

**BOARD OF EDUCATION
UPPER SADDLE RIVER, NEW JERSEY
PUBLIC HEARING AND REGULAR MEETING
Monday, April 29, 2019, 8:00 p.m.
Media Center, Cavallini Middle School
392 West Saddle River Road**

Agenda

This is a Public Hearing and 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.

Three 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.

- 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. **PUBLIC HEARING ON THE 2019/20 BUDGET** Mrs. Imbasciani
- V. **PUBLIC COMMENT (Questions pertaining to Public Hearing)**

This motion will be voted on at this meeting. This motion has been recommended for approval by the Superintendent:

- A. Approve the following Resolution:

RESOLUTION TO APPROVE THE 2019-2020 SCHOOL YEAR BUDGET

BE IT RESOLVED that the Upper Saddle River Board of Education, County of Bergen, approves the final 2019/20 school year budget as follows:

| | |
|--|---------------------|
| Current General Expense (Fund 11) | \$25,044,538 |
| Capital Outlay (Fund 12) | \$531,300 |
| TOTAL GENERAL FUND | \$25,575,838 |
| Special Revenue (Fund 20) | \$303,150 |
| Debt Service Fund (Fund 40) | \$1,160,667 |
| TOTAL EXPENDITURES/APPROPRIATIONS | \$27,039,655 |

and

BE IT FURTHER RESOLVED that the **GENERAL FUND** tax levy, \$22,672,992 is approved to support Current General Expense and \$869,811 to support Debt Service, for the 2019/20 school year budget.

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 2019/20.

WHEREAS, the Upper Saddle River Board of Education appropriated \$27,750 for travel during the 2018/19 school year and has spent \$11,725.85 as of April 26, 2019.

NOW, THEREFORE, BE IT RESOLVED that the Upper Saddle River Board of Education hereby establishes the School District travel maximum for the 2019/20 school year at the sum of \$28,400; 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.

VI. REPORTS

- A. Superintendent’s Report Dr. Siegel
- B. Board Secretary’s Report Mrs. Imbasciani
- C. Board President’s Report Mrs. Johnston
- D. Committee Reports Chairpersons
- E. PTO Report Mrs. Apostolou/Mrs. Degenars
- F. USREF Report Mrs. Mueller

VII. PRESENTATION:

- A. 8th Grade Genetics Debate Mr. McCusker

VIII. PUBLIC COMMENT (for Agenda Items only)

IX. ADMINISTRATION:

Dr. Siegel

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

- A. Second reading and approval of the following Policies:

- Policy 2415.06 Unsafe School Choice Options (revised)
- Policy 2422 Health and Physical Education (revised)
- Policy 2431.3 Practice and Pre-Season Heat Acclimation for School-Sponsored Athletics and Extra-Curricular Activities (new)
- Policy 2610 Educational Program Evaluation (revised)
- Policy 4219 Commercial Driver’s License Controlled Substance and Alcohol Use Testing (abolish)
- Policy 5111 Eligibility of Resident/Nonresident Students (revised)
- Policy 5330.04 Administering an Opioid Antidote (revised)
- Policy 5337 Service Animals (revised)
- Policy 5600 Student Discipline/Code of Conduct (revised)
- Policy 5611 Removal of Students for Firearms Offenses (revised)
- Policy 5612 Assaults on District Board of Education Members or Employees (revised)

| | |
|-------------------|---|
| Policy 5613 | Removal of Students for Assaults with Weapons Offenses (revised) |
| Policy 5756 | Transgender Students (revised) |
| Policy 7440 | School District Security (revised) |
| Policy 8461 | Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (revised) |
| Policy 8860 | Memorials (new) |
| Regulation 2460.8 | Special Education – Free and Appropriate Public Education (revised) |
| Regulation 5111 | Eligibility of Resident/Nonresident Students (revised) |
| Regulation 5530 | Substance Abuse (revised) |
| Regulation 5600 | Student Discipline/Code of Conduct (revised) |
| Regulation 5611 | Removal of Students for Firearms Offenses (revised) |
| Regulation 5612 | Assaults on District Board of Education Members or Employees (revised) |
| Regulation 5613 | Removal of Students for Assaults with Weapons Offenses (revised) |

B. Approve the School Bus Emergency Evacuation Drill Reports (in accordance with N.J.A.C. 6A:27-11.2) as follows:

1. On April 23, 2019, 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 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 April 23, 2019, between 8:30 a.m. and 10:00 a.m., all students in the Bogert Elementary School, 391 West Saddle River Road, Upper Saddle River, New Jersey, participated in 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 April 24, 2019, between 11:30 a.m. and 12:25 p.m., all students in the Cavallini Middle School, 392 West Saddle River Road, Upper Saddle River, New Jersey, participated in 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. Michael DeSocio, Cavallini Assistant Principal, and Mr. Thomas Inzalaco, Scholastic Bus Company Safety Director, supervised the drill.

