

**Board of Education
Upper Saddle River, New Jersey
Regular Session
Monday, February 13, 2023, 8:00 p.m.**

Minutes

This Regular Session of the Upper Saddle River Board of Education was held in the Cavallini Middle School Auditorium of the Upper Saddle River Schools beginning at 8:00 p.m. Mrs. Wenberg 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. Ginsberg, Mr. Mehegan, Mr. Quagliani, Dr. Verducci, Mrs. Wenberg

Members absent: Mrs. Gandara, Mrs. Gray

Also present: Dr. Siegel, Mrs. Imbasciani

Mr. Quagliani made a motion, seconded by Mrs. Ginsberg to appoint Mrs. Wenberg as President Pro Tem to conduct this meeting in the absence of both the President and Vice President of the Board of Education.

Dr. Verducci made a motion, seconded by Mr. Quagliani, to convene into Executive Session at 8:09 p.m.

CONFIDENTIAL SESSION

Board Members Only

Dr. Verducci made a motion, seconded by Mrs. Ginsberg, to convene into Executive Session, Part 1, at 6:15 p.m.

Mrs. Wenberg then read the following statement:

WHEREAS, the members of the Upper Saddle River Board of Education deem it necessary to discuss 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 members of the Upper Saddle River Board of Education deem it necessary to exclude the public from the discussion; and

BE IT FURTHER RESOLVED that the minutes of the meeting will be made public when the need for privacy no longer exists. Action will not be taken.

Dr. Verducci made a motion, seconded by Mrs. Ginsberg to return to Regular Session at 8:40 p.m.

SUPERINTENDENT'S REPORT: None

Dr. Siegel

BOARD SECRETARY'S REPORT:

Mrs. Imbasciani

Mrs. Imbasciani reported on the following:

- Summary of Highlights of the June 30, 2022 audit to the Board:
 - The District continues to be in "very good" financial position
 - The Allowable Fund Balance at June 30, 2022 was \$922,206. This amount can be spent at the Board's discretion
 - \$1,223,526 has been set aside to offset taxes in the current school year (2022/23 Fund Balance)
 - A minimum of \$2,108,679 has been set aside to offset taxes in the next school year (2023/24 Budgeted Fund Balance)
 - There was one audit recommendation this year
 - There were no repeat audit findings
- The window replacement project is complete. The final phase was \$85,000 under budget. This amount will be returned to Capital Reserve so that it may be used for a future project.

- Putting the finishing touches on the 2023/24 budget. Expecting to receive state aid figures in March. Preliminary budget will be shared at the March 13th Board Meeting.

BOARD PRESIDENT’S REPORT: None

Mrs. Johnston

COMMITTEE REPORTS:

Personnel Committee:

Dr. Verducci

Dr. Verducci reported the Personnel Committee is meeting this week.

PTO REPORT:

Mrs. McGovern

Mrs. McGovern reported on the following:

- Reynolds Musical Playground was installed last week
- Read Aloud Week at Reynolds was a success
- 3rd Grade Bingo was a huge success
- Cavallini Hershey Kiss Contest is this week
- Family Fun Day – May 4 (rain date May 11)
- 5th Grade Barbecue – June 5

USREF Report:

Mrs. Tedd

Mrs. Tedd spoke about the upcoming Gala which will be held on March 10th:

- Tickets sold out in three (3) days – more than 300 people attending
- 50/50 – there are still 125 tickets left and can be purchased on the website

PRESENTATION:

Community Based Instruction

Ms. Apicella/Ms. Fallon/Ms. Foca/Ms. Yotka

Members of the Special Education Department, Ms. Apicella, Ms. Fallon, Ms. Foca and Ms. Yotka, presented the newly launched Community Based Instruction Program. They shared experiences of students from our ABA/LLD programs, applying skills learned in the classroom to the community, including trips to Elmer’s, Wegmans, CVS and Paramus Park Mall. Individualized goals are targeted for students such as: waiting, safety in the community, functional math skills and communication skill.

Ms. Apicella stressed that this program is a portion of a broader initiative to have a life skills program in the District.

COMMENT:

- Mrs. Ginsberg asked how this program is being funded and if there are any financial challenges.

PUBLIC COMMENT:

- Mrs. Swiatkowski stated that this year she noticed a huge change with her son. The program has made a real difference in his life.
- Mr. Misantonis spoke of how the program has helped his child immensely.

