



2024/2025  
OPENING DAY PACKET

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## **2024-2025 Proposed District Goals**

### **Goal #1: English Language Arts**

Improve student achievement on the New Jersey Student Learning Assessment (NJSLA) for English Language Arts.

### **Goal #2: Math**

Improve student achievement on the New Jersey Student Learning Assessment (NJSLA) for Math.

### **Goal #3: Social-Emotional Learning**

To develop and support skills that help students become more successful in school and in the community. Skills include self-awareness, self-management, responsible decision-making, relationship skills, and social awareness. Students with strong social-emotional skills are better able to cope with challenges and benefit academically, socially, and emotionally.



# Upper Saddle River Schools

## Board of Education

Susan Gandara, President  
Mary Ann Gray, Vice President  
Erin Ginsberg  
Mark Mehegan  
Stephen Quagliani  
David Verducci  
Joy Wenberg

## Business Office

Dana Imbasciani, Business Administrator  
201-961-6503

Angie Griffin, Secretary to the Business Adm.  
(Transportation, Board Scheduling/Presentation, USREF Grants)  
201-961-6504

Sue Doherty, Confidential Secretary  
201-961-6507  
(Health, Dental, Prescription, Pension, Payroll, Employment Contracts)

Ann McGovern, Accounts Payable  
201-961-6506  
(Purchase Orders, Use of Facilities, Tuition Reimbursement Checks, ACE)

## Buildings & Grounds

Nijazi Leka, Buildings & Grounds Supervisor  
201-961-6505

Scott Kirsch, Head Custodian - Reynolds & Bogert  
201-961-6313

Peter Lala, Head Custodian - Cavallini School  
201-961-6441

**Absence Management and Substitute Service:**  
**Frontline (formerly AESOP)**  
[www.usrschoolsk8.com/staff/Frontline](http://www.usrschoolsk8.com/staff/Frontline) (Aesop, Applitrack IEP Direct 504 Direct)

## Superintendent's Office

C. Lauren Schoen, Ed. D., Interim Superintendent  
201-961-6502

Sandy Kreger, Secretary to the Superintendent  
(Attendance, Tuition Reimbursement, Provisional Teacher Program, Family/Medical Leave)  
201-961-6502

Colette Dunn, Confidential Secretary  
(Attendance, New Hire Paperwork, Substitutes, Policy, Public Information, General Questions)  
201-961-6500

## Building Administrators

Devin Severs, Principal  
Reynolds School  
201-961-6310

David Kaplan, Asst. Superintendent/Principal  
Bogert School  
201-961-6360

Rosemarie Malloy  
Pre-K – 5 Dean of Students  
201-961-6329

James McCusker, Principal  
Cavallini School  
201-961-6410

Salliann Ran, 6-8 Assistant Principal  
Cavallini School  
201-961-6450

## District Administrators

Amy D'Ambola  
Director of Curriculum & Instruction  
201-961-6420

Daniel Cazes, Director of Technology  
201-961-6377

Carriann DeVito, Director of Special Education  
201-961-6387





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**TO:** Staff  
**FROM:** C. Lauren Schoen, Ed. D.  
**DATE:** September 1, 2024  
**RE:** Procedures for Entering Absences & Attendance Records

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### ABSENCE PROCEDURES:

The district will continue to use **Frontline (AESOP)**, for recording absences and substitute placement. As in the past, **ALL** absences must be entered **as soon as you know the date**. Each employee is responsible for registering all absences with Frontline, including personal days, professional days\*, workshops, jury duty, etc. You **MUST** record your absence even if you do not need a substitute. In the event that you leave work early, please remember you must notify the school secretary so she may register your absence with Frontline and notify your administrator. You may record your absences online at <http://www.aesoponline.com> or by phone 1-800-942-3767. All twelve-month employees will log their summer absences with Frontline. You may access the tutorial from your Frontline home page. Please refer to your Frontline welcome letter for information.

