

**Board of Education
Upper Saddle River, New Jersey
Regular Session
Monday, January 13, 2020, 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, Mrs. Pittman, Mr. Quagliani, Dr. Verducci

Members absent: None

Also present: Dr. Siegel, Mrs. Imbasciani

CONFIDENTIAL SESSION

Mrs. Gandara made a motion, seconded by Mrs. Pittman 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.

Dr. Verducci made a motion, seconded by Mrs. Gandara to adjourn Executive Session at 8:00 p.m.

Mr. Amano made a motion, seconded by Dr. Verducci 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: None

Dr. Siegel

BOARD SECRETARY'S REPORT:

Mrs. Imbasciani

- Mrs. Imbasciani shared the results of the 2019 Board Self Evaluations.
- She thanked the USR Basketball Association and the Petersen family for the generous donation of two basketball systems for the Reynolds Gym.

BOARD PRESIDENT'S REPORT: None

Mrs. Johnston

- Mrs. Johnston reflected on the Mini Retreat held on January 10, 2020.

COMMITTEE REPORTS:**Infrastructure Committee****Dr. Verducci**

- The Infrastructure Committee met on December 13, 2019 and reviewed the facility and technology projects that have been completed so far this school year as well as what is scheduled for this spring. Also reviewed were general maintenance plans for the next five years.
- On Wednesday, January 29, 2020, the Committee will again meet with Mrs. Imbasciani, Mr. Cazes and Mr. Leka. The agenda will include a review of the proposed (1) goals and objectives and (2) budgets for both Technology and Buildings & Grounds for the 2020/21 school year.

Personnel Committee**Dr. Verducci**

- The Personnel Committee met with Dr. Siegel on December 11, 2019 and discussed personnel changes, the first non-tenured staff review and staffing projections for 2020/21.
- The Personnel Committee will meet on February 19, 2020 to review the progress made on the personnel goals for 2019 and to develop goals for 2020. On February 7, the committee will meet to discuss the second non-tenured staff review, an analysis of SGP scores and the administrator evaluation system.

Finance Committee**Mr. Amano**

- The Finance Committee reviewed a preliminary draft copy of the 2020/21 budget. The budget will not be finalized until state aid figures are released in late February.

Ad Hoc Transportation Committee**Mr. Amano**

- The Transportation Committee met on January 9, 2020 to review results of the Thought Exchange survey. Items discussed were:
 - Idling
 - Drop-off/Dismissal Procedures

Policy Committee**Mrs. Gandara**

- The Policy Committee reviewed the following:
 - Social Media Policy
 - Homework Policy

Ad Hoc Media Center Committee**Mrs. Gandara**

- The Board was updated on the status of the Cavallini Media Center Renovation Project. More details are to follow.

PTO REPORT: None**Mrs. Apostolou/Mrs. Degenars****USREF Report: None****Mrs. Mueller/Mrs. Wenberg**

PRESENTATIONS:**Strategic Planning Launch****Dr. Siegel**

Dr. Siegel gave a presentation on the Strategic Plan (2020-2025) which is being launched during the month of January 2020. All stakeholders will have input into the priority areas developed through online community surveys and two school-sponsored presentations in March. Gathering insights from our school-community will guide the administration, along with seven core stewardship principles, in establishing a clear vision and roadmap for program planning for the next five years.

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

A motion was made by Mrs. Gray and seconded by Dr. Verducci to approve Administration Consent Agenda Items A through C and was approved by all in attendance.

A. Second reading and adoption of the following Bylaw and Policies:

Bylaw 0155	Board Committees (revised)
Policy 3321	Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members (revised)
Policy 3322	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices (revised)
Policy 4322	Support Staff Member's Use of Personal Cellular Telephones/Other Communication Devices (revised)
Policy 5350	Student Suicide Prevention (revised)
Policy 9150	School Visitors (revised)

B. Approve the revised 2019/20 School Calendar, as per attached.

C. Approve the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2019/20 school year.

PERSONNEL:**Dr. Siegel**

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

A. Create/Abolish

1. Create one 1.0 FTE K-2 Paraprofessional/Applied Behavior Analysis (ABA) Instructor, effective January 14, 2020.
2. Create one 1.0 FTE Preschool Paraprofessional/Applied Behavior Analysis (ABA) Instructor, effective January 14, 2020.
3. Create two Applied Behavior Analysis (ABA) Instructor stipends at Reynolds School, \$3,000/stipend, effective January 14, 2020.