ADMINISTRATION:

Dr. Siegel

A motion was made by Mr. Mehegan and seconded by Mr. Quagliani to change Item B to read “BE IT RESOLVED that the Board reverses the Superintendent’s decision that Investigation #240694_*_11092022 is an incident as defined under HIB 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).”**

A motion was made by Mrs. Ginsberg and seconded by Mr. Mehegan to approve Administration Consent Agenda Items A through I and was approved by all in attendance except Dr. Verducci, who voted no on Item C.

- A. Approve the revised 2023/2024 School Calendar, as attached.
- B. **BE IT RESOLVED** that the Board reverses the Superintendent's decision that investigation #240694_***_11092022 is an incident as defined under HIB 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).
- C. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #237926_***_01112023 is an incident as defined under HIB 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).
- D. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #240013_***_12212022 is an incident as defined under HIB 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).
- E. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #241069_***_01182023 is not an incident as defined under HIB 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).
- F. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #241070_***_01182023 is an incident as defined under HIB 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).
- G. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #241547_***_01262023 is not an incident as defined under HIB 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).
- H. First Reading of the following Policies and Regulations:
- | | |
|--------------------|---|
| Policy 0152 | Board Officers (Revised) |
| Policy 0161 | Call, Adjournment, and Cancellation (Revised) |
| Policy 0162 | Notice of Board Meetings (Revised) |
| Policy 1648.11 | The Road Forward COVID-19 – Health and Safety (M) (Abolished) |
| Policy 1648.13 | School Employee Vaccination Requirements (M) (Abolished) |
| Policy 2423 | Bilingual and ESL Education (M) (Revised) |
| Policy 5200 | Attendance (M) (Revised) |
| Policy 8140 | Student Enrollments (M) (Revised) |
| Policy 8330 | Student Records (M) (Revised) |
| Regulation 5200 | Attendance (M) (Revised) |
| Regulation 8420.2 | Bomb Threats (M) (Revised) |
| Regulation 8420.7 | Lockdown Procedures (M) (Revised) |
| Regulation 8420.10 | Active Shooter (M) (Revised) |
- I. Approve the following Resolution:

**APPROVE SHARED SERVICES AGREEMENT AMONG UPPER SADDLE RIVER
BOARD OF EDUCATION, ALLENDALE BOARD OF EDUCATION
AND HO-HO-KUS BOARD OF EDUCATION**

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the

Upper Saddle River Board of Education hereby approves the Shared Services Agreement with the Allendale Board of Education and the Ho-Ho-Kus Board of Education for the purpose of operating a consolidated extended school year program to be attended by students from each of the member school districts upon the terms and conditions set forth in the Shared Services Agreement from February 28, 2023 to February 27, 2026.

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. Resignations (not applicable)
- C. Leaves
 - 1. Approve a paid disability leave for Employee #0397, effective February 23, 2023 through March 23, 2023.
 - 2. Approve a paid disability leave for Employee #1245, effective March 31, 2023 through approximately April 21, 2023.
 - 3. Approve an unpaid FMLA/NJFLA leave for Employee #1542, effective September 1, 2023 through approximately November 24, 2023.
 - 4. Approve a paid disability leave and unpaid FMLA/NJFLA leave for Employee #2022, effective on or about May 1, 2023 through approximately October 1, 2023.
 - 5. Approve a paid and unpaid disability leave for Employee #2201, effective January 27, 2023 through approximately February 21, 2023.
- D. Lateral Guide Moves
 - 1. Approve a lateral guide move for Carlos Ramirez, PE/Health teacher, from BA to MA, effective February 1, 2023, payable in 2023/24.
- E. Appointments
 - 1. Appoint Lisa Cunningham to the position of ACE Team Member for the 2022/23 school year. \$22.00/hr
 - 2. Appoint Madelyn Barrow to the position of Instructional Support Teacher at Bogert School, BA, Step 1, prorated, effective February 27, 2023 through June 30, 2023.
 - 3. Appoint Alexis Garcia to the position of Grades 3 - 5 Elementary Classroom Teacher, MA, Step 1, prorated, effective February 23, 2023.
 - 4. Appoint Elizabeth Waldt to the position of per diem leave replacement PE/Health teacher, BA, Step 7-8, effective on or about May 1, 2023 through June 22, 2023, per diem, subject to the satisfactory completion of the criminal history records check required by law.
- F. Change in Assignment (not applicable)
- G. Substitutes/Consultants/Volunteers (not applicable)

FINANCE :**Mrs. Imbasciani**

A motion was made by Dr. Verducci and seconded by Mr. Quagliani approve Finance Consent Agenda Items A through M and was approved by all in attendance.

