

**Board of Education
Upper Saddle River, New Jersey
Electronic Public Hearing and Regular Meeting
Monday, April 27, 2020, 8:00 p.m.**

Minutes

This Electronic Public Hearing and 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, Mr. Quagliani, Dr. Verducci

Members absent: Mrs. Pittman (resigned)

Also present: Dr. Siegel, Mrs. Imbasciani

CONFIDENTIAL SESSION

Mr. Quagliani made a motion, seconded by Mrs. Gandara to convene into Executive Session at 7:30 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. Gandara made a motion, seconded by Mr. Quagliani to adjourn Executive Session at 7:57 p.m.

Dr. Verducci made a motion, seconded by Mr. Amano to convene into Public Hearing and Regular Session at 8:00 p.m.

OPENING STATEMENT:

Mrs. Johnston

Mrs. Johnston welcomed the public and thanked Mr. Cazes and the Administrative Team for their leadership in this challenging time.

PUBLIC HEARING ON THE 2020/21 BUDGET

Mrs. Imbasciani

Mrs. Imbasciani presented the 2020/21 budget to the public. Highlights included:

- Budget timeline
- Goals for developing a responsible budget
- History of state aid to Upper Saddle River
- Revenues and expenditures
- How we stayed under 2%
- What this Budget includes
- -.83 tax levy decrease because our budget is calculated on a fiscal year and the Borough budget is calculated on a calendar year, which translates into a \$50.00 increase for an average assessed home (\$766,083) in Upper Saddle River
- The history of tax increases over the past year

COMMENT:

- Mr. Amano commended Mrs. Imbasciani on putting together a responsible budget. He said this is an unusual year and the number one priority is keeping the tax levy low while adding crucial programs.

PUBLIC COMMENT (on Public Hearing): None

A motion was made by Mrs. Gandara and seconded by Mr. Amano to approve the 2020/21 Budget and was approved by all in attendance.

A. Approve the following Resolution:

RESOLUTION TO APPROVE THE 2020-2021 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:

Current General Expense (Fund 11)	\$25,326,159
Capital Outlay (Fund 12)	\$935,800
TOTAL GENERAL FUND	\$26,261,959
Special Revenue (Fund 20)	\$313,150
Debt Service Fund (Fund 40)	\$292,214
TOTAL EXPENDITURES/APPROPRIATIONS	\$26,867,323

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.

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 \$12,695.43 as of April 24, 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.

SUPERINTENDENT'S REPORT:**Dr. Siegel**

Highlights of Dr. Siegel's report are as follows:

Honoring Mrs. Pittman

Mrs. Pittman served the Upper Saddle River Board of Education for multiple terms. During her tenure, Mrs. Pittman served on many important subcommittees, including Personnel and Education. I worked with Mrs. Pittman both as Quad Director of Curriculum and Superintendent over the years. She was always thoughtful, engaged, open-minded, fair and constructive with her contributions to the Board of Education. Mrs. Pittman looked out for the best interest of all children and programs in our schools even after her own child graduated Cavallini. In addition, Mrs. Pittman recognized the perspectives of students, parents, educators and community members equally. Outside of the BOE, Mrs. Pittman has been very involved in other community programs and events. We wish her the best on her next endeavors following a long Board of Education tenure.

District Communication during COVID-19

The district appreciates the continued patience, understanding and support of our community during this unprecedented time. At this meeting, I want to remind everyone about the various communication lines we have established to keep our parent community involved. As superintendent, I send a daily brief with highlights, areas of growth and resources to use at home. I host weekly Zoom sessions for parents to speak directly to me about how virtual learning is going. Our Principals are sending out various forms of communication using multimedia such as newsletters, videos, photos and email messages. District administrators are hosting office hours so parents can address curriculum questions. Most importantly, our teachers are connecting with families every day using Zoom, videos, Class Dojo and Google Classroom.

BOARD SECRETARY’S REPORT:

Mrs. Imbasciani

Mrs. Imbasciani reported on the status of the facilities and what has been done since the schools went virtual.

BOARD PRESIDENT’S REPORT:

Mrs. Johnston

On behalf of the Board, Mrs. Johnston expressed her appreciation of all that Mr. Leka and the entire custodial staff are doing to ensure the buildings will be safe when the students and teachers return.

