

**Board of Education  
Upper Saddle River, New Jersey  
Public Hearing and Regular Session  
Monday, April 29, 2019, 8:00 p.m.**

**Minutes**

This Public Hearing and 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 7:15 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 Dr. Verducci to adjourn Executive Session at 8:00 p.m.

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

**OPENING STATEMENT:**

**Mrs. Johnston**

Mrs. Johnston welcomed the public to the meeting.

**PUBLIC HEARING ON THE 2019/20 BUDGET**

**Mrs. Imbasciani**

Mrs. Imbasciani presented the 2019/20 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
- 1.83% tax levy increase which translates into an \$113 a year increase for an average assessed (\$755,500) home in Upper Saddle River
- The history of tax increases over the past years

**DISCUSSION:**

- Mr. Amano thanked Mrs. Imbasciani and the staff for their work in putting this budget together.

**PUBLIC COMMENT (on Public Hearing): None**

**A motion was made by Mrs. Gandara and seconded by Mrs. Pittman to approve the 2019/20 Budget and was approved by all in attendance.**

A. Approve the following Resolution:

**RESOLUTION TO APPROVE THE 2019-2020 SCHOOL YEAR BUDGET**

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

Current General Expense (Fund 11)	\$25,044,538
Capital Outlay (Fund 12)	\$531,300
<b>TOTAL GENERAL FUND</b>	<b>\$25,575,838</b>
Special Revenue (Fund 20)	\$303,150
Debt Service Fund (Fund 40)	\$1,160,667
<b>TOTAL EXPENDITURES/APPROPRIATIONS</b>	<b>\$27,039,655</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.

**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 \$11,725.85 as of April 26, 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.

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

Dr. Siegel presented the required semi-annual (July 1 through December 31, 2018) Student Safety Data System Report – Period 1. Highlights included:

- Training and Programs that ran from July 1 through December 31, 2018
- Reynolds: 0 Incidents, 0 Other Incidents Leading to Removal, 0 HIB Alleged, 1 HIB Training, 4 HIB Programs
- Bogert: 0 Incidents, 0 Other Incidents Leading to Removal, 0 HIB Alleged, 1 HIB Training, 5 HIB Programs
- Cavallini: 0 Incidents, 7 Other Incidents Leading to Removal, 2 HIB Alleged, 1 HIB Training, 4 HIB Programs
- District: 3 HIB Trainings, 0 HIB Programs

Dr. Siegel reported that he attended two great performances: *Mary Poppins* in Cavallini and *Annie, Jr.* in Bogert. He said that the work and performance of middle school students was top rate. Cavallini is recognized for its academics but it is nice to see the high level of achievement in areas of the arts. It is impressive. Dr. Siegel explained that this was Bogert's first musical and involved all 5<sup>th</sup> graders. He thanked the PTO, Mr. Kaplan and the staff and said it is remarkable to see what elementary students can do.

**BOARD SECRETARY'S REPORT: None**

**Mrs. Imbasciani**

**BOARD PRESIDENT'S REPORT: None**

**Mrs. Johnston**

**COMMITTEE REPORTS:**

**Personnel Committee**

**Dr. Verducci**

Dr. Verducci reported that the Committee has met several times (including an extended session on April 5, 2019) to discuss a range of topics, including:

- Staffing needs for the 2019/20 school year
- The teacher recruitment process, job fairs, revised timelines and the actual interview process
- The administrative evaluation process
- The updating of administrative job descriptions

**Education Committee**

**Mrs. Pittman**

Mrs. Pittman reported that the Committee met with Mr. Kaplan to discuss the departmentalization strategy that is being implemented in Bogert in the near future.

**PTO REPORT: None**

**Mrs. Apostolou/Mrs. Degenars**

**USREF Report: None**

**Mrs. Mueller**

**PRESENTATION:**

**8<sup>th</sup> Grade Genetics Debate**

**Mr. McCusker/Students**

Two 8<sup>th</sup> Grade students from Ms. Campana's class demonstrated an open debate on the topic of hybrid animals. This was a culminating activity connected to the Genetics unit of study. The students (Mia Langan and Shanaz Ghahyazi) each provided an introduction and main argument, before engaging in a limited rebuttal session.

**DISCUSSION:**

- Dr. Siegel pointed out that the debate was not scripted but the students had a plan and were able to articulate. He said they did an awesome job.
- Mrs. Pittman asked if the students could pick their own topics.
- Dr. Verducci asked how long it took to research their material.
- Dr. Siegel asked how the girls like this project as opposed to a test.
- The students reflected that it was more fun, more real life, more useful and helps with life skills.
- Mrs. Johnston said the students were wonderful and did a great job.