### GUIDELINES FOR USING FRONTLINE (AESOP)

- 1) Family Illness: You must indicate the relationship in the "Notes to Administrator (not viewable by Substitute)".
- 2) Bereavement: You must indicate the relationship in the "Notes to Administrator (not viewable by Substitute)".
- 3) \*Professional Development (out of district): You will need to submit a **Request for Approval of Absence Form** as well as enter the absence in Frontline to attend a Professional Development Workshop out of district. Please submit your request form in a timely manner for Board approval. If Board approval is not received in advance of the PD, expenses can not be reimbursed.

Absences must be entered in to Frontline by 7:00 a.m.

Thank you in advance for your continued cooperation.



### ATTENDANCE RECORDS

**Record of Sick and Personal Days:** A record of sick and personal days will be provided to staff members in June. Corrections to this record can only be made if your absences can be verified through Frontline. In addition, we can only review questions on absences that occurred during the current school year. Please remember you can verify your attendance records through Frontline and the Employee Portal.

CUSTODIANS - PLEASE DIRECT ALL QUESTIONS TO NIJAZI LEKA.

**Annual Notifications 24/25 - Staff**

<b>Policy #</b>	<b>Title</b>
1510	Rights Of Persons With Handicaps Or Disabilities/Policy On Non-Discrimination
1550	Affirmative Action for Employment Practices and Contract Services
1643	Family Leave
2110	Philosophy Of Education / District Mission Statement
2260	Affirmative Action Program for School and Classroom Practices
2330	Homework
2340	Field Trips
2360	Use of Technology
3125	Employment of Teaching Staff Members
3126	Induction Program for Provisional Teachers
3141	Resignation
3142	Nonrenewal of Nontenured Teaching Staff Member
3143	Dismissal
3144	Certification of Tenure Charges
3146	Conduct of Reduction in Force
3150	Discipline
3159	Teaching Staff Member/School District Reporting Responsibilities
3160	Physical Examination
3161	Examination for Cause
3211	Code of Ethics
3211.3	Consulting Outside the District
3212	Attendance
3214	Conflict of Interest
3216	Dress and Grooming
3217	Use of Corporal Punishment
3218	Substance Abuse
3221	Evaluation of Teachers
3222	Evaluation of (Non) Teaching Certified Staff Members (Excluding Classroom Teachers and Administrators)
3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
3224	Evaluation of Principals, Vice Principals, and Assistant Principals
3230	Outside Activities
3231	Outside Employment as Athletic Coach
3232	Tutoring Services
3233	Political Activities
3245	Research Projects by Staff Members
3270	Professional Responsibilities
3280	Liability for Pupil Welfare
3281	Inappropriate Staff Conduct
3282	Use of Social Networking Sites
3283	Electronic Communications Between Teaching Staff Members and Students
3310	Academic Freedom
3321	Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members
3322	Staff Member's Use of Cellular Telephones
3362	Sexual Harassment
3381	Protection Against Retaliation
3431	Uncompensated Leave
4125	Employment of Support Staff Members
4159	Support Staff Members/School District Reporting Responsibilities
4160	Physical Examination



4214	Conflict of Interest
4218	Substance Abuse
4281	Inappropriate Staff Conduct
4282	Use of Social Networking Sites
4283	Electronic Communications Between Support Staff Members and Students
4321	Acceptable Use Of Computer Network(s)/Computers And Resources By Support Staff Members
4352	Sexual Harassment
5111	Eligibility of Resident/Non Resident Students
5330.04	Administering an Opioid Antidote
5330.05	Seizure Action Plan
5331	Management of Life-Threatening Allergies in Schools
5350	Student Suicide Prevention
5512	Harassment, Intimidation, and Bullying
5519	Dating Violence at School
5530	Substance Abuse
5541	Anti-Hazing
5561	Use of Physical Restraint Techniques for Students with Disabilities
P & R 5600	Student Discipline/Code of Conduct
P & R 5611	Removal of Students for Firearms Offenses
P & R 5612	Assaults on District Board of Education Members or Employees
P & R 5613	Removal of Students for Assaults with Non-Firearm Weapons Offenses
5615	Suspected Gang Activity
5751	Sexual Harassment
7422	School Integrated Pest Management Plan
7436	Drug Free Workplace
P&R 7440	School District Security
7441	Electronic Surveillance in School Buildings and on School Grounds
8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses
8462	Reporting Potentially Missing or Abused Children
8820	Opening Exercises
9550	Educational Research Projects
	Family Leave Insurance provisions of the NJ Temporary Disability Benefits Law
	Non Resident USRBOE Staff Member Tuition Agreement

