General Current Expense	\$65,429.53
11	General Current Expense	\$1,985,999.25
20	Special Revenue Funds	\$32,458.22
50	Milk	\$387.80
60	Trust Fund	\$32,473.16
	Total	\$2,116,747.96

- C. Approve the Transfers for November 2017.
- D. Approve the Board Secretary and Treasurer's Reports dated November 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 donation of six (6) grants for Reynolds School from the Upper Saddle River Educational Foundation (USREF) in the amount of \$11,645.00.
- F. Approve the donation of seven (7) grants for Bogert School from the Upper Saddle River Educational Foundation (USREF) in the amount of \$20,080.00.

- G. Approve the donation of four (4) grants for Cavallini Middle School from the Upper Saddle River Educational Foundation (USREF) in the amount of \$24,364.00
- H. Approve the donation of one (1) grant for the Special Education Department from the Upper Saddle River Educational Foundation (USREF) in the amount of \$1,468.00.
- I. Approve the donation of one grant for the STEM Program (Reynolds) from the Upper Saddle River Education Foundational (USREF) in the amount of \$3,088.00.
- J. Approve the following Resolution:

**WHEREAS**, the Upper Saddle River Board of Education (“the Board”) advertised for bids for snow removal services for the 2017-20 school years (“Snow Removal”); and

**WHEREAS**, the Board advertised on two occasions for bids, and on both occasions the Board rejected the bids for being materially defective; and

**WHEREAS**, the Board authorized the Business Administrator to negotiate a contract for Snow Removal services pursuant to N.J.S.A. 18A:18A-5(c); and

**WHEREAS**, bidders who submitted bids for the contract for Snow Removal services were advised of the Board’s intentions to negotiate and were afforded a reasonable opportunity to negotiate; and

**WHEREAS**, Calderone Enterprises, LLC (“Calderone”) submitted a negotiated price in the amount of \$57,000 per year, for the 2017 - 2018 through 2019 - 2020 school years, for a total contract sum of \$171,000; and

**WHEREAS**, Calderone’s bid is deemed reasonable and responsive in all material respects and it is the Board’s desire to award the contract for Snow Removal services to Calderone.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby awards the contract for Snow Removal services to Calderone in a total contract sum of \$171,000.

**BE IT FURTHER RESOLVED** that this award is expressly conditioned upon Calderone furnishing the requisite insurance certificate, and an executed contract as prepared by the Board Attorney.

**BE IT FURTHER RESOLVED** that the Board Attorney is hereby directed to draft the contract with Calderone consistent with this Resolution, with the terms and conditions of the specifications for the Snow Removal services, and with Calderone’s bid documents. The

Board President and Board Secretary are hereby authorized to execute such agreements and any other documents necessary to effectuate the terms of this Resolution.

- K. Approve the donation of four older model Macbooks and chargers to the LIFE School in Guatemala by the Upper Saddle River Board of Education.



## L. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fee	Travel Cost
NJ Technology Study Council Meeting Iselin, NJ	December 13, 2017	Daniel Cazes	\$0.00	\$42.60
NJECC Monthly Meetings Montclair, NJ	December 15, 2017 January 9, 2018 February 23, 2018 March 6, 2018 April 20, 2018 May 18, 2018 June 7, 2018	Daniel Cazes Michael Padilla	\$0.00 \$0.00	\$149.37 \$149.37
Mindfulness Certificate Course for Treating Kids and Teens	TBD (Online Course)	Stefanie Slacin	\$199.99	\$0.00
Increase Your Success in Working With Students With Autism Spectrum Disorder Piscataway, NJ	January 5, 2018	Stacy Schiff	\$249.00	\$0.00
101 Best Strategies to Increase the Effectiveness and Impact of Your School Library Program West Orange, NJ	January 8, 2018	Elizabeth Ullrich	\$249.00	\$21.70
NJECC Annual Conference Montclair, NJ	January 9, 2018	Daniel Cazes Michael Padilla	\$110.00 \$110.00	\$32.36 \$25.66
TC Workshop: Sharpening Our Response to Intervention Lens: Designing a RTI Model with Heart New York, NY	January 17, 2018	Valerie Kersting	\$70.00	\$62.00
2018 Statewide Pre School Nurse's Meeting Neptune, NJ	February 7, 2018	Lisa LoPiccolo	\$0.00	\$54.00
American Young Voices Teacher's Workshop Newark, NJ	January 24, 2018	Philip Chen	\$0.00	\$24.74
2018 NJSBGA Expo Atlantic City, NJ	March 11-14, 2018	Nijazi Leka	\$200.00	\$522.65
"It's Elementary, My Dear" Choral Music Workshop Chatham, NJ	February 10, 2018	Philip Chen	\$20.00	\$29.53

**PUBLIC COMMENTS: None**

**ADJOURNMENT**

A motion to adjourn was made by Mr. Prisco and seconded by Mrs. Pittman at 8:33 p.m.

Sincerely,

Dana Imbasciani, Board Secretary