X. **PERSONNEL**

Dr. Siegel

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

1. Abolish the following Job Descriptions as of July 1, 2019:
 - a. Administrative Assistant to the Executive Director of Technology for the Quad Districts
 - b. Executive Director of Technology for the Quad Districts
 - c. Assistant Director of Technology Media Services
2. Create the following Job Descriptions as of July 1, 2019:
 - a. Director of Technology
 - b. Supervisor of Special Projects

3. Abolish the following positions as of July 1, 2019:
 - a. One .50 FTE Secretary position
 - b. One 1.0 FTE Administrative Assistant to the Executive Director of Technology for the Quad Districts
 - c. One 1.0 FTE Executive Director of Technology for the Quad Districts
 - d. One 1.0 FTE Assistant Director of Technology Media Services
 - e. Three 1.0 FTE Computer/Network Technician Level 1 positions
 - f. One 1.0 FTE Computer/Network Technician Level 2 position
 - g. One 1.0 FTE Grade 3 Classroom Teacher position

4. Create the following positions as of July 1, 2019:
 - a. One 1.0 FTE School Secretary position
 - b. One 1.0 FTE Director of Technology position
 - c. One 1.0 FTE Supervisor of Special Projects position
 - d. One 1.0 FTE K-2 Special Education Classroom Teacher position
 - e. One 1.0 FTE Paraprofessional/Applied Behavior Analysis (ABA) Instructor position
 - f. One 1.0 FTE Grade 2 Classroom Teacher position

B. Resignations

1. Accept the resignation of Joseph Calabria, Special Education Teacher at Cavallini, effective July 1, 2019.
2. Accept the resignation of Catherine A. Mende, Special Education Teacher at Reynolds, effective July 1, 2019.
3. Accept the resignation of Stephen Molkenbur, Language Arts Teacher at Cavallini, effective July 1, 2019.
4. Accept the resignation of Pamela Wichot, Special Education Teacher at Cavallini, effective July 1, 2019.

C. Leaves

1. Approve unpaid child care leave for Jessica Bollenbach, 5th Grade Classroom Teacher, effective September 1, 2019 through June 30, 2020.
2. Approve paid disability leave, unpaid NJFMLA/FLA statutory leave and unpaid childcare leave for Carla LaBarbera, 3rd Grade Classroom Teacher, effective September 1, 2019 through June 30, 2020.
3. Approve unpaid child care leave for Meagan Schwartz, Special Education Teacher at Reynolds, effective September 1, 2019 through June 30, 2020.
4. Approve unpaid child care leave for Elizabeth M. Waldt, Bogert Physical Education/Health Teacher, effective September 1, 2019 through June 30, 2020.

D. Appointments

1. Approve the reappointment of non-tenured contractual Bargaining Unit certificated staff, for the 2019/20 school year, as per attached.

2. Appoint Gianna Apicella as Affirmative Action Officer for the 2019/20 school year.
3. Appoint the Affirmative Action Team to conduct the Needs Assessment and develop a three-year Comprehensive Equity Plan as follows:

Gianna Apicella
Michael DeSocio
James Dunn
Stefanie Slacin
Cayla Casey

4. Appoint Melissa P. Brause to the position of English/Language Arts Teacher at Cavallini Middle School, BA, Step 11, effective September 1, 2019, subject to the satisfactory completion of the criminal history records check required by law, salary to be determined upon Contract settlement.
5. Appoint Emily DiRusso to the position of Special Education Teacher at Reynolds School, MA, Step 1, effective September 1, 2019, subject to the satisfactory completion of the criminal history records check required by law, salary to be determined upon Contract settlement.
6. Approve Tracy Nicholson as a Reynolds Lunch Duty substitute for the 2018/19 school year. \$22/hour
7. Appoint Lindsey G. Welch to the position of Special Education Teacher at Reynolds School, MA, Step 2, effective September 1, 2019, subject to the satisfactory completion of the criminal history records check required by law, salary to be determined upon Contract settlement.