**PUBLIC COMMENT: None**

**ADMINISTRATION:**

Dr. Siegel

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

A. Second reading and approval of the following Policies:

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)
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)
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)

B. Approve the School Bus Emergency Evacuation Drill Reports (in accordance with N.J.A.C. 6A:27-11.2) as follows:

1. On April 23, 2019, between 9:30 a.m. and 10:15 a.m., all students in the Reynolds Elementary School, 391 West Saddle River Road, Upper Saddle River, New Jersey, participated in bus emergency evacuation drills. The drills took place in front of the school and included Routes 1, 2 and 3 and Routes A through F. Mrs. Devin Severs, Reynolds School Principal, and Mr. Thomas Inzalaco, Scholastic Bus Company Safety Director, supervised the drill.
2. On April 23, 2019, between 8:30 a.m. and 10:00 a.m., all students in the Bogert Elementary School, 391 West Saddle River Road, Upper Saddle River, New Jersey, participated in bus emergency evacuation drills. The drills took place in front of the school and included Routes 1, 2 and 3 and Routes A through F. Mr. David Kaplan, Bogert School Principal, and Mr. Thomas Inzalaco, Scholastic Bus Company Safety Director, supervised the drill.
3. On April 24, 2019, between 11:30 a.m. and 12:25 p.m., all students in the Cavallini Middle School, 392 West Saddle River Road, Upper Saddle River, New Jersey, participated in bus emergency evacuation drills. The drills took place in front of the school and included Routes 1, 2 and 3 and Routes A through F. Mr. Michael DeSocio, Cavallini Assistant Principal, and Mr. Thomas Inzalaco, Scholastic Bus Company Safety Director, supervised the drill.

**PERSONNEL:****Dr. Siegel**

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

**A. Create/Abolish**

1. Abolish the following Job Descriptions as of July 1, 2019:
  - a. Administrative Assistant to the Executive Director of Technology for the Quad Districts
  - b. Executive Director of Technology for the Quad Districts
  - c. Assistant Director of Technology Media Services
2. Create the following Job Descriptions as of July 1, 2019:
  - a. Director of Technology
  - b. Supervisor of Special Projects
3. Abolish the following positions as of July 1, 2019:
  - a. One .50 FTE Secretary position
  - b. One 1.0 FTE Administrative Assistant to the Executive Director of Technology for the Quad Districts
  - c. One 1.0 FTE Executive Director of Technology for the Quad Districts
  - d. One 1.0 FTE Assistant Director of Technology Media Services
  - e. Three 1.0 FTE Computer/Network Technician Level 1 positions
  - f. One 1.0 FTE Computer/Network Technician Level 2 position
  - g. One 1.0 FTE Grade 3 Classroom Teacher position
4. Create the following positions as of July 1, 2019:
  - a. One 1.0 FTE School Secretary position
  - b. One 1.0 FTE Director of Technology position
  - c. One 1.0 FTE Supervisor of Special Projects position
  - d. One 1.0 FTE K-2 Special Education Classroom Teacher position
  - e. One 1.0 FTE Paraprofessional/Applied Behavior Analysis (ABA) Instructor position
  - f. One 1.0 FTE Grade 2 Classroom Teacher position

**B. Resignations**

1. Accept the resignation of Joseph Calabria, Special Education Teacher at Cavallini, effective July 1, 2019.
2. Accept the resignation of Catherine A. Mende, Special Education Teacher at Reynolds, effective July 1, 2019.
3. Accept the resignation of Stephen Molkenbur, Language Arts Teacher at Cavallini, effective July 1, 2019.
4. Accept the resignation of Pamela Wichot, Special Education Teacher at Cavallini, effective July 1, 2019.

**C. Leaves**

1. Approve unpaid child care leave for Jessica Bollenbach, 5<sup>th</sup> Grade Classroom Teacher, effective September 1, 2019 through June 30, 2020.
2. Approve paid disability leave, unpaid NJFMLA/FLA statutory leave and unpaid childcare leave for Carla LaBarbera, 3<sup>rd</sup> Grade Classroom Teacher, effective September 1, 2019 through June 30, 2020.

3. Approve unpaid child care leave for Meagan Schwartz, Special Education Teacher at Reynolds, effective September 1, 2019 through June 30, 2020.
4. Approve unpaid child care leave for Elizabeth M. Waldt, Bogert Physical Education/Health Teacher, effective September 1, 2019 through June 30, 2020.