- A. Approve the Minutes of Board Meetings:

January 2, January 9, and January 30, 2023

- B. Approve the Bills List for January 2023 as follows:

10	General Current Expense	\$83,526.19
11	General Current Expense	\$2,418,747.29
12	Capital Outlay	\$6,249.80
20	Special Revenue Funds	\$42,726.86
40	Debt Service Funds	\$2,400.00
50	Milk	\$153.01
60	Enterprise Fund	\$18,914.50
	Total	\$2,572,717.65

- C. Approve the Transfers for January 2023.

- D. Approve the Board Secretary and Treasurer's Reports dated January 2023 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 2021/22 Audit.

- F. Approve the completed 2021/22 Corrective Action Plan, as per attached.

- G. Approve the Phase 3 Partial Window Replacement Project at Reynolds School Change Order #GC-04 for Premier Group Inc. to reduce the original contract sum by \$60,000.00 to account for unused allowance. The new contract will be \$634,929.24.

- H. Approve Application for Payment # 7 (*Final*) for Premier Group, Inc. for the Phase 3 Partial Window Replacement Project at Reynolds School, in the amount of \$16,618.58.

- I. Approve the following Resolution:

WHEREAS, the Board of Education has undertaken a capital project for the replacement of windows (Phase 3) at Reynolds School; and

WHEREAS, the project is complete;

NOW, THEREFORE, BE IT RESOLVED that the unexpended balance of \$85,070.76 for the project listed above be canceled and transferred to the Board's General Fund, Capital Reserve Account.

- J. 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 **2023/24** 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.

K. Approve submission of the SEMI Waiver for the 2023/24 school year to the Executive County Superintendent of Schools.

L. Approve FY23 ARP ESSER III Grant expenditures for salaries as follows:

	% of Salary	Amount
Madelyn Barrow (Bogert)	100%	\$23,538 (pro-rated)

M. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fee	Travel Cost
Understanding & Supporting Students With Challenging Behaviors (Online)	March 2, 2023	Alexis Yotka	\$0.00	\$0.00
TCNJ Educational Opportunities Fair Ewing, NJ	March 8, 2023	Gianna Apicella	\$0.00	\$103.20
Tri-State Visit - Student Well-Being New Canaan, CT	March 8 - 10, 2023	Katherine Baker Shea Darienzo	\$0.00 \$0.00	\$126.00 \$139.77
Embracing the Whole Child: Promoting Social Emotional Learning Mahwah, NJ	March 13, 2023	Kristen Groen	\$160.00	\$0.00
Embracing the Whole Child: Promoting Social Emotional Learning Mahwah, NJ	March 15, 2023	Rachel Leonard	\$160.00	\$0.00
NJ Association for Gifted Children Conference West Windsor, NJ	March 17, 2023	Carey Goralski	\$224.00	\$74.12
Site Visits to Support Tri-States Partnership Piermont, NY	March 22 - 24, 2023	Amy D'Ambola	\$0.00	\$73.95
Introduction to Prompt Technique (Online)	March 29 - 31, 2023	Carolyn Lane Elayne Stern	\$599.00 \$599.00	\$0.00 \$0.00
Montclair Educator's Exchange Job Fair Montclair, NJ	March 30, 2023	Christine Cipollini	\$100.00	\$53.63
National Service Learning Conference Nashville, TN	April 2 - 5, 2023	Catherine Teehan Eileen Tyburczy	\$625.00 \$625.00	\$1,101.50 \$734.50

COMMENT:

- Dr. Verducci commended Mrs. Imbasciani and her office for a successful audit. He also expressed his appreciation for programs like Community Based Instruction.

PUBLIC COMMENT: None

ADJOURNMENT

A motion to adjourn was made by Mr. Mehegan and seconded by Mrs. Ginsberg at 9:15 p.m.

Dana Imbasciani, Board Secretary