E. Change in Position (not applicable)

F. Lateral Guide Move (not applicable)

G. Substitutes/Consultants/Volunteers

1. Approve Whitney Bencsko as a Physical Therapy student intern with the Child Study Team from April through June 2019.

* 2. Approve Thomas Dunn as a substitute custodian for the 2018/19 school year.

* 3. Approve James Stawecki as a substitute custodian for the 2018/19 school year.

4. Approve Emma Warren as a substitute teacher for the 2018/19 school year, New Jersey Substitute Teacher Certificate.

XI. **FINANCE**

Mrs. Imbasciani

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

A. Approve the Minutes of Board Meeting:

March 18, 2019

B. Approve the Bills List for March 2019 as follows:

| | | |
|----|-------------------------|----------------|
| 10 | General Current Expense | \$71,664.20 |
| 11 | General Current Expense | \$2,387,791.20 |
| 12 | Capital Outlay | \$3,857.13 |
| 20 | Special Revenue Funds | \$31,935.34 |
| 50 | Milk | \$143.30 |
| 60 | Trust Fund | \$31,864.64 |
| | Total | \$2,527,255.81 |

C. Approve Transfers for March 2019.

D. Approve the Board Secretary and Treasurer’s Reports dated March 2019 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:

RESOLUTION

A RESOLUTION to authorize participation in the State Health Benefits Program and/or School Employees’ Health Benefits Program of the State of New Jersey.

BE IT RESOLVED:

1. The Upper Saddle River Board of Education, 22-600-2357, hereby elects to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) and to authorize coverage for all the employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees’ Health Benefits Commission.

2. We will not have a stand-alone prescription drug plan and understand that prescription drug coverage will be provided based on the medical plan chosen by the subscriber.

3. We will be maintaining Delta Dental as our dental plan.

4. We elect 25 hours per week (average) as the minimum requirement for full time status in accordance with N.J.A.C. 17:9-4.6.

5. As a participating employer we will remit to the State Treasury all changes due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.

6. We hereby appoint Dana Imbasciani, Business Administrator/Board Secretary, to act as Certifying Officer in the administration of this program.

7. This Resolution shall take effect immediately and coverage shall be effective as of July 1, 2019 or as soon thereafter as it may be effectuated pursuant to the statutes and regulations (can be no less than 75 or 90 days pursuant to the provisions of N.J.S.A. 17:9-1.4).

F. Approve the following Resolution:

RESOLUTION

BE IT RESOLVED by the Upper Saddle River Board of Education (the “Board”) that the terms, stipulations and conditions as established in the Settlement Agreement and Release 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 Settlement Agreement and Release, and any other documents necessary to effectuate the settlement.

- G. Approve the renewal of Application for Toilet Room Facilities for Kindergarten Classrooms in Reynolds School, rooms 99, 100, 101, 102, 103 and 104, for the 2019/20 school year.
- H. Approve the Application for Dual Use of Educational Space for Bogert School room 11, for the 2019/20 school year.
- I. Approve the agreement with Educational Data Services, Inc. for the Board of Education to participate in a cooperative pricing program for the 2019/20 school year at an annual cost of \$4,030.00 for Educational Supplies and Materials and \$2,000.00 for Skilled Trades Bids.
- J. Approve the renewal of the contract with Scholastic Bus Company, Inc. for the 2019/20 school year for Routes S-123 as follows:
 - Route 1 - \$223.82/day, an increase of \$3.20 (1.45%), \$40,287.60 renewal amount
 - Route 2 - \$223.82/day, an increase of \$3.20 (1.45%), \$40,287.60 renewal amount
 - Route 3 - \$223.82/day, an increase of \$3.20 (1.45%), \$40,287.60 renewal amount
- K. Approve the purchase of one (1) 32” Walk Behind Floor Scrubber from Atra Janitorial Supply Co. Inc. at a total cost of \$11,810.58. (Pricing as per ESCNJ #18/19-35)
- L. Approve Crossroads Pavement Maintenance, LLC to provide paving repairs and related services at Bogert and Reynolds Schools at a cost of \$214,080. (Pricing based on Ed-Data Bid #9183 Package #24A)
- M. Approve East Coast Surfacing to provide and install poured-in-place safety surfacing on the Pre-K playground at Reynolds School for a total cost of \$26,921.00.
- N. Approve the purchase of 289 installed, new, all-welded, unibody, Marquis Booksafe, single tier lockers with keyed padlocks and all necessary trim and fillers from Nickerson Corporation in the amount of \$119,951.64. Of this amount, \$100,000.00 has been generously donated by the Upper Saddle River PTO. (Pricing based on ESCNJ Cooperative Pricing System – Bid #MRESC15/16-66)
- O. Approve the purchase of two (2) sets of 4-Rise Choral Risers from SICO America Inc. for Bogert School at an amount not to exceed \$4,500.00.
- P. Approve the disposal of the following iMacs that are no longer used by the District:

| Bar Code | Bar Code | Bar Code | Bar Code | Bar Code |
|----------|----------|----------|----------|----------|
| 5828 | 5843 | 5845 | 5846 | 5848 |
| 5853 | 5854 | 5858 | 5860 | 5864 |
| 5866 | 5994 | 5879 | 5883 | 5890 |
| 5892 | 5895 | 5896 | 5899 | 5901 |
| 5902 | 5904 | 5905 | 5911 | 5912 |
| 5916 | 5917 | 5919 | 5923 | 5932 |
| 5969 | 5988 | 5918 | | |

- Q. Accept the donation of a pre-owned Holton Coronet and instrument case valued at \$280.00 by Upper Saddle River resident, Mr. Tom DeBrock.
- R. Approve the donation of books from the Reynolds School Library to the Saddle Brook Library. These books are old and no longer in circulation.
- S. Approve the following Travel Expenses:

| Program Name | Date | Employee | Registration Fees | Travel Cost |
|---|--------------------------|---------------------------------------|--------------------------|--------------------|
| 2nd Annual Bergen County Mental Health Symposium for Educators Lyndhurst, NJ | May 8, 2019 | Katherine Baker | \$0.00 | \$15.40 |
| NJASA Spring Leadership Conference Atlantic City, NJ | May 15-17, 2019 | Gianna Apicella | \$550.00 | \$188.66 |
| NJTESOL Annual Conference New Brunswick, NJ | May 29, 2019 | Jacqueline Valdes | \$239.00 | \$20.00 |
| Comprehensive IMSE Orton-Gillingham Training Secaucus, NJ | July 8-12, 2019 | Jaclyn Passanante Krystal Whitmore | \$1,175.00 \$1,175.00 | \$70.74 \$55.18 |
| Comprehensive IMSE Orton-Gillingham Training Secaucus, NJ | July 29 - August 2, 2019 | Marci Titunick Christine Thies | \$1,175.00 \$1,175.00 | \$88.20 \$50.53 |

XII. **PUBLIC COMMENT**

XIII. **ADJOURNMENT**

Mrs. Johnston

Contractual Appointments

April 29, 2019

| Name | TENURED | CATEGORY | FTE |
|----------------------|---------|----------|-----|
| Baker, Katherine | N | Teacher | |
| Bevia, Maria | N | Teacher | |
| Capogrosso, Alana | N | Teacher | |
| Capollari, Erlinda | N | Teacher | |
| Chen, Chang Po | N | Teacher | |
| Cipollini, Christine | N | Teacher | |
| Connors, Megan | N | Teacher | |
| Cook, Catherine | N | Teacher | |
| Dunn, James | N | Teacher | |
| Eller, Jamie | N | Teacher | |
| Ennis, Meghan | N | Teacher | |
| Feijo, Amanda | N | Teacher | |
| Foca, Lauren | N | Teacher | |
| Iannaccone, Amanda | N | Teacher | |
| Kim, Joyce | N | Teacher | |
| Larsen, Danielle | N | Teacher | |
| Mascetti, Nicole | N | Teacher | |
| Miros, Katharine | N | Teacher | .50 |
| Moran, Colleen | N | Teacher | |
| Ramirez, Carlos | N | Teacher | |
| Samimi, Elizabeth | N | Teacher | |
| Schiff, Stacy | N | Teacher | |
| Schlemm, Erik | N | Teacher | |
| Schneider, Rachel | N | Teacher | |
| Smith, Samantha | N | Teacher | |
| Topolosky, Carrie | N | Teacher | .50 |
| Viola, Emily | N | Teacher | |
| Walis, Brian | N | Teacher | |
| Wassmer, Stephanie | N | Teacher | |
| Weinstein, Jason | N | Teacher | |
| Whitmore, Krystallyn | N | Teacher | |
| Willner, Alyssa | N | Teacher | |

| Name | Tenured | Category | FTE |
|----------------------------|---------|---------------|-----|
| Pentrelli Apicella, Gianna | N | Administrator | |
| D'Ambola, Amy | N | Administrator | |