

**Board of Education
Upper Saddle River, New Jersey
Regular Session
Monday, March 16, 2020, 8:00 p.m.**

Minutes

This Regular Session of the Upper Saddle River Board of Education convened 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. Gandara, Mrs. Gray, Mrs. Pittman, Mr. Quagliani, Dr. Verducci

Members absent: None

Also present: Dr. Siegel, Mrs. Imbasciani

CONFIDENTIAL SESSION

Dr. Verducci made a motion, seconded by Mr. Quagliani to convene into Executive Session at 7:45 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. Quagliani to adjourn Executive Session at 8:00 p.m.

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

SUPERINTENDENT'S REPORT:

Dr. Siegel

Dr. Siegel reported on:

- The status of the Learning Commons Project that we are partnering with the Upper Saddle River Educational Foundation.
- The Shared Services Agreement Among Upper Saddle River Board of Education, Allendale Board of Education and Ho-Ho-Kus Board of Education for the purpose of operating a consolidated extended school year program.
- The status of virtual learning and plans for the next two weeks.

BOARD SECRETARY'S REPORT:

Mrs. Imbasciani

Mrs. Imbasciani shared the preliminary budget with the Board. Highlights included:

- Budget timeline

- Goals for developing the budget
- Revenue sources
- Expenditures
- Calendar year vs. fiscal year
- Overall, this budget is 0.83% less than 2019/20
- The Public Hearing is scheduled for April 27, 2020

BOARD PRESIDENT'S REPORT: None

Mrs. Johnston

COMMITTEE REPORTS:

Policy Committee

Mrs. Gandara

The Policy Committee discussed the following policies:

- sick leave
- tardiness
- supervision after school

The Committee is planning on looking into policies for virtual meetings.

PTO REPORT: None

Mrs. Apostolou/Mrs. Degenars

USREF Report: None

Mrs. Mueller

PUBLIC COMMENT: None

ADMINISTRATION:

Dr. Siegel

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

A. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #**011320001 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).

B. Second reading and adoption of the following Policies:

Policy 3282	Use of Social Networking Sites (revised)
Policy 4282	Use of Social Networking Sites (revised)

C. 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 school

districts upon the terms and conditions set forth in the Shared Services Agreement from March 16, 2020 to March 16, 2023.

D. Approve the following Resolution:

**SHARED SERVICES AGREEMENT FOR
USE OF ATHLETIC PROPERTIES AND FACILITIES**

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. (hereinafter referred to as the "Act"), authorizes public entities to enter into a contract with each other to share services which the entities are empowered to provide or receive within their own jurisdictions, including services incidental to the primary purposes of any of the participating public entities; and

WHEREAS, pursuant to the Act, the Upper Saddle River Board of Education (hereinafter referred to as the "Board") and the Borough of Upper Saddle River (hereinafter referred to as the "Borough") wish to enter into an agreement with one another for the shared use and maintenance of the Board's Lions Field, which includes a field house and parking lot located on the Cavallini Middle School Property, the Board's athletic fields located on the Reynolds Elementary School property, and the Board's athletic fields located on the Bogert Elementary School property.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the attached Shared Services Agreement with the Borough.

BE IT FURTHER RESOLVED that the Board President and the Board Secretary/Business Administrator are authorized to sign the Shared Services Agreement and such other documents as are necessary to effectuate the terms of this Resolution.

BE IT FURTHER RESOLVED that the Shared Services Agreement shall be filed and open for public inspection at the administrative offices of the Board.

PERSONNEL:

Dr. Siegel

A motion was made by Mrs. Pittman and seconded by Dr. Verducci 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 NJFLA/FMLA for Carey Goralski, Enrichment and Basic Skills Instructor at Reynolds, effective on or about May 11, 2020 through approximately November 23, 2020.
 - 2. Approve paid disability leave for Susan Wei, Paraprofessional, effective March 9, 2020 through April 3, 2020.
- E. Guide Move (not applicable)

F. Appointments

1. Appoint Linda Ho to the position of per diem leave replacement Cavallini Special Education Teacher, BA, Step 1, effective approximately March 30, 2020 through May 15, 2020.
2. Appoint Dr. Sara Lupu as the school doctor for the remainder of the 2019/20 school year. \$1,250.00
3. Appoint Nicole Mascetti to the stipend position of Track & Field Assistant Coach (split position) for the 2019/20 school year. \$1,087.50
4. Rescind Lyndsey Stickerling as a Track & Field Assistant Coach (split position), previously approved at the September 23, 2019 Board Meeting.
5. Approve Susan Sullivan as a LEAP Teacher’s Assistant. \$16.00/hr.
6. Appoint Brian Walis to the position of Boys’ Baseball Coach (split position) for the 2019/20 school year. \$1,450.00

G. Substitutes/Consultants/Volunteers

1. Approve Darya DeAngelo as a substitute teacher/paraprofessional for the 2019/20 school year subject to the satisfactory completion of the criminal history records check required by law, NJ Substitute Teaching Certificate pending.
2. Approve Jennifer Gambino as a substitute teacher/paraprofessional for the 2019/20 school year, NJ Substitute Teaching Certificate.
3. Approve Pamela Kokoros as a Physical Therapist intern with the Child Study Team from April 2020 through June 2020.
4. Approve Alisa Sprott as a substitute teacher/paraprofessional for the 2019/20 school year subject to the satisfactory completion of the criminal history records check required by law, NJ Substitute Teaching Certificate.

FINANCE - BUDGET:

Mrs. Imbasciani

A motion was made by Mr. Quagliani and seconded by Mrs. Pittman to approve the Finance – Budget Consent Agenda Item and was approved by all in attendance.

