

**BOARD OF EDUCATION  
UPPER SADDLE RIVER, NEW JERSEY  
REGULAR MEETING  
Monday, March 18, 2024, 8:00 p.m.  
Bogert School Gymnasium  
391 West Saddle River Road**

**Agenda**

This is a regular meeting of the Upper Saddle River Board of Education and appropriate notice has been provided to the designated newspapers, the Borough Clerk and all interested parties requesting such notice.

Two opportunities are provided at this meeting for citizens to make comments. The Board values and welcomes comments and opinions from the residents of Upper Saddle River as long as remarks are not personal or discourteous. Public comment allows the Board to listen to community members and to hear their opinions on school policy and operations.

Upon being recognized, persons wishing to speak should stand and identify themselves by name and address; the speaker should direct his/her remarks to the presiding officer. Comments shall be limited to school-related issues and each speaker will limit his/her remarks to three minutes. If personal or discourteous statements are made, the presiding officer shall require the speaker to stop. No speaker may comment again until all those who wish to speak have had an opportunity and as long as time allows. If, in the judgment of the presiding officer, the total time devoted to public comment becomes excessive, the presiding officer may indicate the Board has time for one more speaker and will so notify the public.

- |      |  |                            |
|------|--|----------------------------|
| I.   | Call to order and roll call            | Mrs. Gandara               |
| II.  | Flag salute and Pledge of Allegiance   | Mrs. Gandara               |
| III. | Opening statement by presiding officer | Mrs. Gandara               |
| IV.  | <b>REPORTS</b>                         |                            |
| A.   | Superintendent's Report                | Dr. Siegel                 |
| B.   | Board Secretary's Report               | Mrs. Imbasciani            |
| C.   | Board President's Report               | Mrs. Gandara               |
| D.   | Committee Reports                      |                            |
|      | Education                              | Mr. Quagliani              |
|      | Finance/Negotiations                   | Mrs. Wenberg               |
|      | Infrastructure                         | Mr. Mehegan                |
|      | Personnel                              | Dr. Verducci               |
|      | Policy/Governance                      | Mrs. Gandara               |
|      | Student Success                        | Mrs. Gandara               |
|      | School Boards Liaison                  | Dr. Verducci               |
| E.   | Student Representative's Report        | Miss Noye Lozada           |
| F.   | PTO Report                             | Mrs. DeFrino/Mrs. McGovern |
| G.   | USREF Report                           | Mrs. Tedd                  |

V. **PRESENTATIONS**

- A. Annual Internet Safety and Security/Artificial Intelligence Mr. Cazes

VI. **PUBLIC COMMENT (for Agenda Items only)**

- VII. **ADMINISTRATION** Dr. Siegel

**This motion will be one motion that encompasses items A through E and will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.**

- A. First Reading of the following Policies and Regulations:

Policy 0164	Conduct of Board Meeting (Revised)
Policy 1140	Educational Equity Policies/Affirmative Action (M) (Revised)
Policy 1523	Comprehensive Equity Plan (M) (Revised)
Policy 1530	Equal Employment Opportunities (M) (Revised)
Policy 1550	Equal Employment/Anti-Discrimination Practices (M) (Revised)
Policy 2260	Equity in School and Classroom Practices (M) (Revised)
Policy 2411	Guidance Counseling (M) (Revised)
Policy 2423	Bilingual Education (M) (Revised)
Policy 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)
Policy 3211	Code of Ethics (Revised)
Policy 5337	Service Animals (Revised)
Policy 5570	Sportsmanship (Revised)
Policy 5750	Equitable Educational Opportunity (M) (Revised)
Policy 5755	Equity in Educational Programs and Services (M) (Abolished)
Policy 5842	Equal Access of Student Organizations (Revised)
Policy 7610	Vandalism (Revised)
Policy 8461	Reporting Violence, Vandalism, HIB, Alcohol and Other Offenses (M) (Revised)
Policy 9323	Notification of Juvenile Offender Case Disposition (Revised)
Regulation 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)

- B. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #256527\*\*\*12112023 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).

- C. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #259146\*\*\*01302024 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).

- D. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #259283\*\*\*01312024 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).

- E. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #259648\*\*\*02062024 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).

