

**Board of Education
Upper Saddle River, New Jersey
Regular Meeting
Monday, February 7, 2022, 8:00 p.m.**

Minutes

This Regular Session of the Upper Saddle River Board of Education was held in the Cavallini Media Center of the Upper Saddle River Schools beginning at 7:30 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, Mrs. Gandara, Mrs. Ginsberg, Mr. Quagliani, Dr. Verducci, Mrs. Wenberg

Members absent: Mrs. Gray

Also present: Dr. Siegel, Mrs. Imbasciani

CONFIDENTIAL SESSION

Mrs. Gandara made a motion, seconded by Mr. Quagliani to convene into Executive Session at 6:05 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. Ginsberg made a motion, seconded by Dr. Verducci to adjourn Executive Session at 8:00 p.m.

Dr. Verducci made a motion, seconded by Mrs. Ginsberg to convene into Regular Session at 8:00 p.m.

OPENING STATEMENT:

Mrs. Johnston

Mrs. Johnston welcomed the public.

SUPERINTENDENT'S REPORT:

Dr. Siegel

Dr. Siegel updated the Board on the following District Goals:

- Diversity
- Wellness
- Enrichment

BOARD SECRETARY'S REPORT:

Mrs. Imbasciani

Mrs. Imbasciani reported the following:

- **Summary of Highlights of the June 30, 2021 audit to the Board:**
 - The District continues to be in "very good" financial position.

- The Allowable Fund Balance at June 30, 2021 was \$976,743. This amount can be spent at the Board's discretion.
- \$1,857,263 has been set aside to offset current school year (2021/22 Fund balance).
- A minimum of \$1,223,526 has been set aside to offset taxes in the next school year (2022/23 Budgeted Fund Balance).
- There was one audit recommendation this year.
- There were no repeat audit findings.

BOARD PRESIDENT'S REPORT:

Mrs. Johnston

Mrs. Johnston announced the District will follow Governor Murphy's directive with regards to mask and quarantine mandates.

COMMITTEE REPORTS: None

PTO REPORT:

Mrs. /DeFrino/Mrs. McGovern

Mrs DeFrino and Mrs. McGovern, Co-Presidents of the USR PTO, reported on the following:

- The Book Fair last week at Cavallini had the most sales at Cavallini since 2016.
- There will be a Cavallini Valentine's Day fundraiser on Monday, February 14.
- There will be 3rd Grade Bingo on Thursday February 10, 2022.
- The PTO is very excited to have these popular, fun events back.

Dr. Siegel thanked the USR PTO for their work and commitment to the students.

USREF Report:

Mrs. Mueller

Mrs. Mueller, President of the USREF, reported the following:

- The Annual Town Night Out Gala is on this year. Tickets for this event, honoring The Saddle River Valley Lions Club with the 2022 Award for Excellence, went on sale on this past Friday. Check the website for more information.

PRESENTATIONS:

1. **The After Care Experience**

Ms. Cipollini

Ms. Cipollini provided an update on the rapid growth and development of our After Care Experience (ACE) Program. This program offers families reliable and engaging opportunities for childcare after the school day. Ms. Cipollini has been instrumental in leading this program at its inception, but it is important to recognize the various contributions from our business department, site coordinators and other staff members who play a role in ACE.

COMMENTS:

- Mrs. Johnston thanked Ms. Cipollini for the amazing things she has done with ACE over the past year and a half.
- Dr. Siegel said the pictures and data speak for themselves and thanked Ms. Cipollini for her presentation. He noted that the Business Office, Administration and staff have been significant in the success of the program and that Ms. Cipollini is amazing. She is a full time teacher and also managing ACE.

2. **Update on District Goal: Academic and Social-Emotional Progress** **Mrs. Apicella/Mrs. Baker/Mrs. D'Ambola**

Mrs. D'Ambola, Mrs. Baker and Mrs. Apicella presented a multidisciplinary update on our students' progress related to our first district goal on assessing our needs through COVID-19 related learning disruptions.

COMMENTS:

- Mrs. Johnston thanked Mrs. Apicella, Mrs. Baker and Mrs. D'Ambola for all of their work and this update. She said it is very reassuring to see where our students are academically and socially/emotionally.

PUBLIC COMMENT:

- Mr. Matei stated that he has observed damaging effects from COVID. We owe the kids extra attention. He also wished Mrs. Jarvis well and expressed his hope to see a return of Community Tech Night.

ADMINISTRATION:

Dr. Siegel

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

- A. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #**120921001 is an incident as defined under HIP Policy #5512. The Superintendent shall notify the parents and/or guardians of the Board's decision in writing in accordance with Board Policy and N.J.S.A. 18A:37-15(e).

