

**Board of Education  
Upper Saddle River, New Jersey  
Regular Session  
Monday, November 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, Mr. Quagliani, Dr. Verducci

Members absent: Mrs. Pittman

Also present: Dr. Siegel, Mrs. Imbasciani

**CONFIDENTIAL SESSION**

Mr. Quagliani made a motion, seconded by Mrs. Gray 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. Gandara made a motion, seconded by Mr. Quagliani to adjourn Executive Session at 8:00 p.m.

Mrs. Gandara made a motion, seconded by Mr. Quagliani 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**

Dr. Siegel shared the Bogert Blue Ribbon Ceremony video with the Board.

**BOARD SECRETARY'S REPORT:**

**Mrs. Imbasciani**

Mrs. Imbasciani summarized the highlights of the June 30, 2019 audit to the Board. They included:

- The District continues to be in "very good" financial position.
- The Allowable Fund Balance at June 30, 2019 was \$465,613. This amount can be spent at the Board's discretion.
- \$1,265,105 has been set aside to offset current school year (2019/20 Fund balance).
- A minimum of \$1,284,149 has been set aside to offset taxes in the next school year (2020/21 Budgeted Fund Balance).

- As of June 30, 2019, there was \$1,779,056 in the Capital Reserve Account. Of that, \$300,000 has been set aside to fund the new phone, security and paging systems installed this past summer. The monies in this account can only be used for capital improvements identified in the Long Range Facilities Plan (LRFP).
- There were no audit recommendations this year.
- There were no repeat audit findings.

**BOARD PRESIDENT’S REPORT: None**

**Mrs. Johnston**

**COMMITTEE REPORTS:**

**Infrastructure Committee**

**Dr. Verducci**

- Dr. Verducci reported that the next Infrastructure Committee meeting will be held on December 13, 2019 at 8:45 a.m. where Infrastructure Goals will be discussed.

**Personnel Committee**

**Dr. Verducci**

- Dr. Verducci announced that Staffing and Personnel Goals for 2020 will be discussed at the next Personnel Committee meeting on December 11, 2019.

**Policy Committee**

**Mrs. Gandara**

- Mrs. Gandara reported that the Policy Committee continues to review policies and regulations and have recommended additional follow up for four or five policies.

**Education Committee**

**Mrs. Pittman**

- There will be an Education Committee meeting on Friday, November 22 at 8:00 a.m.

**PTO REPORT: None**

**Mrs. Apostolou/Mrs. Degenars**

**USREF Report:**

**Mrs. Mueller/Mrs. Wenberg**

- Mrs. Mueller congratulated Bogert on receiving the Blue Ribbon School Award. She also announced that the USREF is launching Partners in Education, a fundraising campaign for the Media Center renovations at Bogert and Cavallini.
- Mrs. Wenberg reported that the Grant Committee is reviewing grant applications and these grants will be awarded at the December 16 Board meeting.

**PRESENTATIONS:**

**ETHICS TRAINING**

**Mrs. Imbasciani**

- Mrs. Imbasciani led the Board through the Annual Ethics Training Session.

**COMMUNITY CONNECTIONS**

**Mr. Padilla**

- Mr. Padilla shared information on how the district is using social media, the new websites and more to promote stronger communication between the district and the community. Additionally, Mr. Padilla shared details of the “Learn from Failure” campaign that is designed to help students realize failure is an event, not an identity.

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

**A motion was made by Mrs. Gray and seconded by Mr. Quagliani to approve Administration Consent Agenda Item A and was approved by all in attendance.**

## A. First reading of the following Policies:

Policy 3159	Teaching Staff Member/School District Reporting Responsibilities (revised)
Policy 3218	Use, Possession or Distribution of Substances (revised)
Policy 4218	Use, Possession or Distribution of Substances (revised)
Policy 6112	Reimbursement of Federal and Other Grant Expenditures (revised)
Policy 7440	School district Security (revised)
Policy 8600	Student Transportation (revised)
Policy 8630	Bus Driver/Bus Aide Responsibility (revised)
Policy 8670	Transportation of Special Needs Students (revised)
Policy 9210	Parent Organizations (revised)
Policy 9400	Media Relations (revised)

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

**A motion was made by Dr. Verducci and seconded by Mrs. Gandara 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

1. Accept the resignation for the purpose of retirement of Simon Grigoryan, Night Custodian at Cavallini Middle School, effective January 1, 2020.
2. Accept the resignation of David Sacks, Night Custodian at Reynolds School, effective November 4, 2019.

## D. Leaves

1. Approve paid disability and unpaid FMLA/FLA for Alexandra Byrne, Special Education Teacher at Bogert School, effective on or about March 20, 2020 through approximately September 15, 2020.
2. Approve unpaid FMLA/FLA leave for Gail Macri, Paraprofessional at Bogert School, effective on or about February 3, 2020 through approximately February 28, 2020.
3. Approve paid disability, unpaid disability and unpaid child care leave for Bina Rivard, Basic Skills Instructor at Reynolds School, effective on or about February 14, 2020 through approximately May 1, 2020.
4. Approve paid disability and unpaid FMLA/FLA for Krystal Whitmore, 2<sup>nd</sup> Grade Classroom Teacher, effective on or about April 13, 2020 through approximately October 15, 2020.

## E. Change in Assignment (not applicable)

## F. Appointments

1. Appoint Mark Zarro to the stipend position of Boys' Wrestling Coach, subject to the satisfactory completion of the criminal history records check required by law. \$2,900

## G. Substitutes/Consultants/Volunteers

1. Approve Michael Caputo as a substitute custodian for the 2019/20 school year, subject to the satisfactory completion of the criminal history records check required by law.
2. Approve Jeton Loga as a substitute custodian for the 2019/20 school year, subject to the satisfactory completion of the criminal history records check required by law.
3. Approve Mitchell Milarck as a substitute custodian for the 2019/20 school year.
4. Approve Julia Shea 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 Teacher Certification.
5. Approve Kira Shmuler, Ed.S., as a consultant to conduct a bilingual evaluation for a student whose name is on file in the Board Office at a cost of \$750.00.