COMMITTEE REPORTS:

Personnel Committee

Dr. Verducci

Dr. Verducci reported that the Personnel Committee reviewed renewals and discussed very preliminary plans for reopening.

PTO REPORT:

Mrs. Apostolou/Mrs. Degenars

Mrs. Imbasciani read a statement on behalf of the PTO Co-Presidents, Mrs. Apostolou and Mrs. Degenars.

The Co-Presidents of the PTO (Angelica and Margie) asked me to share this statement:

Like many others, COVID-19 is hitting us financially. We have had to give refunds for lunches as well as Silent Auction items. However, on a positive note, a lot of families have donated back their lunch refunds so that the PTO can use our vendors and provide meals to healthcare workers. The week of April 20th, we provided 535 meals totaling over \$3,000.00. We will continue to do this as long as we are out of school. We are hoping some families will also donate their silent auction refunds to the PTO so we can continue with the programs we have in place for next year.

Stay safe and be well.
Angelica and Margie
Co-Presidents, USRPTO

USREF Report:

Mrs. Mueller

Mrs. Imbasciani read a statement on behalf of Karen Mueller, USREF President:

Two previously approved spring grants have been run on a “virtual basis” this spring. The first was the John Marshall Weather Grant, which was conducted via Zoom for the Bogert 3rd graders. The second was the Michael Albert Art Collage Workshop, which was held for the Reynolds Kindergarten students during last week’s Green Week. Both grants were enjoyed by the children and we hope to see other grants take place on a virtual basis during the coming weeks.

Any grant program that did not have a chance to utilize any of their funding this year, will have the funding rolled over to next year (and no new grant application will be required). Any grants that were partially or fully funded will need to apply for recurring grants in the fall. We will open up the recurring grant cycle two weeks after school opens.

Thanks and Best Regards,
Karen
President, USREF

PUBLIC COMMENT: None

ADMINISTRATION:

Dr. Siegel

A motion was made by Mr. Quagliani and seconded by Mrs. Gandara to approve Administration Consent Agenda Items A and B and was approved by all in attendance.

- A. Accept the resignation of Mrs. Elizabeth Pittman from the Upper Saddle River Board of Education, effective April 16, 2020.
- B. First reading of the following Policies and Regulation:
- | | |
|-----------------|--|
| Policy 1642 | Earned Sick Leave Law (new) |
| Policy 5240 | Tardiness (revised) |
| Policy 8601 | Student Supervision After School Dismissal (revised) |
| Regulation 1642 | Earned Sick Leave Law (new) |

COMMENT:

- Mrs. Johnston thanked Mrs. Pitman for her many years on the Board and said she will be greatly missed.
- Dr. Verducci said big thanks to Liz Pittman for her time and work on the Board.

PERSONNEL:

Dr. Siegel

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

- A. Job Descriptions
1. Create the following Job Descriptions as of September 1, 2020:
 - a. Instructional Coach (new)
 - b. Mental Health Social Worker (new)
 - c. Revise title of Technology and Media Integration Teacher to School Library Media Specialist (revised)
- B. Create/Abolish
1. Abolish the following positions as of September 1, 2020:
 - a. One 1.0 FTE Computer Literacy Teacher
 - b. One 1.0 FTE Enrichment/Basic Skills Instructor at Reynolds
 - c. One 1.0 FTE Technology and Media Integration Teacher at Reynolds
 - d. One 1.0 FTE Technology and Media Integration Teacher at Cavallini

2. Create the following positions as of September 1, 2020:

- a. One 1.0 FTE Instructional Coach
- b. One 1.0 FTE Mental Health Social Worker
- c. One 1.0 FTE School Library Media Specialist at Reynolds
- d. One 1.0 FTE School Library Media Specialist at Bogert
- e. One 1.0 FTE School Library Media Specialist at Cavallini
- f. One .50 FTE Special Education Teacher at Bogert
- g. One 1.0 FTE Enrichment Teacher at Reynolds
- h. One .50 FTE Basic Skills Instructor at Reynolds
- i. One 1.0 FTE K-2 Paraprofessional/Applied Behavior Analysis (ABA) Instructor

3. Create the following stipend as of September 1, 2020:

- | | |
|---|------------|
| a. One Applied Behavior Analysis (ABA) Instructor Stipend | \$3,000.00 |
|---|------------|

C. Resignations

1. Accept the resignation of Aliza Waldman, Special Education Teacher at Cavallini Middle School, effective July 1, 2020.