VIII. **PERSONNEL**

Dr. Siegel

**This motion will be one motion that encompasses items A through H and will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.**

A. Create/Abolish

1. Create one 1.0 FTE ABA preschool paraprofessional position and ABA stipend position, effective March 19, 2024.

B. Job Descriptions (not applicable)

C. Resignations

1. Accept the resignation of Erika Blumenfeld, PE/Health Teacher at Bogert School, effective July 1, 2024.
2. Accept the resignation of Alexis Garcia, 4th Grade Classroom Teacher, effective July 1, 2024.
3. Accept the resignation of Shaelynn Guilfoyle, Special Education Teacher at Bogert School, effective July 1, 2024.
4. Accept the resignation of Brad Siegel, Ed.D., Superintendent of Schools, effective July 1, 2024.

D. Leaves

1. Approve a paid leave and unpaid FLA/NJFLA leave for employee #1606, effective September 1, 2024 through approximately November 25, 2024.

E. Lateral Guide Moves

1. Approve a lateral guide move for Jill Powers, 1st Grade Classroom Teacher, from MA to MA + 30, effective February 1, 2024.

F. Appointments

1. The following staff members are recommended for the positions listed below for the 2023/24 school year:

Coaches:		
Baseball	Erik Schlemm	\$3,000.00
Intramurals	Erik Schlemm	\$3,000.00
Track	Julia Shea	\$3,000.00
Assistant Track (Split)	Caitlin Gervasio	\$1,500.00
“ “	Nicole Mascetti	\$1,500.00
“ “	Jessica Berrios	\$1,500.00
“ “	TBD	\$1,500.00

\*

2. Appoint Kilee Swofford to the position of ACE Team Member for the 2023/24 school year.

\$20/hour

\*Related to staff member

3. Revise the appointment of Kimberly Szabo to the position of per diem, leave replacement Preschool ABA Paraprofessional, effective February 27, 2024 through March 18, 2024, Step 2, prorated, plus ABA stipend, prorated.
4. Appoint Kimberly Szabo to the position of ABA Preschool Paraprofessional, Step 2, prorated, plus ABA stipend, prorated, effective March 19, 2024.
5. Appoint Gianna Milordo to the position of K-2 ABA Special Education Teacher at Reynolds School, MA, Step 2, effective September 1, 2024, subject to the criminal history records check required by law and receipt of the required NJDOE Teaching Certificates.

G. Change in Assignment

1. Approve the transfer of Denise Casella from Lunch Aide at Reynolds School to the position of per diem, long term ABA Preschool Paraprofessional leave replacement, effective March 19, 2024 through approximately April 18, 2024, Step 5 per diem, plus ABA stipend prorated.

H. Substitutes/Consultants/Volunteers

1. Approve Kreshnik Boci as a substitute custodian for the 2023/24 school year, subject to the satisfactory completion of the criminal history records check required by law.
2. Approve Stacey Boyev as a substitute teacher/paraprofessional for the 2023/24 school year. Ms. Boyev holds a NJ Elementary School Teacher K-6 certificate.
3. Approve Jill Bruno as a substitute lunch aide for the 2023/24 school year, subject to the satisfactory completion of the criminal history records check required by law. \$15/hour
4. Approve Ashley Clark as a substitute teacher/paraprofessional for the 2023/24 school year. Ms. Clark holds a NJ Elementary School Teacher K-6 certificate.
5. Approve Isabella Gradzki as a substitute teacher/paraprofessional for the 2023/24 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Gradzki holds a NJ Substitute Teaching certificate.
- \* 6. Approve Kilee Swofford as a substitute teacher/paraprofessional for the 2023/24 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Swofford's NJ Substitute Teaching certificate is pending.

IX. FINANCE - BUDGET

Mrs. Imbasciani

**This motion will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.**

**RESOLUTION TO APPROVE THE TENTATIVE 2024/25 SCHOOL YEAR BUDGET**

**BE IT RESOLVED** that the tentative budget be approved for the 2024-2025 School Year using the 2024-2025 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline, as follows:

\*Related to staff member

	Total	General Fund	Special Revenue	Debt Service
2024 - 2025 Total Expenditures	\$30,249,971	\$29,999,983	\$249,988	\$0
Less: Anticipated Revenues	\$4,941,784	\$4,691,796	\$249,988	\$0
Taxes to be Raised	\$25,308,187	\$25,308,187	\$0	\$0

And to advertise said tentative budget in The Record in accordance with the form required by the State Department of Education and according to law; and

**BE IT FURTHER RESOLVED**, that a public hearing be held in the Bogert School gymnasium located at 391 West Saddle River Road, Upper Saddle River, NJ at 7:00 pm on May 1, 2024 for the purpose of conducting a public hearing for the 2024-2025 School Year.