B. Job Descriptions

1. Approve the revised School Counselor job description.

C. Resignations (not applicable)

D. Leaves

1. Approve paid disability leave for Eric Smith, Custodian, effective December 16, 2019 through January 10, 2020.

E. Lateral Guide Moves

1. Approve a lateral guide move for Alexandra Byrne, Special Education Teacher, from MA to MA + 30, effective September 1, 2019.

F. Appointments

1. Appoint Christine Cipollini to the stipend position of Leo Club Advisor (split position) for the remainder of the 2019/20 school year. \$225.00
2. Appoint Edward S. Mahon to the position of District Campus Aide, effective January 27, 2020, subject to the satisfactory completion of the criminal history records check required by law.
3. 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 records check required by law.
4. Appoint Christopher W. Volk to the position of Middle School Social Studies Teacher, BA, Step 1, effective on or about January 27, 2020, subject to the satisfactory completion of the criminal history records check required by law.
5. Appoint Mary Walsh to the position of part time (.5) per diem leave replacement Basic Skills Instructor at Reynolds School, MA, Step 1, effective on or about February 14, 2020 through approximately May 1, 2020, subject to the satisfactory completion of the criminal history records check required by law.
6. Approve Susan Jarvis as a LEAP teacher, Acting Up! \$550.00
7. Approve Laurie Guerra as a LEAP teacher, Athlete Challenge. \$550.00
8. Approve Josephine Griffith as a LEAP teacher, Baker's Delight (Wednesday). \$600.00
9. Approve Josephine Griffith as a LEAP teacher, Baker's Delight (Thursday). \$600.00
10. Approve Edie Carmilani as a LEAP teacher, Baker's Delight (Wednesday). \$550.00
11. Approve Edie Carmilani as a LEAP teacher, Baker's Delight (Thursday). \$550.00
12. Approve a Teacher's Aide as a LEAP teacher, Baker's Delight (Wednesday). \$275.00
(This position is needed only if there are more than 24 students and will be taken from assistant pool.)
13. Approve a Teacher's Aide as a LEAP teacher, Baker's Delight (Thursday). \$275.00
(This position is needed only if there are more than 24 students and will be taken from assistant pool.)

14.	Approve Tracy Nussman as a LEAP teacher, Rock the Runway (Wednesday).	\$550.00
15.	Approve Tracy Nussman as a LEAP teacher, Rock the Runway (Thursday).	\$550.00
16.	Approve Lisa Lefebvre as a LEAP teacher, Come Have a Ball!	\$550.00
17.	Approve Sue Jarvis as a LEAP teacher, Garage Band.	\$550.00
18.	Approve Laurie Guerra as a LEAP teacher, Get Ready to Tumble.	\$550.00
19.	Approve Carey Goralski as a LEAP teacher, Littlebits STEM (Wednesday).	\$550.00
20.	Approve Carey Goralski as a LEAP teacher, Littlebits STEM (Thursday).	\$550.00
21.	Approve Heidi Rockwell as a LEAP teacher, Picasso, Jr.	\$550.00
22.	Approve Anna Zimmermann as a LEAP teacher, Pottery Barn.	\$550.00
23.	Approve Heidi Rockwell as a LEAP teacher, Pottery Barn, Jr.	\$550.00
24.	Approve Carlos Ramirez as a LEAP teacher, T.E.A.M.	\$550.00
25.	Approve Anna Zimmermann as a LEAP teacher, Viva Van Gogh.	\$550.00
26.	Approve Susan Deniz as a LEAP teacher, Wacky Science (Wednesday).	\$550.00
27.	Approve Susan Deniz as a LEAP teacher, Wacky Science (Thursday).	\$550.00
28.	Approve Gagasphe as a LEAP vendor, Gagasphe, per student rate:	\$160/student
29.	Approve So You as a LEAP vendor, Creative Hand Sewing, per student rate:	\$120/student
	Vivian Burns	
30.	Approve Outragehiss Pets as a LEAP vendor, Outragehiss Pets, per student rate:	\$130/student
	John Tarrant Nicole Smith	
31.	Approve Mad Science as a LEAP vendor, Red Hot Robotics, per student rate:	\$145/student
32.	Approve Mary Levine as LEAP Co-Coordinator.	Based on # students
33.	Approve Anne Marie Silverman as LEAP Co-Coordinator.	Based on # students
34.	Approve Kelley Wierzbicki as the LEAP Nurse.	\$1,100.00
35.	Approve Joan Aufiero as a LEAP Teacher's Assistant.	\$16.00/hour
36.	Approve Melissa Battaglia as a LEAP Teacher's Assistant.	\$16.00/hour
37.	Approve Heather Balji as a LEAP Teacher's Assistant.	\$16.00/hour