RESOLUTION TO APPROVE THE PRELIMINARY 2020/21 SCHOOL YEAR BUDGET

BE IT RESOLVED that the Upper Saddle River Board of Education, County of Bergen, approves the 2020/21 school year budget as follows:

	Budget	Local Tax Levy
Total General Fund	\$26,261,959	\$23,126,452
Total Special Revenue Fund	\$313,150	-
Total Debt Service Fund	\$292,214	\$221,827
Totals	\$26,867,323	\$23,348,279

and

BE IT FURTHER RESOLVED that the **GENERAL FUND** tax levy, \$23,126,452 is approved to support Current General Expense and \$221,827 to support Debt Service, for the 2020/21 school year budget.

BE IT FURTHER RESOLVED that the Upper Saddle River Board of Education requests the approval of a capital reserve withdrawal in the amount of \$600,000. The district intends to utilize these funds for the Partial Window Replacement Project (Phase 2) at Reynolds School.

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 2020/21.

WHEREAS, the Upper Saddle River Board of Education appropriated \$28,400 for travel during the 2019/20 school year and has spent \$12,587.62 as of March 13, 2020.

NOW, THEREFORE, BE IT RESOLVED that the Upper Saddle River Board of Education hereby establishes the School District travel maximum for the 2020/21 school year at the sum of \$40,900; 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.

FINANCE :

Mrs. Imbasciani

A motion was made by Mrs. Pittman and seconded by Mr. Quagliani to approve Finance Consent Agenda Items A through K and was approved by all in attendance.

A. Approve the Minutes of Board Meetings:

February 10, 2020

B. Approve the Bills List for February 2020 as follows:

10	General Current Expense	\$73,195.65
11	General Current Expense	\$2,387,226.65
12	Capital Outlay	\$10,143.00
20	Special Revenue Funds	\$30,947.42
50	Milk	\$244.03
	Total	\$2,501,756.75

C. Approve the Transfers for February 2020.

D. Approve the Board Secretary and Treasurer's Reports dated February 2020 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 design development, construction documents (architectural and structural), bidding and contract administration professional services fees associated with the Partial Window Replacement Project at the Reynolds School – Phase 2, by Di Cara Rubino, at a cost of \$62,000.00 (not including reimbursable expenses which will be billed separately).

F. Approve the following Resolution:

WHEREAS, the Upper Saddle River Board of Education (“the Board”) advertised for bids for the Partial Window Replacement Project at the Reynolds School Project (“Project”); and

WHEREAS, on March 11, 2020, the Board received bids for the Project; and

WHEREAS, the lowest bid for this Project was submitted by Panoramic Window & Door Systems, Inc. (“Panoramic Window”), with a base bid in the amount of \$558,000; and

WHEREAS, the bid submitted by Panoramic Window is responsive in all material respects and it is the Board’s desire to award the contract for the Project to Panoramic Window.

NOW, THEREFORE, BE IT RESOLVED that the Board awards the contract for the Project to Panoramic Window in a total contract sum of \$558,000.

BE IT FUTHER RESOLVED that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the Project specifications, together with an AA201-Project Manning Report, and an executed AIA Agreement, as prepared by the Board Attorney, within ten (10) days of the date hereof.

BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

G. Approve the purchase of and installation of furniture for the new Learning Commons at Cavallini Middle School from ProAcademy Furniture at a total cost not to exceed \$161,278.86. (Pricing based on HCESC #202)

H. Approve the submission of the School Security Grant application for the partial reimbursement of the Lockdown Emergency Notification System installed districtwide during the summer of 2019. Local funds are available to cover the cost of the work that exceeded the district’s grant allowance.

I. Approve the out-of-district placement of a child whose name is on file in the Board Office at CTC Academy, effective March 3, 2020.

J. Approve the disposal of the following Smartboards which have been replaced with newer Promethean Boards:

Tag #	Tag #	Tag #	Tag #
4967	5279	6268	5278
5241	5240	2902	*

*one Smartboard from Cavallini Room 12 which was not inventoried

K. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fees	Travel Cost
"A Practical Approach to Management and Discipline: Strategies for Dealing with Difficult Students, Grades 6 – 12" Bureau of Education and Research	Online Course	Samantha Smith	\$149.00	\$0.00
Fighting Racial Slurs and Other Common Acts of Student Aggression	March 19, 2020 (Online Course)	Sara Senger Samantha Smith	\$149.00 \$149.00	\$0.00 \$0.00
Pediatric NDT: Treatment Intensive New Brunswick, NJ	April 17-18, 2020	Karen Hunter	\$435.00	\$0.00
Changing the ADHD Brain: Moving Beyond Medication: Strategies to Help Students with ADHD Parsippany, NJ	May 13, 2020	Christine Thies Marci Titunick Stefanie Slacin	\$219.99 \$219.99 \$169.99	\$13.65 \$7.84 \$0.00
NJAPSA Spring Leadership Conference Atlantic City, NJ	May 13, 14, 15, 2020	Gianna Apicella	\$575.00	\$540.10
Film with Testimony: Using Primary & Secondary Sources to Teach About Genocide Mahwah, NJ	May 20, 2020	Eileen Tyburczy	\$0.00	\$0.00
NJTESOL 2020 Spring Conference New Brunswick, NJ	May 27, 2020	Jacqueline Valdes	\$274.00	\$0.00
NJTESOL 2020 Spring Conference New Brunswick, NJ	May 27, 2020	Livia Lumaj	\$274.00	\$0.00
NJPSA Fall Conference Atlantic City, NJ	October 15-16, 2020	Devin Severs	\$292.00	\$220.00

PUBLIC COMMENT: None

DISCUSSION:

- Mrs. Gandara asked for feedback on the Committee Report Template Forms that she shared at the last meeting.

ADJOURNMENT

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

Sincerely,

Dana Imbasciani, Board Secretary