**BE IT RESOLVED** that the Board of Education includes in the final budget an appropriation of surplus in the amount of \$1,841,368.

**BE IT RESOLVED**, that the Upper Saddle River Board of Education includes in the final budget the adjustment for increased costs of health benefits in the amount of \$210,392. The additional funds will be used to pay for the additional increases in health benefit premiums.

**BE IT RESOLVED**, that the Business Administrator/Board Secretary is authorized to submit the preliminary budget with the inclusion of health care costs adjustment as noted above.

**BE IT RESOLVED**, that the Upper Saddle River Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$32,400.00 for the 2024-2025 School Year. The maximum travel expenditure amount for the 2023-2024 School Year is \$35,600.00 of which \$8,745.48 has been spent and \$691.00 has been encumbered as of March 15, 2024.

**WHEREAS**, the Upper Saddle River Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23A Subchapter 7. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of those expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the Upper Saddle River Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms;

**NOW BE IT RESOLVED**, the Upper Saddle River Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Upper Saddle River Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$32,400.00 for all staff and board members for the 2024-2025 School Year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

**BE IT RESOLVED**, that included in the general fund appropriations, budget line 620 is a withdrawal from Capital Reserve - Other Capital Projects in the amount of \$482,000 for Other Capital Project costs of the Cavallini Middle School elevator enclosure repair (\$250,000) and the replacement of one HVAC unit (\$232,000). The total cost of these projects is \$482,000 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

X. **FINANCE**

Mrs. Imbasciani

**This motion which encompasses Items A through M will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.**

- A. Approve the Minutes of Board Meeting:

February 7 (Retreat) and February 26, 2024

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

10	General Current Expense	\$85,858.18
11	General Current Expense	\$2,824,411.40
12	Capital Outlay	\$13,871.63
20	Special Revenue Funds	\$60,864.48
50	Milk	\$214.47
60	Enterprise Fund	\$31,162.15
Total		\$3,016,382.31

- C. Approve the Transfers for February 2024.

- D. Approve the Board Secretary and Treasurer's Reports dated February 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 proposal for Professional Services for Septic Field Replacement at Bogert School for bidding, award, and contract administration services during construction associated with the Septic Field Replacement at Bogert School, by DiCara Rubino Architects, at a cost of \$9,000.00.  
(This cost does not include reimbursable expenses which will be billed separately)

- F. Approve the following Resolution:

**WHEREAS**, the Upper Saddle River Board of Education advertised for bids for the Partial Roof Replacement at Edith A. Bogert Elementary School Project, Di Cara |Rubino Project No. 4056, ("Project");

**WHEREAS**, on March 12, 2024, the Board received and publicly opened five bids for the Project, as set forth in the attached bid tabulation prepared by the Architect; and

**WHEREAS**, Laumar Roofing CoI submitted the apparent lowest responsible bid in the amount of \$968,000, with Alternate 1 adding \$55,000, for a total bid of \$1,023,000, and that bid was responsive in all material respects; and

**WHEREAS**, the Board wishes to award the contract for the Project to Laumar Roofing Co.;

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby awards the contract for the Project to Laumar Roofing Co. 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.

