

**Board of Education  
Upper Saddle River, New Jersey  
Regular Session  
Monday, March 18, 2019, 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. Gandara, Mrs. Gray, Mrs. Pittman, Mr. Quagliani, Dr. Verducci

Members absent: None

Also present: Dr. Siegel, Mrs. Imbasciani

**CONFIDENTIAL SESSION**

Mrs. Pittman 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.

Dr. Verducci made a motion, seconded by Mrs. Gray to adjourn Executive Session at 8:00 p.m.

Mrs. Pittman made a motion, seconded by Mrs. Gray 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. Siegel**

**NJ School Performance Report**

Dr. Siegel presented information on the NJ School Performance Report which was released last week to the public. The report includes information from the 2017/18 school year regarding PARCC test scores (grades 3 – 8) in English/ Language Arts and Mathematics. While the district has already presented testing data in September 2018, this report does add median student growth rates and other non-PARCC data, such as chronic absenteeism rates, number of students registered for Mathematics and Foreign Languages and staff to student ratios.

**BOARD SECRETARY'S REPORT:**

**Mrs. Imbasciani**

**Preliminary 2019/20 Budget**

Mrs. Imbasciani presented the preliminary 2019/20 budget to the Board. Highlights included:

- Budget Timeline
  - March 5 - Governor Murphy's Budget Address
  - March 7 - State Aid figures released (+75K)
  - March 19 - Submit Preliminary budget to County for technical review
  - April 29 - Public Hearing on Budget
- Goals for Developing the Budget
  - Do not exceed 2% tax levy cap
  - Continue to increase student awareness & wellness
  - Continue to focus on instructional improvement
  - Maintain reasonable class sizes
  - Keep students & staff safe
  - Keep facilities running well
- This Proposed Budget
  - Does not exceed the 2% tax levy cap
  - Does not use any waivers or banked cap
  - Includes an 11% increase in state aid
- Revenue Sources
  - Tax Levy – 87%
  - State Aid – 2.8%
  - Federal Grants – approximately 1%
  - Debt Service Aid – approximately 1%
  - Budget Fund Balance, Capital Reserve Transfers, Tuition, Interest, Misc., etc. accounts for the balance
- Expenditures
  - Salaries and Benefits – 74%
  - Special Ed Tuition & Services – 7%
  - Supplies – 6.3%
  - Debt Service – 4.3%
  - Grants – 1%
  - All other expenses – 7.4%
- How much will this cost?
  - Tax Levy Increase (General Fund only) – 2%
  - Overall Tax Levy Increase (including Debt Service) – 1.83%
  - \$113/year increase for average assessed home in USR

**BOARD PRESIDENT'S REPORT: None**

**Mrs. Johnston**

**COMMITTEE REPORTS:**

**Policy Committee**

**Mrs. Gandara**

- Mrs. Gandara reported that Policy 5111 will be tabled for further review of wording.

**Personnel Committee**

**Dr. Verducci**

- Dr. Verducci reported that the Committee is reviewing staffing needs for September.

**Infrastructure Committee**

**Dr. Verducci**

- Dr. Verducci reported that the Infrastructure Committee meeting will be held after the Board meeting tonight.

**PTO REPORT: None**

**Mrs. Apostolou/Mrs. Degenars**

**USREF Report:****Mrs. Mueller**

- Mrs. Mueller reminded the Board that the Town Night Out Gala is on April 6 at Seasons.
- Mrs. Wenberg reported that the Spring grant cycle is ready and grant applications are due back on April 26. Grants will be announced at the June 17 Board Meeting.

**PRESENTATIONS:****One School, One Book****Mrs. Severs/Mrs. Cucci/Ms. Policastro**

Mrs. Cucci, Ms. Policastro and Mrs. Severs presented on the Reynolds One School, One Book Program with the help of Madison Beswick, Brooke Parnaby, Lucas Feygin and Mrs. Feygin. The presentation outlined the benefits of the One School, One Book Program and the events that take place during World Read Aloud Week at Reynolds School. Mrs. Feygin provided parent feedback about the program and the students shared their favorite parts. This year, the book selection focused on how we are each unique.

**DISCUSSION:**

- Mrs. Johnston thanked Mrs. Severs, Mrs. Cucci and Ms. Policastro for organizing this program and said it sounds like it was wonderful. She thanked the students for joining the meeting and being such great presenters.
- Mrs. Severs thanked Mrs. Cucci and Ms. Policastro for the efforts they put into this program and presentation.
- Dr. Siegel said that this celebrates love and an interest in reading which is a message and habit we want to build. He also noted that Mrs. Severs, Mrs. Cucci and Ms. Policastro presented at the State Librarian Association.