**FINANCE:****Mrs. Imbasciani**

**A motion was made by Mrs. Gray and seconded by Mr. Quagliani to approve Finance Consent Agenda Items A through L , except Item H, which was Tabled, and was approved by all in attendance.**

- A. Approve the Minutes of Board Meeting:

October 21, 2019

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

10	General Current Expense	\$67,471.43
11	General Current Expense	\$2,132,349.26
12	Capital Outlay	\$15,466.00
20	Special Revenue Funds	\$31,619.88
30	Capital Projects Funds	\$121,764.00
50	Milk	\$283.22
	Total	\$2,368,953.79

- C. Approve the Transfers for October 2019.
- D. Approve the Board Secretary and Treasurer's Reports dated October 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 2018/19 Audit.
- F. Approve Application for Payment # 1 for Panoramic Window & Door Systems, Inc., for the Partial Window Replacement Project (Phase 1) at Reynolds School, in the amount of \$237,823.00.
- G. Approve the purchase of the Share911 Software Platform from OnScene Technologies, Inc. for the period December 1, 2019 through June 30, 2020 at a total cost of \$2,250.00.

- H. Approve Eastern Datacomm to provide on-site installation services to integrate the LENS system with Share 911 district-wide, at a total cost of \$6,000.00. (Pricing based on ESCNJ # 65 MCESSCCPS)
- I. Approve Garden State AAC Specialists, LLC to provide two-hour professional development training regarding Augmentative and Alternative Communication Coaching, at \$135/hour, and one-hour Communication Training/In-service, at \$150/hour, and \$50 travel for a student whose name is on file in the Board Office.
- J. Approve the disposal or sale of the following items that are no longer being used:
- Dell Vostro 1710 Laptop, Tag # 2706, and leather carry bag  
Dell Latitude D730 Laptop, Tag # 2690  
Old SDC Document Camera, Tag # 6237  
Old Epson Large Format Color Printer, Tag # 6734
- K. Accept the donation of \$500 from Dr. Gene Solomon for the continuation of a Holocaust/Genocide Center in the Cavallini Media Center redesign. This donation is in honor of Mr. James Meisterich who was one of the first educators in New Jersey whose goal was to create a true middle school that would meet the educational, social and emotional needs of young adolescents.
- L. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Cost	Travel Cost
Escape Extinction: Ethics & Alternatives Crisis Intervention & the BACB Ethical Codes (Webinars)	n/a	Gianna Apicella	\$50.00	\$0.00
Fostering Mental Wellness with a Closer Study of Student Anxiety Paramus, NJ	November 21, 2019	David Kaplan	\$0.00	\$0.00
Rutgers Gifted Education Conference Somerset, NJ	November 22, 2019	Amy Caravela	\$199.00	\$27.88
Empowering Victims of Sexual Abuse Hackensack, NJ	December 4, 2019	Ailish Fillis	\$0.00	\$0.00
State Board of Education Blue Ribbon Award Ceremony Trenton, NJ	December 4, 2019	David Kaplan	\$0.00	\$66.24
Foreign Language Educators of NJ Create & Curate CI Resources While Making Connections Monroe Township, NJ	December 5, 2019	Colleen Moran	\$175.00	\$44.80
Developing Number Concepts & Number Sense K-2 New Brunswick, NJ	December 6, 2019	Mary Lavelle	\$85.00	\$24.67
39th Annual Bilingual/ESL Conference Wayne, NJ	December 6, 2019	Livia Lumaj	\$135.00	\$0.00
Heart Saver CPR Two-Year Certificate Paramus, NJ	December 6, 2019	Erik Schlemm	\$75.00	\$7.63
OTs, PTs and SLPs Networking Workshop Oradell, NJ	December 10, 2019	Meredith Ardito Carolyn Lane Elayne Stern	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00

Motivating & Managing Hard to Reach, Uninterested and Disruptive Students Saddle Brook, NJ	December 12, 2019	Mary Dixon Jennifer Moss	\$245.00 \$245.00	\$0.00 \$0.00
Decrease Attention-Getting and Tantrum Behaviors: Practical Solutions (PreK-2) West Orange, NJ	January 8, 2020	Amanda Feijo Stacy Schiff	\$279.00 \$279.00	\$0.00 \$0.00
Institute to Support High-Leverage Writing Instruction for Students Learning English as a New Language: Grades K-5 New York, NY	January 12-14, 2020	Livia Lumaj	\$650.00	\$200.00
NJEC Statewide Educational Technology Conference Montclair, NJ	January 14, 2020	Christina Cucci (Presenter)	\$0.00	\$0.00
		Daniel Cazes	\$110.00	\$22.30 (approved 10/21/19)
		Michael Padilla	\$110.00	\$22.58
Zones of Regulation: A Curriculum Designed To Foster Self-Regulation and Emotional Control Oradell, NJ	February 5, 2020	Emily DiRusso Carolyn Lane Elayne Stern	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00

**PUBLIC COMMENT:**

- Dr. Verducci, on behalf of the Lions Club, congratulated Hailey Goris, the Cavallini Peace Poster Prize Winner.

**ADJOURNMENT**

A motion to adjourn was made by Mrs. Gandara and seconded by Dr. Verducci at 8:34 p.m.

Sincerely,

Dana Imbasciani, Board Secretary