D. Appointments

1. Approve the reappointment of non-tenured contractual Bargaining Unit certificated staff, for the 2019/20 school year, as per attached.
2. Appoint Gianna Apicella as Affirmative Action Officer for the 2019/20 school year.
3. Appoint the Affirmative Action Team to conduct the Needs Assessment and develop a three-year Comprehensive Equity Plan as follows:

Gianna Apicella  
Michael DeSocio  
James Dunn  
Stefanie Slacin  
Cayla Casey

4. Appoint Melissa P. Brause to the position of English/Language Arts Teacher at Cavallini Middle School, BA, Step 11, effective September 1, 2019, subject to the satisfactory completion of the criminal history records check required by law, salary to be determined upon Contract settlement.
5. Appoint Emily DiRusso to the position of Special Education Teacher at Reynolds School, MA, Step 1, effective September 1, 2019, subject to the satisfactory completion of the criminal history records check required by law, salary to be determined upon Contract settlement.
6. Approve Tracy Nicholson as a Reynolds Lunch Duty substitute for the 2018/19 school year. \$22/hour
7. Appoint Lindsey G. Welch to the position of Special Education Teacher at Reynolds School, MA, Step 2, effective September 1, 2019, subject to the satisfactory completion of the criminal history records check required by law, salary to be determined upon Contract settlement.

E. Change in Position (not applicable)

F. Lateral Guide Move (not applicable)

G. Substitutes/Consultants/Volunteers

1. Approve Whitney Bencsko as a Physical Therapy student intern with the Child Study Team from April through June 2019.
- \* 2. Approve Thomas Dunn as a substitute custodian for the 2018/19 school year.
- \* 3. Approve James Stawecki as a substitute custodian for the 2018/19 school year.
4. Approve Emma Warren as a substitute teacher for the 2018/19 school year, New Jersey Substitute Teacher Certificate.

**FINANCE:**

**Mrs. Imbasciani**

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

A. Approve the Minutes of Board Meeting:

March 18, 2019

B. Approve the Bills List for March 2019 as follows:

10	General Current Expense	\$71,664.20
11	General Current Expense	\$2,387,791.20
12	Capital Outlay	\$3,857.13
20	Special Revenue Funds	\$31,935.34
50	Milk	\$143.30
60	Trust Fund	\$31,864.64
	<b>Total</b>	<b>\$2,527,255.81</b>

C. Approve Transfers for March 2019.

D. Approve the Board Secretary and Treasurer’s Reports dated March 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:

**RESOLUTION**

**A RESOLUTION to authorize participation** in the State Health Benefits Program and/or School Employees’ Health Benefits Program of the State of New Jersey.

**BE IT RESOLVED:**

1. The Upper Saddle River Board of Education, 22-600-2357, hereby elects to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) and to authorize coverage for all the employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees’ Health Benefits Commission.

2. We will not have a stand-alone prescription drug plan and understand that prescription drug coverage will be provided based on the medical plan chosen by the subscriber.

3. We will be maintaining Delta Dental as our dental plan.

4. We elect 25 hours per week (average) as the minimum requirement for full time status in accordance with N.J.A.C. 17:9-4.6.

5. As a participating employer we will remit to the State Treasury all changes due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.

6. We hereby appoint Dana Imbasciani, Business Administrator/Board Secretary, to act as Certifying Officer in the administration of this program.

7. This Resolution shall take effect immediately and coverage shall be effective as of July 1, 2019 or as soon thereafter as it may be effectuated pursuant to the statutes and regulations (can be no less than 75 or 90 days pursuant to the provisions of N.J.S.A. 17:9-1.4).

F. Approve the following Resolution:

#### RESOLUTION

**BE IT RESOLVED** by the Upper Saddle River Board of Education (the “Board”) that the terms, stipulations and conditions as established in the Settlement Agreement and Release between the Board and the Parents of a student whose name is on file in the Superintendent’s Office, which is annexed to this Resolution, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Settlement Agreement and Release, and any other documents necessary to effectuate the settlement.

G. 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 2019/20 school year.

H. Approve the Application for Dual Use of Educational Space for Bogert School room 11, for the 2019/20 school year.

I. Approve the agreement with Educational Data Services, Inc. for the Board of Education to participate in a cooperative pricing program for the 2019/20 school year at an annual cost of \$4,030.00 for Educational Supplies and Materials and \$2,000.00 for Skilled Trades Bids.

J. Approve the renewal of the contract with Scholastic Bus Company, Inc. for the 2019/20 school year for Routes S-123 as follows:

- Route 1 - \$223.82/day, an increase of \$3.20 (1.45%), \$40,287.60 renewal amount
- Route 2 - \$223.82/day, an increase of \$3.20 (1.45%), \$40,287.60 renewal amount
- Route 3 - \$223.82/day, an increase of \$3.20 (1.45%), \$40,287.60 renewal amount

K. Approve the purchase of one (1) 32” Walk Behind Floor Scrubber from Atra Janitorial Supply Co. Inc. at a total cost of \$11,810.58. (Pricing as per ESCNJ #18/19-35)

L. Approve Crossroads Pavement Maintenance, LLC to provide paving repairs and related services at Bogert and Reynolds Schools at a cost of \$214,080. (Pricing based on Ed-Data Bid #9183 Package #24A)

M. Approve East Coast Surfacing to provide and install poured-in-place safety surfacing on the Pre-K playground at Reynolds School for a total cost of \$26,921.00.