- G. Approve D&L Paving to furnish all equipment, labor, and materials necessary to install brick pavers by the Buddy Bench area at Reynolds School at a total cost of \$14,600.00. (Pricing as per Ed-Data Bid #10980)
- H. Accept a preschool student into the Archways full-day program as a tuition student from the Mahwah School District effective March 18, 2024.
- I. Approve the donation from Bogert School of \$500 to Center for Food Action. This money was raised by students who participated in the Kind Coin Challenge which was organized by Bobcat Buddies and the Bogert Student Council.
- J. Approve the donation from Bogert School of \$794 to Valley Hospital. This money was raised by students who participated in the Kind Coin Challenge which was organized by Bobcat Buddies and the Bogert Student Council.
- K. Accept the donation of \$1,500 by Mr. Todd Ullrich to be used for the dedication of the Cavallini Media Center in the name of our recently passed Library Teacher, Elizabeth Ullrich. The donation will be used for signage, library and materials enhancement and an outdoor reading bench/area.
- L. Accept the donation of \$1,032 by the New Jersey Association of School Librarians to be used for the dedication of the Cavallini Media Center in the name of our recently passed Library Teacher, Elizabeth Ullrich. The donation will be used for signage, library and materials enhancement and an outdoor reading bench/area.
- M. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fee	Travel Cost
Montclair State University Education Exchange Job Fair Montclair, NJ	April 11, 2024	Rosemarie Malloy	\$125.00	\$24.52

XI. **PUBLIC COMMENT**

XII. **CONFIDENTIAL SESSION**

**Board Members Only**

**WHEREAS**, the members of the Upper Saddle River Board of Education deem it necessary to discuss 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 members of the Upper Saddle River Board of Education deem it necessary to exclude the public from the discussion, and

**BE IT FURTHER RESOLVED** that the minutes of the meeting will be made public when the need for privacy no longer exists. Action will not be taken.

XIII. **ADJOURNMENT**

Mrs. Gandara

# Bid Review Form

Upper Saddle River - Partial Reroofing at Edith Bogert ES

DRA No. 4056

Bidder	Main Bidder	Subcontractor	Subcontractor	Subcontractor
	C072 (Roofing)	C030 (Plumbing)	C032 (HVACR)	C047 (Electric)
	Laumar Roofing	Hanna's Mech	Hanna's Mech	Hanna's Mech
Bid Form	✓	n/a	n/a	n/a
Bid Bond	✓	n/a	n/a	n/a
Consent of Surety	✓	n/a	n/a	n/a
Subcontractor Identification Statement (In bid form)	✓	n/a	n/a	n/a
Stockholder or Partnership Disclosure Statement	✓	n/a	n/a	n/a
Bidder Personnel and Experience	✓	n/a	n/a	n/a
Disclosure of Investment Activities in Iran	✓	n/a	n/a	n/a
Non-Involvement with Russia/Belarus	✓	n/a	n/a	n/a
Non-Collusion Affidavit	✓	n/a	n/a	n/a
Certification of No Material Adverse Change	✓	✓	✓	✓
PWCRA Certificate (& exp. date)	2/9/2025	3/11/2025	3/11/2025	3/11/2025
Business Registration Certificate	✓	✓	✓	✓
DPMC 701 Amount	\$ 359,154.50	\$ 6,912,492.36	\$ 6,912,492.36	\$ 6,912,492.36
DPMC Notice of Classification	\$ 6,000,000.00	\$ 15,000,000.00	\$ 15,000,000.00	\$ 15,000,000.00
Bidder Certification	✓	✓	✓	✓
SDA Prequalification	\$ 6,000,000.00	\$ 15,000,000.00	\$ 15,000,000.00	\$ 15,000,000.00
Affirmative Action Affidavit	✓	n/a	n/a	n/a
Certificate of Contractor of Ability to Perform Contract	✓	n/a	n/a	n/a
Certification of Non-Debarment	✓	not debarred	not debarred	not debarred
Asbestos Acknowledgment Form	✓	n/a	n/a	n/a
Trade License	n/a	See DPMC Form	See DPMC Form	See DPMC Form
ADA Statement	✓	n/a	n/a	n/a
Political Contribution Disclosure Affidavit	✓	n/a	n/a	n/a
Amount of Base Bid	\$ 968,000.00	n/a	n/a	n/a
Alternate 1	\$ 55,000.00	n/a	n/a	n/a
Total	\$ 1,023,000.00	n/a	n/a	n/a

Surety NAIC Code (First Indemnity of America)

38326

Proper Classifications?

Yes

Debarred?

No

PWCRA Registration

Yes

Lowest Responsible Bidder?

Yes

Material Defects? (List below if any)

No

[NJ-Approved Surety Company List](#)

[DPMC Contractor Classification Search page](#)

[NJ Search Page - Debarred Contractors](#)

[NJ PWCRA Search Page](#)