D. Leaves

1. Approve unpaid child care leave for Carla LaBarbera, effective September 1, 2020 through June 30, 2021.
2. Approve the termination of child care leave of Jessica Bollenbach, effective September 1, 2020.
3. Approve the termination of FMLA/NJFLA unpaid leave of Alexandra Byrne, effective May 1, 2020.
4. Approve the termination of child care leave of Meagan Schwartz, effective September 1, 2020.
5. Approve the termination of child care leave of Elizabeth Waladt, effective September 1, 2020.

E. Appointments

1. Approve the reappointment of non-tenured contractual Bargaining Unit certificated staff, for the 2020/21 school year, as per attached.
2. Approve the reappointment of tenured contractual Bargaining Unit certificated staff for the 2020/21 school year.
3. Appoint Chelsea Chiellini to the position of per diem leave replacement 5th Grade Classroom Classroom Teacher, BA, Step 1, effective on or about May 25, 2020 through approximately June 25, 2020.
4. Appoint Alexis Gallinger to the position of Social Worker, MA, Step 10, effective September 1, 2020, subject to the satisfactory completion of the criminal history records check required by law.
5. Appoint Kerri E. Jakobsen to the position of School Library Media Specialist at Bogert School, MA, Step 12, effective September 1, 2020, subject to the satisfactory completion of the criminal history records check required by law and the required Teaching Certificate.
6. Revise the effective dates of the appointment of Christine Moon to the position of long-term

per diem leave replacement Special Education Teacher at Bogert School, to effective March 9, 2020 through April 30, 2020 from effective on or about March 23, 2020 through approximately June 25, 2020.

7. Rescind the following motion which was approved on January 13, 2020:

Appoint Joseph Ventresca to the stipend position of Boys Lacrosse Coach for the 2019/20 school year subject to the satisfactory completion of the criminal history check required by law. \$2,900.00

8. Appoint Mary Walsh to the position of long-term leave replacement Enrichment Teacher and Basic Skills Instructor, at Reynolds School, MA, Step 1, effective on or about May 11, 2020 through approximately June 25, 2020.
9. Appoint Leigh Ann Weil to the position of long-term leave replacement 3rd Grade Teacher, MA, Step 2, effective September 1, 2020 through June 30, 2021.

F. Change in Assignment

1. Approve the transfer of Katherine Baker from 1.0 FTE School Social Worker to 1.0 FTE Mental Health Social Worker, effective September 1, 2020.
2. Approve the transfer of Erika Zeccardi from 1.0 FTE 5th Grade Classroom Teacher to 1.0 FTE Instructional Coach, effective September 1, 2020.

G. Substitutes/Consultants/Volunteers

1. Approve Rose Martinez, Ridgewood Pediatric Therapy Associates, to provide an OT functional evaluation for a student whose name is on file in the Board Office, at a rate of \$600.00.

FINANCE :

Mrs. Imbasciani

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

- A. Approve the Minutes of Board Meeting:

March 16, 2020

- B. Approve the Bills List for March 2020 as follows:

10	General Current Expense	\$73,071.67
11	General Current Expense	\$1,978,717.73
20	Special Revenue Funds	\$30,867.56
50	Milk	\$216.35
	Total	\$2,082,873.31

- C. Approve the Transfers for March 2020.

- D. Approve the Board Secretary and Treasurer's Reports dated March 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 renewal of Application for Toilet Room Facilities for Kindergarten Classrooms in Reynolds

School, rooms 99, 100, 101, 102, 103 and 104, for the 2020/21 school year.