We request that staff members review specific policies. They are located on our district website in "District Info" under the tab "Board of Education". Once you have reviewed the above policies, please sign and return this form to your building administrator by September 30. Any questions should initially be directed to your immediate supervisor.

I have read the policies referenced in this document.

Name: \_\_\_\_\_  
Please print.

Location: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_



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**TO:** Certificated Staff and Support Staff Members  
**FROM:** C. Lauren Schoen, Ed.D.  
**RE:** Reporting Requirements

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Please be aware that the Upper Saddle River Board of Education has adopted Policy #3159, Teaching Staff Members/School District Reporting Responsibilities and Policy #4159, Support Staff Members/School District Reporting Responsibilities. Both policies impose a reporting requirement for all employees. More specifically, all employees shall be required to report an arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen (14) calendar days of the arrest or indictment.

Employees are also required to report the disposition of any charges to the Superintendent within seven (7) calendar days of disposition.

For purposes of policy #3159, a "certificate holder" includes all individuals who hold certificates, credentials, CEs and CEASs issued by the State Board of Examiners. A "certificate" includes all standard, emergency and provisional certificates, all credentials and all CEs and CEASs issued by the State Board of Examiners. For purposes of policy #4159, "support staff members" shall include all school district employees who hold a position in the school district which do not require a certificate issued by the New Jersey State Board of Examiners.

Please be further aware that failure to comply with these reporting requirements may be deemed "just cause" for disciplinary action, which may include grounds for revocation and suspension of certification, termination or non-renewal of employment in accordance with law.

These policies are included in the Annual Notification form. Policies may be viewed at [www.usrschoolsk8.com](http://www.usrschoolsk8.com). If you have any questions regarding its applicability, please do not hesitate to contact me directly.



Your employer is subject to the  
**Family Leave Insurance**  
provisions of the New Jersey Temporary Disability Benefits Law

New Jersey law provides up to 6 weeks of family leave insurance benefits. Beginning July 1, 2020, the law will allow up to 12 weeks of continuous family leave or 56 days of intermittent leave. Employees who are covered by family leave insurance can apply for benefits to:

- bond with a child within 12 months of the child's birth or placement by adoption or foster care. The applicant, or the applicant's spouse or domestic or civil union partner, must be the child's biological, adoptive or foster parent, unless a surrogate carried the child.
- care for a family member with a serious health condition. Supporting documentation from a health care provider is mandatory.
- care for a victim of domestic violence or a sexually violent offence or for a victim's family member.

"Family member" means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, civil union partner, and any other person related by blood to the employee or with whom the employee has a close association that is the equivalent of a family relationship.

"Child" means a biological, adopted, or foster child, stepchild or legal ward of a parent. A child gained by way of a valid written contract between the parent and a surrogate (gestational carrier) is included in this definition.

#### **State Family Leave Insurance Plan ("state plan")**

You can get program information and an application for family leave benefits (form FL-1) online at [myleavebenefits.nj.gov](http://myleavebenefits.nj.gov), by phone at 609-292-7060, or by mail: Division of Family Leave Insurance, P.O. Box 387, Trenton, NJ 08625-0387.

New mothers who receive temporary disability benefits through the state plan for their pregnancy will get instructions on how to file for family leave benefits after the child is born.