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|-----|---|--------------|
| 38. | Approve Susan Deniz as a LEAP Teacher's Assistant. | \$16.00/hour |
| 39. | Approve Dora Dillman as a LEAP Teacher's Assistant. | \$16.00/hour |
| 40. | Approve Laurie Guerra as a LEAP Teacher's Assistant. | \$16.00/hour |
| 41. | Approve Danielle Hoffman as a LEAP Teacher's Assistant. | \$16.00/hour |
| 42. | Approve Mary Lavelle as a LEAP Teacher's Assistant. | \$16.00/hour |
| 43. | Approve Lisa Lefebvre as a LEAP Teacher's Assistant. | \$16.00/hour |
| 44. | Approve Andrea Leshinsky as a LEAP Teacher's Assistant. | \$16.00/hour |
| 45. | Approve Tracy Nussman as a LEAP Teacher's Assistant. | \$16.00/hour |
| 46. | Approve Elaina Reinke as a LEAP Teacher's Assistant. | \$16.00/hour |
| 47. | Approve Heidi Rockwell as a LEAP Teacher's Assistant. | \$16.00/hour |
| 48. | Approve Elizabeth Samimi as a LEAP Teacher's Assistant. | \$16.00/hour |
| 49. | Approve Jonathan Silverman as a LEAP Teacher's Assistant. | \$16.00/hour |
| 50. | Approve Donna Bach as a Volunteer LEAP Teacher's Assistant. | |

G. Substitutes/Consultants/Volunteers

- | | | |
|----|--|--------------|
| 1. | Approve Hugh Bases, MD, FAAP, to provide pediatric evaluations for the 2019/20 school year, at a rate of \$650/evaluation. | |
| 2. | Approve Katlyne Lubin, MD, to provide pediatric evaluations for the 2019/20 school year, at a rate of \$700/evaluation. | |
| 3. | Approve Joseph Ventresca 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's Certificate. | |
| 4. | Approve Christopher W. Volk as a substitute teacher for the 2019/20 school year, subject to the satisfactory completion of the criminal history records check required by law, NJ Teacher of Social Studies Certificate). | |
| 5. | Approve Michelle Weinberg as a home instructor for a student whose name is on file in the Board Office, for approximately two months beginning on or about January 16, 2020. | \$35.00/hour |

FINANCE:

Mrs. Imbasciani

A motion was made by Dr. Verducci and seconded by Mrs. Gray to approve Finance Consent Agenda Items A through F and was approved by all in attendance.

A. Approve the Minutes of Board Meeting:

December 16, 2019

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

10	General Current Expense	\$66,274.21
11	General Current Expense	\$1,992,805.39
20	Special Revenue Funds	\$31,519.88
40	Debt Service Funds	\$752,961.81
50	Milk	\$196.86
Total		\$2,843,758.15

C. Approve the Transfers for December 2019.

D. Approve the Board Secretary and Treasurer's Reports dated December 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. Accept the donation of two new wall-mounted basketball systems for the Reynolds Gym valued at \$10,014.00 from the USR Basketball Association (\$9,014.00) and the Petersen Family (\$1,000.00).

F. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fee	Travel Cost
Sexual Abuse Prevention Training Sexual Abuse of People w/Intellectual Dis. Strategies/Tools for Better Supervision Trauma-Informed Care for Behavior Analysts Response to Bullying (Webinar Bundle)	N/A	Gianna Apicella	\$125.00	\$0.00
NJPSA Legislative Committee Meeting Monroe Township, NJ	January 22, 2020	David Kaplan	\$0.00	\$45.21
Leadership Academy Egg Harbor Township, NJ	January 27, 2020 March 3, 2020 April 2, 2020	Amy D'Ambola	\$0.00	\$295.22
Youth Mental Health First Aid Training Hackensack, NJ	January 29, 2020	Katherine Baker Sara Senger	\$0.00 \$0.00	\$0.00 \$0.00
BCASA Meetings Location TBD	January 31, 2020 March 20, 2020 June 5, 2020	Sara Senger	\$0.00	\$0.00
"But What If We Didn't?" Challenging Assumptions About Literacy & Creating Opportunities for Autistic Learning Mahwah, NJ	February 3, 2020	Lyndsey Stickerling	\$179.00	\$0.00
It's Elementary My Dear Chatham, NJ	February 8, 2020	Philip Chen	\$20.00	\$32.53
NECTFL New York, NY	February 14, 2020	Suzanne Cook	\$150.00	\$0.00
NJ Music Educators Association Conference Atlantic City, NJ	February 20-22, 2020	Susan Jarvis	\$350.00	\$387.90
2020 Statewide Assessment District Test Coordinator Training Whippany, NJ	February 26, 2020	Daniel Cazes	\$0.00	\$23.66