**PUBLIC COMMENT: None****ADMINISTRATION:****Dr. Siegel**

**A motion was made by Mrs. Gandara and seconded by Mrs. Pittman to approve Administration Consent Agenda Items A through C and was approved by all in attendance. Policy 5111 was Tabled for further review.**

## A. Approve the following Resolution:

**BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #\*\*\*020119001 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).

## B. Approve the following Resolution:

**BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #\*\*\*012219001 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).

## C. Approve the first reading of the following Policies and Regulations:

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) - TABLED

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) – TABLED
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)

**PERSONNEL:**

**Dr. Siegel**

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

- A. Create/Abolish
  - 1. Create one 1.0 FTE K-8 ESL/BSI Teacher position, effective September 1, 2019.
- B. Job Descriptions (not applicable)
- C. Resignations (not applicable)
- D. Leaves
  - 1. Approve paid disability leave and unpaid FMLA/NJFLA for Kasie Falato, 4<sup>th</sup> Grade Classroom Teacher, effective September 3, 2019 through approximately November 26, 2019.
- E. Guide Move
  - 1. Approve a lateral guide move for Marci Titunick, 2<sup>nd</sup> grade Classroom Teacher, from MA, Step 7, to MA + 30, Step 7, effective February 1, 2019, payable in the 2019/20 school year.
- F. Appointments
  - 1. Appoint Dora Dillman to the position of long-term per diem leave replacement Art Teacher at Bogert School, BA, Step 1, effective on or about April 4, 2019 through approximately June 25, 2019.
  - 2. Rescind Parveen Sangha as the Bogert School Running Club Co-Advisor, previously approved at the September 17, 2018 Board Meeting.
  - 3. The following staff members are recommended for the positions listed below for the 2018/19 school year:

Bogert Running Club Co-Advisor	Suzanne Mignone	\$450.00
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TREP\$ Co-Advisor	Christie Cipollini	\$900.00
Baseball Assistant Coach	Brian Walis	\$1,450.00
Boys' Lacrosse Coach	Anthony Tozzi	\$2,900.00

4. Approve the following 20 faculty members and four administrators to be chaperones on the 8<sup>th</sup> Grade Overnight Trip to Washington, DC. on May 29 through May 31, 2019. Of these, up to 14 faculty members and one school nurse will be utilized and paid according to Article 29 E of the Agreement Between the Upper Saddle River Education Association and the Upper Saddle River Board of Education.

**Faculty Members:**

Allison Au	Joseph Calabria	Lyndsey Campana	Megan Connors
Mary Dixon	Danielle Dorn	James Dunn	Cynthia Haas
Jonathan Harvey	Jeanne Koppenaal	Nicole Mascetti	Meaghan McElroy
Cathy Merritt	Robyn Ranges	Eric Schlemm	Marguerite Soojian
Kathy Teehan	Eileen Tyburczy	Stephanie Wassmer	Pamela Wichot

**Administrators:**

Brad Siegel	James McCusker	Michael DeSocio	Amy D'Ambola
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G. Substitutes/Consultants/Volunteers

1. Approve Joy Hollander-Fink to provide a Speech/Oral Motor evaluation for a student whose name is on file in the Board Office. \$650.00
2. Approve Jodi Huntington, PhD, to provide psychological evaluations for students whose names are on file in the Board Office. \$3,500.00
3. Approve Cameron Sabatino as a Psychologist Intern with the Child Study Team from March 2019 through June 2019.
4. Approve Joseph Ventresca as a volunteer Boys Lacrosse Coach to assist the current coach in Spring 2019.

**FINANCE – BUDGET:**

**Mrs. Imbasciani**

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

**RESOLUTION TO APPROVE THE PRELIMINARY 2019/20 SCHOOL YEAR BUDGET**

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

	<b>Budget</b>	<b>Local Tax Levy</b>
Total General Fund	\$25,575,838	\$22,672,992
Total Special Revenue Fund	\$303,150	\$0
Total Debt Service Fund	\$1,160,667	\$869,811
<b>Totals</b>	<b>\$27,039,655</b>	<b>\$23,542,803</b>

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.

**BE IT FURTHER RESOLVED** that the Upper Saddle River Board of Education requests the approval of a capital reserve withdrawal in the amount of \$300,000. The district intends to utilize these funds for the purchase of a new district-wide Telephone/Emergency Notification/Paging/Clock System.

**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 \$11,095.72 as of March 15, 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.