- F. Approve the Application for Dual Use of Educational Space for Bogert School room 11, for the 2020/21 school year.
- G. Approve the Application for Change of Use of Educational Space for the 2020/21 school year, Bogert Stage to be used for OT/PT.
- H. Approve Bloomfield Drapery Company, Inc. to furnish, fabricate and install a new front curtain and furnish and install a mid -stage traveler for the Bogert School at a total cost of \$3,950.00. (Pricing as per Middlesex Coop #65 MCESSCCPS – ESCNJ 19/20-05)
- I. Approve Generations Technologies, Inc. to provide the materials for the interior LED lighting upgrades at Reynolds School, Bogert School and Cavallini Middle School at a total cost (before rebate) of \$59,946.20. (Pricing as per HCESC-CAT-19-07: LED Lighting Supplies & Equipment. This project qualifies for a NJ Clean Energy Rebate of \$56,940.00. Generations Technologies, Inc. will submit and process the rebate on behalf of the district.)
- J. Approve Pesh-E-Lectric, Inc. to provide the labor to install the LED lighting upgrades at Reynolds School, Bogert School and Cavallini Middle School at a total cost of \$75,900.00.
- K. Approve Dr. Jennifer Altman to provide consultation and resources to staff members, families and community members on managing anxiety in a period of trauma on April 23 and April 30, 2020, at a rate of \$250.00 per day.
- L. Approve the donation of \$500.00 to the Youth Guidance Council from “Do Kind, Inc.” on behalf of the Bogert 5th Graders as a result of their completing 100 acts of kindness in a 24-hour period. As one of these acts, the students raised \$92.00 to donate to charity and have requested approval to donate this to “Do Kind, Inc.” from the Bogert Student Activities account.
- M. Approve the donation of 22 Samsung Chromebook Plus Convertible Touch units and 15 Samsung Galaxy Tab A Android units to the Bergen County Prosecutor’s Office. The Bergen County Prosecutor’s Office will be distributing the units to Hackensack, Holy Name, Englewood and St. Joseph’s Hospitals. These were awarded to the district as part of the Samsung Challenge.
- N. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fees	Travel Cost
Summit Professional Offers: A Multitude of Pediatric Therapy Courses (Online)	One-year subscription	Karen Hunter	\$279.00	\$0.00
Bright Morning Coaching Summit (Online)	April 28 – May 28, 2020	Erika Zeccardi	\$495.00	\$0.00
2020 Educator Summit: The Virtual Experience! (Online)	July 22, 2020	Gianna Apicella Brad Siegel	\$100.00 \$100.00	\$0.00 \$0.00

PUBLIC COMMENT:

- The Co-Presidents of the USREA, Jonathan Kulhawy and Jason Dates, submitted the following statement:

As Co-Presidents of the USREA, Jason and I want to thank Mrs. Pittman on behalf of the members

of the USREA for her service to the Upper Saddle River School District. We also would like to thank her for her support of our members, which include the teachers, secretaries, para-professionals and custodians. Thank you!

We would also like to thank the members of the USR BOE for their support and especially Brad for his leadership role during these trying times. The members of the USREA are working hard to give the students of USR the best possible education and we thank you guys for your support and Brad for his leadership!

ADJOURNMENT

A motion to adjourn was made by Mrs. Gandara and seconded by Mr. Amano at 8:51 p.m.

Sincerely,

Dana Imbasciani, Board Secretary

Contractual Appointments

April 27, 2020

Name	Tenured	Category	FTE
Baker, Katherine	N	Teacher	
Balsamo, Nadia	N	Teacher	
Brause, Melissa	N	Teacher	
Byrnes, Kelsey	N	Teacher	
Capogrosso, Alana	N	Teacher	
Capollari, Erlinda	N	Teacher	
Chen, Chang Po	N	Teacher	
Cipollini, Christine	N	Teacher	
Conners, Megan	N	Teacher	
Cook, Catherine	N	Teacher	
Drucker, Jamie	N	Teacher	
Dunn, James	N	Teacher	
Ennis, Meghan	N	Teacher	
Feijo, Amanda	N	Teacher	
Fillis, Ailish	N	Teacher	
Iannaccone, Amanda	N	Teacher	
Kruter, Jennifer	N	Teacher	
Larsen, Danielle	N	Teacher	.50
Lumaj, Livia	N	Teacher	.50
Miros, Katharine	N	Teacher	.50
Ramirez, Carlos	N	Teacher	
Samimi, Elizabeth	N	Teacher	
Schlemm, Erik	N	Teacher	
Schneider, Rachel	N	Teacher	
Topolosky, Carrie	N	Teacher	.50
Walis, Brian	N	Teacher	
Wassmer, Stephanie	N	Teacher	
Welch, Lindsey	N	Teacher	
Name	Tenured	Category	FTE
Pentrelli Apicella, Gianna	N	Director of Special Education	
D'Ambola, Amy	N	Director of Curriculum and Instruction	
Padilla, Michael	N	Supervisor of Special Projects	