Developing Impactful Arts Integration Monroe Township, NJ	March 2, 2020	Philip Chen	\$149.00	\$52.62
Keys to Close the Gap – Intervention for Special Education & SES Gaps Mahwah, NJ	March 6, 2020	Aimee Aslanian Catherine Teehan	\$159.00 \$159.00	\$0.00 \$0.00
Implementing a Sustainable SEL Program Mahwah, NJ	March 12, 2020	Aimee Aslanian Catherine Teehan	\$159.00 \$159.00	\$0.00 \$0.00
2020 NJSBGA Conference/Expo Atlantic City, NJ	March 23-25, 2020	Nijazi Leka	\$200.00	\$477.32

PUBLIC COMMENT: None

ADJOURNMENT

A motion to adjourn was made by Mrs. Gandara and seconded by Mrs. Pittman at 9:15 p.m.

Sincerely,

Dana Imbasciani, Board Secretary

2019-2020

Upper Saddle River Schools

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July

4 Independence Day Observed

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September (17) (19)

2 Labor Day
 3-4 Teachers' Staff Meetings
 5 First Day of Classes for Students
 -Student Early Dismissal
 30 Rosh Hashanah
 12 Cavallini Curriculum Night
 19 Reynolds Curriculum Night
 26 Bogert Curriculum Night

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October (20) (22)

9 Yom Kippur
 14 Columbus Day/PD Day
 -No School for all Students
 -Full day for staff only
 23 Fall Parent Conference Day
 Rey/Bog Conferences
 -No school for all Students
 -Full day for staff only

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November (17) (17)

7-8 NJEA Conference
 27 Thanksgiving Recess Begins
 -Staff & Student Early Dismissal

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December (15) (15)

20 Winter Recess Begins
 -Staff & Student Early Dismissal

○	No School
△	Minimum Day
□	Teachers in Only

January (21) (22)

1 New Year's Day
 2 Schools Reopen
 20 Martin Luther King Day
 Staff PD Day
 -No school for Students
 -Full Day for Staff Only

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February (17) (17)

14 Minimum Day/PD Day
 Early Dismissal for Students
 Full Day for Staff
 17 Winter Recess Begins
 20 Schools Reopen

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March (22) (22)

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April (17) (17)

6 Spring Recess Begins
 10 Good Friday
 13 Schools Reopen
 Spring recess will be shortened to
 make up snow days, if necessary,
 starting with April 6.

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May (20) (20)

25 Memorial Day

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June (18) (19)

24 Last Day for Students
 -Student Early Dismissal
 25 Last Day for Teachers
 -Full day for Staff

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

The ending date of this school year for students and teachers will depend on the number of snow days used, varying from 0 - 4. See the possibilities below. **If more than 4 snow days are used spring recess will be shortened to make up snow days starting with April 6.**

No Snow Days Used

Result:

June: 14 student days & 15 teacher days
 Last day for students 6/18/2020
 Last day for teachers 6/19/2020

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

One Snow Day Used

Result:

June: 15 student days & 16 teacher days
 Last day for students 6/19/2020
 Last day for teachers 6/22/2020

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Two Snow Days Used

Result:

June: 16 student days & 17 teacher days
 Last day for students 6/22/2020
 Last day for teachers 6/23/2020

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Three Snow Days Used

Original calendar.

Result:

June: 17 student days & 18 teacher days
 Last day for students 6/23/2020
 Last day for teachers 6/24/2020

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Four Snow Days Used

Original calendar.

Result:

June: 18 student days & 19 teacher days
 Last day for students 6/24/2020
 Last day for teachers 6/25/2020

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				