

**Board of Education  
Upper Saddle River, New Jersey  
Regular Session  
Monday, May 13, 2024, 8:00 p.m.**

**Minutes**

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

Members absent: None

Also present: Dr. Siegel, Mrs. Imbasciani, Ms. Febres (Board Attorney), Miss Noye Lozada (Student Rep.)

**REGULAR SESSION**

Mrs. Gray made a motion, seconded by Mrs. Wenberg to convene into Regular Session at 8:00 p.m.

**OPENING STATEMENT:**

**Mrs. Gandara**

Mrs. Gandara welcomed the public.

**SUPERINTENDENT'S REPORT:**

**Dr. Siegel**

Dr. Siegel presented the bi-annual state report on HIB, violence, vandalism and other required district information. Related to HIB, Dr. Siegel shared the total number of confirmed HIB cases and investigations for reporting Period 1. Additionally, he communicated HIB training for staff members and students, including the district self-assessment of meeting all standards (the district scored 74 of 80). Dr. Siegel provided examples and evidence of how the district has further increased the frequency of HIB training and improved the quality of situating professional learning in real-life contexts.

**BOARD SECRETARY'S REPORT:**

**Mrs. Imbasciani**

Mrs. Imbasciani reported on the following summer projects being approved on tonight's agenda:

- Bogert septic
- Lifestyles classroom renovation in Cavallini
- Sound upgrades in Travers Multi-Purpose Room
- Lighting upgrades in Cavallini Auditorium

Mrs. Imbasciani thanked the USREF for the generous donation for the Cavallini and Bogert Theatre Projects.

**BOARD PRESIDENT'S REPORT: None**

**Mrs. Gandara**

**COMMITTEE REPORTS:**

**Committee Chairpersons**

**Personnel Committee:**

**Dr. Verducci**

Dr. Verducci reported the Committee is meeting regularly to fill the vacancies for September. The Superintendent Search is underway. They are hoping for a late June appointment.

**Policy/Government Committee:****Mrs. Ginsberg**

Mrs. Ginsberg said the Committee met last week, reviewed Public Participation, Safety and Dress Code policies, and made sure the policies are in alignment with procedures.

**School Board Liaison:****Dr. Verducci**

Dr. Verducci will be attending the New Jersey School Boards Delegate Assembly as a voting delegate on May 18.

**STUDENT REPRESENTATIVE REPORT****Miss Noye Lozada**

Miss Noye Lozada spoke about her visit and experience with Kindergarten screening at Reynolds.

**COMMENT:**

- Mrs. Gandara thanked Miss Noye Lozada for her participation this year as the first Student Representative.

**PTO REPORT:****Mrs. McGovern**

Mrs. McGovern reported on the following:

- Family Fun Day
- Teacher Appreciation Week
  - Began with pretzels on Monday and ended with Donut Day on Friday
- Book Fair
- May 23 – Panera Day
- June 4 – Luau
- 8<sup>th</sup> Grade signs are in
- 8<sup>th</sup> Grade T-shirts are in

**COMMENT:**

- Mrs. Gandara thanked Mrs. McGovern and the USR PTO for their efforts and all they do for the students and staff.

**USREF Report:****Mrs. Tedd**

Mr. Batla, on behalf of Mrs. Tedd, reported on the following:

- \$85,000.00 is being donated for the Cavallini and Bogert Theater Project.
- In addition to the regular grant process, the USREF is planning other future projects.

Mr. Batla also said the USREF has more projects in the works along with the regular grant process.

**COMMENT:**

- Mrs. Gandara thanked Mr. Batla, Mrs. Tedd and the USREF for their generous donations. She said the schools couldn't be what they are without all of their efforts.

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

**A motion was made by Mrs. Gray and seconded by Mrs. Wenberg to approve Administration Consent Agenda Items A through H and was approved by all in attendance.**

- A. Approve the continued use of the Marshall System for certificated staff evaluations in accordance with the

requirements as set forth by AchieveNJ and in collaboration with the District Evaluation Advisory Committee (DEAC) and the School Improvement Panel (SciP) for the 2024/25 school year.

- B. Approve the teacher evaluation rubrics for the 2024/25 school year.
- C. Approve the adoption of the Self-Directed Growth Plan (SDGP) Summative Rubric for certificated staff for the 2024/25 school year.
- D. Approve the New Jersey Principal Evaluation for Professional Learning (NJPEPL) Observation Instrument for district administrators for the 2024/25 school year.
- E. Approve the submission of the 2023/24 Statement of Assurance (SOA) for Testing and Reporting of Lead in School Drinking Water.
- F. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #261984\*\*\*03082024 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 #261689\*\*\*03052024 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. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #262724\*\*\*03192024 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).