PERSONNEL:

Dr. Siegel

A motion was made by Mrs. Ginsberg and seconded by Mr. Quagliani 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
1. Accept the resignation for the purpose of retirement of Susan Jarvis, Music Teacher, effective July 1, 2022.
- D. Leaves
1. Approve a paid medical leave and unpaid FMLA/NJFLA for Employee #1437, effective on or about April 22, 2022 through approximately November 25, 2022.
 2. Approve a paid medical leave and unpaid FMLA/NJFLA for Employee #1819, effective on or about May 31, 2022 through approximately November 25, 2022.
 3. Approve a paid medical leave and unpaid FMLA/NJFLA for Employee #1607, effective on or about May 23, 2022 through approximately November 25, 2022.
 4. Approve a paid medical leave for Employee #0843, effective February 17, 2022 through approximately March 16, 2022.

E. Change in Assignment/Lateral Guide Move (not applicable)

F. Appointments

1. Appoint Manar Aldali to the position of Paraprofessional at Bogert School, Step 1, effective on or about February 8, 2022.
2. Appoint Chelsea Chiellini to provide home instruction on an as-needed basis, up to 10 hours per week. \$35/hour
3. Appoint Caitlin Gervasio to provide home instruction for a student whose name is on file in the Board Office for four (4) hours per week, pending out-of-district placement. \$35/hour
4. Revise the hourly rate of Rachel Nagy, Aftercare Program Team Member, for the 2021/22 school year. \$22/hour
5. Appoint Brooke Phillips to the position of Aftercare Program Team Member for the 2021/22 school year. \$16/hour
6. Appoint Brian Walis to provide home instruction for a student whose name is on file in the Board Office for six (6) hours per week, pending out-of-district placement. \$35/hour
7. Rescind the motion which was approved on September 13, 2021, appointing Amanda Iannaccone as a Bogert School Store Advisor (split position), at a rate of \$465.00.
8. Rescind the motion which was approved on September 13, 2021, appointing Jason Weinstein as Bogert Assistant Musical Director (Level A), at a rate of \$1,500.00.
9. Approve the following staff members for the stipend positions listed below for the 2021/22 school year:

Club	Advisor	Stipend
Bogert School Store (Level B) (split)	Chelsea Chiellini	\$465.00
Boys' Baseball (split)	Brian Walis	\$1,500.00
Girls' Lacrosse (split)	Megan Conners	\$1,500.00
Girls' Lacrosse (split)	Meghan Ennis	\$1,500.00
Track & Field Assistant	Caitlin Gervasio	\$1,125.00

G. Substitutes/Consultants/Volunteers

1. Approve Emily Anastos as a substitute teacher/paraprofessional for the 2021/22 school year, subject to the satisfactory completion of the criminal history background check required by law. Ms. Anastos holds a NJ Elementary School Teacher certificate.
2. Approve Jolene Berardi as a substitute teacher/paraprofessional for the 2021/22 school year, subject to the satisfactory completion of the criminal history background check required by law. Ms. Berardi's substitute teaching certificate is pending.
3. Approve Ericka Dobriner as a substitute teacher/paraprofessional for the 2021/22 school year, subject to the satisfactory completion of the criminal history background check required by law. Ms. Dobriner's substitute teaching certificate is pending.
4. Approve Jacqueline Lagomarsino as a substitute teacher/paraprofessional for the 2021/22 school year, subject to the satisfactory completion of the criminal history background check required by law. Ms. Loagomarsino's substitute teaching certificate is pending.

5. Approve Kristin Salvatore as a substitute teacher/paraprofessional for the 2021/22 school year, subject to the satisfactory completion of the criminal history background check required by law. Ms. Salvatore's substitute teaching certificate is pending.

FINANCE :

Mrs. Imbasciani

A motion was made by Mrs. Gandara and seconded Dr. Verducci to approve Finance Consent Agenda Items A through N and was approved by all in attendance.

- A. Approve the Minutes of Board Meetings:

January 3 (Reorganization), January 10, and January 18, 2022 (Board Retreat)

- B. Approve the Bills List for January 2022 as follows:

10	General Current Expense	\$79,684.96
11	General Current Expense	\$2,136,255.17
20	Special Revenue Funds	\$30,616.12
40	Debt Service Funds	\$4,750.00
50	Milk	\$158.64
60	Enterprise Fund	\$23,252.68
	Total	\$2,274,717.57

- C. Approve the Transfers for January 2022.
- D. Approve the Board Secretary and Treasurer's Reports dated January 2022 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 2020/21 Audit.
- F. Approve the completed 2020/21 Corrective Action Plan, as per attached.
- G. Approve Application for Payment # 1 for Premier Group Inc., for the Partial Window Replacement Project (Phase 3) at Reynolds School, in the amount of \$441,000.00.
- H. 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 2022/23 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.