N. Approve the purchase of 289 installed, new, all-welded, unibody, Marquis Booksafe, single tier lockers with keyed padlocks and all necessary trim and fillers from Nickerson Corporation in the amount of \$119,951.64. Of this amount, \$100,000.00 has been generously donated by the Upper Saddle River PTO. (Pricing based on ESCNJ Cooperative Pricing System – Bid #MRESC15/16-66)

O. Approve the purchase of two (2) sets of 4-Rise Choral Risers from SICO America Inc. for Bogert School at an amount not to exceed \$4,500.00.

P. Approve the disposal of the following iMacs that are no longer used by the District:

Bar Code	Bar Code	Bar Code	Bar Code	Bar Code	Bar Code
5828	5843	5845	5846	5848	5866
5853	5854	5858	5860	5864	5892

5902	5994	5879	5883	5890	5901
5916	5895	5896	5899	5912	5904
5969	5905	5911	5918	5917	5919
5923	5932	5988			

- Q. Accept the donation of a pre-owned Holton Coronet and instrument case valued at \$280.00 by Upper Saddle River resident, Mr. Tom DeBrock.
- R. Approve the donation of books from the Reynolds School Library to the Saddle Brook Library. These books are old and no longer in circulation.
- S. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fees	Travel Cost
2nd Annual Bergen County Mental Health Symposium for Educators Lyndhurst, NJ	May 8, 2019	Katherine Baker	\$0.00	\$15.40
NJASA Spring Leadership Conference Atlantic City, NJ	May 15-17, 2019	Gianna Apicella	\$550.00	\$188.66
NJTESOL Annual Conference New Brunswick, NJ	May 29, 2019	Jacqueline Valdes	\$239.00	\$20.00
Comprehensive IMSE Orton-Gillingham Training Secaucus, NJ	July 8-12, 2019	Jaclyn Passanante Krystal Whitmore	\$1,175.00 \$1,175.00	\$70.74 \$55.18
Comprehensive IMSE Orton-Gillingham Training Secaucus, NJ	July 29 - August 2, 2019	Marci Titunick Christine Thies	\$1,175.00 \$1,175.00	\$88.20 \$50.53

**PUBLIC COMMENT:**

- Mr. Kulhawy, Teacher and USREA Co-President, read a prepared statement on behalf of the members of the USREA asking the Board to give them a fair contract that is equal to that of their quad colleagues.
- Mrs. Soojian, Teacher, read a personal statement, urging the Board to “do the right thing” and give the teachers what the other districts in the quad have already gotten.
- Ms. Jarvis, Teacher, read a personal statement asking for the Board to negotiate in good faith and appreciate what they do every day.
- Mrs. Hunter, Physical Therapist, asked the Board to agree to cap Chapter 78 health benefit contributions like Allendale, Ho-Ho-Kus and Northern Highlands.
- Mrs. Johnston responded, “We hear you. We are working diligently to find a way to work out a deal that helps you and is advantageous to the tax payers.”

**ADJOURNMENT**

A motion to adjourn was made by Mrs. Gandara and seconded by Mr. Quagliani at 9:01 p.m.

Sincerely,

Dana Imbasciani, Board Secretary

### Contractual Appointments

April 29, 2019

Name	TENURED	CATEGORY	FTE
Baker, Katherine	N	Teacher	
Bevia, Maria	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	
Dunn, James	N	Teacher	
Eller, Jamie	N	Teacher	
Ennis, Meghan	N	Teacher	
Feijo, Amanda	N	Teacher	
Foca, Lauren	N	Teacher	
Iannaccone, Amanda	N	Teacher	
Kim, Joyce	N	Teacher	
Larsen, Danielle	N	Teacher	
Mascetti, Nicole	N	Teacher	
Miros, Katharine	N	Teacher	.50
Moran, Colleen	N	Teacher	
Ramirez, Carlos	N	Teacher	
Samimi, Elizabeth	N	Teacher	
Schiff, Stacy	N	Teacher	
Schlemm, Erik	N	Teacher	
Schneider, Rachel	N	Teacher	
Smith, Samantha	N	Teacher	
Topolosky, Carrie	N	Teacher	.50
Viola, Emily	N	Teacher	
Walis, Brian	N	Teacher	
Wassmer, Stephanie	N	Teacher	
Weinstein, Jason	N	Teacher	
Whitmore, Krystallyn	N	Teacher	
Willner, Alyssa	N	Teacher	

Name	Tenured	Category	FTE
Pentrelli Apicella, Gianna	N	Administrator	
D'Ambola, Amy	N	Administrator	