**PERSONNEL:**

**Dr. Siegel**

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

- A. Create/Abolish (not applicable)
- B. Job Description (not applicable)
- C. Resignations
  - 1. Accept the resignation of Katherine Kaldawi, Social Studies Teacher at Cavallini Middle School, effective July 1, 2024.
- D. Leaves (not applicable)
- E. Appointments
  - 1. Approve the reappointment of contractual bargaining unit non-certificated staff for the 2024/25 school year, as per attached.
  - 2. Approve the reappointment of non-bargaining staff for the 2024/25 school year, as per attached.
  - 3. Appoint Jill Bruno to the position of Lunch Aide at Reynolds School, prorated, effective May 14, 2024.

- 4. Appoint Jacqueline Ferrero to the position of School Secretary at Bogert School, Step 11, prorated, effective August 5, 2024.
- 5. Approve the following Resolution:

**BE IT RESOLVED** that the Upper Saddle River Board of Education (hereinafter referred to as the “Board”) appoints Dana Imbasciani as the Business Administrator/Board Secretary for the Upper Saddle River School District for the period beginning on July 1, 2024 and ending on June 30, 2025.

**BE IT FURTHER RESOLVED** that this Employment Agreement has been submitted to and approved by the Executive County Superintendent, according to standards adopted by the Commissioner of Education, pursuant to N.J.S.A. 18a:7-8(j).

**BE IT FURTHER RESOLVED** that the Board approves the Employment Agreement with Dana Imbasciani for the position of Business Administrator/Board Secretary for the foregoing period of appointment, which Employment Agreement is attached to this Resolution and made a part hereof.

**BE IT FURTHER RESOLVED** that the Board hereby authorizes the Board President and the Superintendent to execute, on behalf of the Board, the Employment Agreement by and between the Board and Dana Imbasciani.

- 6. Appoint Margaret Maquet to the position of French Teacher at Cavallini Middle School, MA, Step 20, effective September 1, 2024, subject to the criminal history records check required by law.
- 7. Appoint Maximus Tripodi to the position of Music Teacher at Cavallini Middle School, BA, Step 1, effective September 1, 2024, subject to the Criminal history records check required by law and receipt of required NJDOE Teaching Certificate.
- 8. Approve the following staff member for the position listed below for the 2023/24 school year:

<b>Reynolds Lunch Duty: \$22/hour</b>		
Kimberly Szabo		

- 9. Approve the following 16 faculty members, one school nurse and two administrators to be eligible to be chaperones on the 8<sup>th</sup> Grade Overnight Trip to Washington, D.C. on May 29 through May 31, 2024. The 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.

<b>Faculty Members</b>			
Allison Au	Paul Cirone	Mary Dixon	Caitlin Graf
Jennifer Haveman	Lauren Larco	Desiree Lascarro	Kristin Martin
Nicole Mascetti	Catherine Merritt	Louis Napolitano	Robyn Ranges
Erik Schlemm	Julia Shea	Samantha Smith	Lyndsey Stickerling
Eileen Tyburczy			
<b>Administrators</b>			
James McCusker	Christine Cipollini		

10. Approve the following staff for 2024 ESY:

<b>ABA Paraprofessionals: \$25/hour</b>		
Jennifer Ranges		
<b>Integrated Paraprofessionals: \$21/hour</b>		
Jennifer Ranges		

- F. Change in Assignment

Approve the transfer of Denise Casella from a per diem long term ABA Paraprofessional to the position of 1.0 FTE ABA Preschool Paraprofessional, Step 5 per year, prorated, effective May 14, 2024.

- G. Substitutes/Consultants/Volunteers (not applicable)

1. Approve Nicholas Napolitano as a substitute teacher/paraprofessional for the 2023/24 school year, subject to the criminal history records check required by law. Mr. Napolitano's NJ Substitute Teaching certificate is pending.

- H. Salaries

1. Approve the 2024/25 salaries of all non-bargaining staff as follows:

Bruno, Jill	Lunch Aide	\$6,200
Cunningham, Lisa	Lunch Aide	\$6,700
Lefebvre, Lisa	Lunch Aide	\$6,700
Martini, Jeanna	Lunch Aide	\$6,530
Nachmany, Holly	Lunch Aide	\$6,200
Neumann, Gail	Lunch Aide	\$6,700
Schreiber, Jaclyn	Lunch Aide	\$6,335
Sheth, Payal	Lunch Aide	\$6,200
Swift, Molly	Lunch Aide	\$6,200
Woodhouse, Lisa	Lunch Aide	\$7,500
Pfohl, Jennifer	Treasurer of School Monies	\$6,000
Apollo, Nicholas	Retired Police Officer (RPO)	\$63,860
Arber, Mary	Campus Aide	\$14,450
Betz Radleigh, Susan	Campus Aide	\$17,150
Cieslar, Jadwiga	Campus Aide	\$14,450
Dolan, Janine	Campus Aide	\$15,825
Taylor, Thomas	Campus Aide	\$15,825
Wagner, Joanne	Campus Aide	\$17,150
Ranges, Robyn	Registered Nurse	\$51,550
Ruffilo, Melissa	Registered Nurse	\$50,160