- I. Approve submission of the SEMI Waiver for the 2022/23 school year to the Executive County Superintendent of Schools.
- J. Approve a current student who has moved out of district as a tuition student for the remainder of the 2021/22 school year.

K. Approve the per diem rate for Substitute Paraprofessionals from \$75/day to \$90/day for the period February 1, 2022 through June 30, 2022.

L. Approve the disposal of the following NEC NP-M260X Projectors which are old and retired from service:

Barcode	Serial Number	Barcode	Serial Number	Barcode	Serial Number
5802	0X00075FA	6050	1500434C	6103	0Y01991FA
6104	1500440FC	6119	1500483FC	6200	1501246FC
6244	1Z00595FF	6253	1Z00609FF	6254	1Z00606FF
6255	1Z00605FF	6256	1Z00611FF	6257	1Z00603FF
6258	1Z00601FF	6259	1Z00602FF	6260	1Z00610FF
6261	1Z00604FF	6262	1Z00612FF	6526	n/a
6529	n/a	6530	n/a	6541	2301667FF
6657	2301679FF	6728	2301684FF	6747	n/a
6748	n/a	7574	1501101FC	7575	15008437FF
7579	2300790FF	7580	1501371FC	7582	2301687FF
7584	2301670FF	7658	2301802FF	7660	2701003FG
8228	n/a				

M. Approve the following Cisco 5508 Wireless Controllers for recycling. They are old and retired from use.

Model Number	Serial Number
AIR-CT5508-K9	FCW1623L0N0
AIR-CT5508-K9	FCW1623L06D

N. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fee	Travel Cost
Mentor Training with NJPSA (Online)	February 8-10, 2022	Devin Severs	\$75.00	\$0.00
Effective In-Person & Virtual Student Investigations (Online)	February 16, 2022	Sara Senger	\$150.00	\$0.00
2022 NJMEA February State Conference Atlantic City, NJ	February 24 - 26, 2022	Chang-Po Chen	\$180.00	\$513.24
Small Talk and Conversations (Online)	February 24, 2022	Jillian Menendez	\$49.00	\$0.00
ASAP-NJ Annual Conference "What's in Your Toolkit?" (Online)	March 4, 2022	Katherine Baker	\$0.00	\$0.00
A New Place: Civics 2022 Montclair, NJ	March 10, 2022	Catherine Teehan Eileen Tyburczy	\$0.00 \$0.00	\$0.00 \$0.00
Unaided and Aided Low-Tech AAC Training (Online)	March 11, 2022	Kelly Diverio	\$75.00	\$0.00
2022 NJSBGA Conference/Expo Atlantic City, NJ	March 20-23, 2022	Nijazi Leka	\$300.00	\$489.10
NJPSA/FEA/NJASCD Conference Atlantic City, NJ	March 24, 2022	Melissa Brause Erika Zeccardi	\$168.00 \$168.00	\$10.00 \$10.00

Practical Strategies for Improving the Behavior of Attention-Seeking, Manipulative, and Challenging Students West Orange, NJ	April 5, 2022	Marci Titunick	\$279.00	\$17.22
Understanding the Power and Responsibilities of the School Climate Team (Online)	April 6, 2022	Sara Senger	\$100.00	\$0.00

COMMENT:

- Dr. Verducci congratulated Mrs. Imbasciani on a successful audit.

PUBLIC COMMENT:

- Mr. Wiederholz asked when the District will decide how they will proceed with the Governor's mask mandate.

ADJOURNMENT**Mrs. Johnston**

A motion to adjourn was made by Mrs. Gandara and seconded by Mrs. Ginsberg at 9:23 p.m.

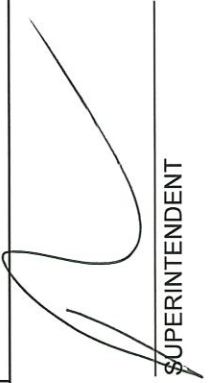
Sincerely,

Dana Imbasciani, Board Secretary

**Corrective Action Plan
For the Year Ended June 30, 2021**

DISTRICT: Upper Saddle River
TYPE OF AUDIT: Annual
BOARD MTG: 2/7/2022
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>
2021-001	Related Services claimed for reimbursement on the Application for State Extraordinary Aid did not agree with the related services identified in the Individualized Education Plan (IEP) of the respective students. In addition, there were certain costs claimed that did not agree with the supporting documentation provided for audit.	Internal control procedures will be reviewed and revised to ensure all information included on the Application for State Extraordinary Aid is accurately reported.	Gianna Apicella	Feb-22


 SUPERINTENDENT

2/7/2022
 DATE


 BOARD SECRETARY/BUSINESS ADMINISTRATOR

2/7/2022
 DATE