**FINANCE:**

**Mrs. Imbasciani**

**A motion was made by Mrs. Gandara and seconded by Mrs. Pittman to approve Finance Consent Agenda Items A through G was approved by all in attendance.**

- A. Approve the Minutes of Board Meetings:

February 11 and February 26, 2019 (Retreat)

- B. Approve the Bills List for February 2019 as follows:

10	General Current Expense	\$70,900.94
11	General Current Expense	\$1,964,206.10
20	Special Revenue Funds	\$33,805.47
50	Milk	\$271.61
60	Trust Fund	\$31,971.00
	Total	\$2,101,155.12

- C. Approve the Transfers for February 2019.

- D. Approve the Board Secretary and Treasurer's Reports dated February 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:

**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 2019/20 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.

- F. Approve Garden State AAC Specialists, LLC to provide a three-hour professional development training regarding Augmentative and Alternative Communication Coaching and Parent Training for a student whose name is on file in the Board Office (\$135/hour plus \$50 travel fee). \$455.00
- G. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fees	Travel Cost
NJASA Superintendent Institute Session #3 - BOE Dynamics Trenton, NJ	March 19, 2019	Brad Siegel	\$149.00	\$57.86
Conquer Math: Mathematics and Literature in the K-2 Classroom Pompton Plains, NJ	March 19, 2019	Amy D'Ambola	\$205.00	\$0.00
CPR Course for Spring Lacrosse Coach Paramus, NJ	March 19, 2019	Pamela Wichot	\$75.00	\$0.00
Departmentalization Site Visits to Franklin Lakes, Ridgewood & Ramsey	March 26, 2019	David Kaplan	\$0.00	\$9.02
Samsung Solve for Tomorrow Teacher Academy New York, NY	April 1-2, 2019	Jonathan Harvey	\$0.00	\$0.00
Differentiation, I Already Do That! Centers? That Only Works for Elementary! Mahwah, NJ	April 4, 2019	Lyndsey Campana	\$149.00	\$0.00
BCASA Job Fair Englewood, NJ	April 6, 2019	Gianna Apicella Amy D'Ambola James McCusker Devin Severs Brad Siegel	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$17.36 \$17.36 \$17.36 \$17.36 \$17.36
Increase Your Success as Special Education Resource Teacher West Orange, NJ	April 9, 2019	Catherine Mende	\$269.00	\$19.72
Rutgers University Job Fair New Brunswick, NJ	April 10, 2019	Amy D'Ambola David Kaplan Michael Padilla Brad Siegel	\$0.00 \$0.00 \$0.00 \$0.00	\$40.54 \$40.54 \$40.54 \$40.54
Ramapo College Job Fair Mahwah, NJ	April 11, 2019	Michael DeSocio Brad Siegel	\$0.00 \$0.00	\$0.00 \$0.00
NJ Annual School Counselors Conference Union, NJ	April 12, 2019	Stefanie Slacin	\$35.00	\$0.00
The Hacking of the American Child East Brunswick, NJ	April 12, 2019	Lisa LoPiccolo	\$305.00	\$32.86
TCNJ Job Fair Ewing Township, NJ	April 12, 2019	Gianna Apicella Amy D'Ambola James McCusker Devin Severs	\$0.00 \$0.00 \$0.00 \$0.00	\$55.00 \$55.00 \$55.00 \$55.00
School Library Journal Diversity Workshop New Brunswick, NJ	May 4, 2019	Christina Cucci	\$135.93	\$0.00
All State Choir Concert for Bogert Students Flemington, NJ	May 4, 2019	David Kaplan	\$0.00	\$24.86

Makerspaces: Creating and Enhancing Engaging Makerspaces in Your Classroom and School (K-6) West Orange, NJ	May 9, 2019	Amy Caravela	\$269.00	\$0.00
NJ Library Association Annual Conference Atlantic City, NJ	May 30, 2019	Christina Cucci	\$0.00	\$0.00
Go Talk Now Training Paramus, NJ	June 5, 2019	Stacy Schiff	\$75.00	\$0.00
Annual School Law & Policy Seminar Lincroft, NJ	June 7, 2019	Brad Siegel	\$0.00	\$54.93
American Young Voices Concert (Bogert Chorus Performance) Newark, NJ	June 7, 2019	David Kaplan	\$0.00	\$52.71
Teachers College Reading Institute New York, NY	June 24-28, 2019	James Dunn	\$900.00	\$286.89
Teachers College Writing Institute New York, NY	August 5-9, 2019	James Dunn	\$900.00	\$286.89

**PUBLIC COMMENT: None**

**ADJOURNMENT**

A motion to adjourn was made by Mrs. Gandara and seconded by Mrs. Pittman at 8:29 p.m.

Sincerely,

Dana Imbasciani, Board Secretary