Smith, Margaret	Registered Nurse	\$49,773
Doherty, Susan	Confidential Secretary	\$76,295
Dunn, Colette	Confidential Secretary	\$82,890
Griffin, Angela	Confidential Secretary	\$93,200
Kreger, Sandra	Confidential Secretary	\$93,200
McGovern, Ann	Confidential Secretary	\$77,840
Cooper, Emily	Behaviorist	\$80,403
Leka, Nijazi	Supervisor, Buildings & Grounds	\$118,220
Newman, Scott	Network Technician – Level 2	\$129,425
Schweighart, Derek	Network Technician – Level 1	\$55,239

**FINANCE:**

**A motion was made by Mrs. Gray and seconded by Mr. Quagliani to approve Finance Consent Agenda Items A through O and was approved by all except for Dr. Verducci and Mrs. Wenberg who abstained from Motion O.**

- A. Approve the Minutes of Board Meeting:

April 15, 2024

- B. Approve the Bills List for April 2024 as follows:

10	General Current Expense	\$84,932.73
11	General Current Expense	\$2,309,708.90
12	Capital Outlay	\$3,503.60
20	Special Revenue Funds	\$63,673.67
50	Milk	\$244.40
60	Enterprise Fund	\$21,425.07
	Total	\$2,483,488.37

- C. Approve the Transfers for April 2024.

- D. Approve the Board Secretary and Treasurer’s Reports dated April 2024 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**

**WHEREAS**, the Upper Saddle River Board of Education advertised for bids regarding the Septic Field Replacement at Edith Bogert Elementary School (“Project”);

**WHEREAS**, on April 26, 2024, the Board received and publicly opened one bid for the Project;

**WHEREAS**, KDP Developers, Inc. (KDP) submitted the apparent lowest responsible bid, with a base bid in the amount of \$774,400; and

**WHEREAS**, the Board is desirous of awarding the contract for the Project to KDP for a total amount of \$774,400;

**BE IT RESOLVED** that the Board awards the contract for the Project to KDP in the amount set forth above. 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 A-101, Standard Form of Agreement Between Owner and Contractor, and an A-201, General Conditions of the Contract for Construction, as prepared by the Board Attorney and/or Architect, within ten days of the date hereof.

**BE IT FURTHER RESOLVED** that the Board Attorney and/or Architect are 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.

- F. Approve the submission of the FY24 Application for Extraordinary Special Education Aid (EXAID).
- G. Renew the transportation contract with Scholastic Bus Company, Inc. for the 2024/25 school year for Routes 1, 2, 3, 4 and 5 with an additional 5.81% CPI increase, as follows:
  - Route 1 - \$422.28/day
  - Route 2 - \$422.28/day
  - Route 3 - \$422.28/day
  - Route 4 - \$422.28/day
  - Route 5 - \$422.28/day
- H. Approve the purchase of five (5) MacBook Pro laptops and fifteen (15) iMac computers, all with AppleCare+, from Apple, in the amount of \$39,210.00. (Pricing as per ESC/Ed Data 12158)
- I. Approve the purchase of 285 Chromebooks, including warranties and education upgrade, from CDW-G at a total cost of \$167,129.70. (Pricing as per ESCNJ-AEPA-22G)
- J. Approve Cira Construction to paint the exterior and cap the fascia, windows and doors of the Science Center at a cost not to exceed \$16,200.00.
- K. Approve Kala Construction to renovate Cavallini Middle School Room #12 into a Life Styles Classroom for a cost not to exceed \$40,000.00.
- L. Approve Media Technologies % Soyka Smith Design Studios to supply and install cubbies and storage units for six (6) classrooms in Reynolds School at a total cost of \$96,079.16. (Pricing as per ESCNJ #65MCESCCPS Bid # ESCNJ 22/23-08)
- M. Approve O. DiBella to provide and install lighting upgrades to Cavallini Auditorium and sound upgrades to Travers Multi-Purpose Room at a total cost of \$29,624.71.
- N. Approve the donation of \$85,000.00 from the Upper Saddle River Educational Foundation for Cavallini and Bogert Theater Projects.
- O. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fees	Travel Cost
Sandy Hook Promise: Say Something Violence Prevention Program Lyndhurst, NJ	May 20, 2024	David Kaplan	\$0.00	\$0.00

American Young Voices Performance with Bogert Chorus Newark, NJ	June 6, 2024	David Kaplan	\$35.00	\$48.89
Gang Awareness Training Lyndhurst, NJ	June 12, 2024	Rosemarie Malloy	\$0.00	\$19.46
NJ School Boards Convention Atlantic City, NJ	October 22-24, 2024	David Verducci Joy Wenberg	\$550.00 \$550.00	\$662.86 \$662.86

**PUBLIC COMMENT: None**

**ADJOURNMENT**

**Mrs. Gandara**

A motion to adjourn was made by Mrs. Ginsberg and seconded by Mrs. Wenberg at 8:20 p.m.

Dana Imbasciani, Board Secretary