#### **Private Family Leave Insurance Plan ("private plan")**

An employer may provide family leave insurance through a private insurance carrier, if this Division approves the plan. If your employer has an approved private plan, your employer must provide information about coverage and provide the forms to apply for benefits.

#### **Who pays for Family Leave Insurance?**

Payroll contributions from employees finance this program. Family leave insurance coverage under the state plan will require contributions to be deducted from employee wages. The deductions must be noted on the employee's pay envelope, paycheck, or on some other form of notice. In 2018, the taxable wage base for family leave insurance benefits is the same as the taxable wage base for unemployment and temporary disability insurance.

Enforced by: NJ Department of Labor and Workforce Development  
Division of Temporary Disability Insurance, PO Box 387, Trenton, NJ 08625-0387

This and other required employer posters are available free online at [nj.gov/labor](http://nj.gov/labor), or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200.

The New Jersey Department of Labor and Workforce Development is an equal opportunity employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.

GOOD SAMARITAN HOSPITAL .  
BON SECOURS CHARITY HEALTH SYSTEM  
EMPLOYEE ASSISTANCE PROGRAM  
(845)368-5233

**WHAT IS YOUR EMPLOYEE ASSISTANCE PROGRAM:**

Your employee health benefit includes confidential assistance on a wide variety of situations that can interfere with your life and professional performance.

Assisting the Upper Saddle River School District employees and their families are provided by trained Employee Assistance professionals [EAP]. Each employee and family member is entitled to four [4] confidential sessions with our EAP staff. If further services are needed, employee/family member is referred to appropriate resource for further assistance.

**SERVICES AVAILABLE:**

Employee Assistance Counselors are trained professionals specializing in the following areas:

- Personal Crisis Management
- Marital Concerns
- Alcohol Problems
- Drug Problems
- Financial Concerns
- Emotional Difficulties
- Parent-Child Concerns
- Other Problems of a Personal Nature
- Work Related Concerns

**HOW DO YOU USE EMPLOYEE ASSISTANCE SERVICES?**

Just call (845) 368-5233. You can speak to an Employee Assistance Counselor on the telephone and arrange for an appointment to be seen.



GOOD SAMARITAN HOSPITAL  
BON SECOURS CHARITY HEALTH SYSTEM  
EMPLOYEE ASSISTANCE PROGRAM  
(845)368-5233

WHY CALL YOUR EAP?

- Job Related Difficulty
- Personal Problems
- Family Problems
- Marital Difficulty
- Alcohol/Substance Abuse
- Stress Management
- Mental Health Issues
- Referrals for Financial Matters
- Other Concerns

WHAT IS AVAILABLE?

Up to 4 [four] personal counseling and referral services by a Licensed Professional Clinician.

WHO IS COVERED?

You and your dependents.

PREPAID

There is no paperwork or payment by employees for this service. If you are referred to an agency or private practitioner, you and/or your insurance carrier will be responsible for the payment.

EASY ACCESS

A counselor is just a phone call away. We prefer to offer a face-to-face- appointment within 48 hours, or if you would rather, we also offer phone consultation.

CONFIDENTIALITY

Utilize the service in complete confidence. No information about you can be released without your written permission. We provide your employer with only numerical statistics that protect confidentiality.



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**TO:** Staff  
**FROM:** C. Lauren Schoen, Ed. D.  
**DATE:** September 1, 2024  
**RE:** Outside Employment

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The purpose of this memo is to inform you that a practice of teachers, secretaries, custodians, and paraprofessionals earning money from another employer while under contract with the Board of Education is not allowed during the contracted day and year. An employee who is earning salary under the terms and conditions of their job description and or the contract between USREA and the Board of Education is not permitted to earn salary in any form from another employer during contracted hours or their work year. Personal and professional days are contracted days for which employees are paid; therefore, one cannot collect wages from another employer.

(This is a universal principle of contract law and is not unique to Upper Saddle River.)