

Saddle River Board of Education

Regular Business Meeting Minutes, Wandell School Cafeteria

Wednesday, August 23, 2023, 6:30pm = Board Training, 7:30pm = Regular Meeting

A. Call to Order *The meeting was called to order by Mrs. Kaufman, Board Vice-President, at 6:34 PM.*

B. Opening Statement

Statement is hereby made that adequate notice of this meeting was given by:

- Posting written notice prominently on the bulletin board in the vestibule of Wandell School, 97 E. Allendale Road, Saddle River, New Jersey.
- The mailing and/or hand delivery of said notice to the designated newspapers, The Record, The Ridgewood News, and The Town Journal
- Filing with the Clerk of Saddle River Borough

C. Roll Call

	Present	Absent
Mr. Peros		X
Ms. Elshami	X	
Ms. Kaufman	X	
Ms. Nissirios	X	
Ms. Salazer	X	

Also Present: Dr. Gina Cinotti, Superintendent
Kaitlyn Lawler, Board Secretary
Victoria Hickey, Vice-Principal
Matt Lee, NJSBA Representative
Jill Cooper, Staff Member
Rosa Jasinski, Parent

D. Flag Salute

F. Superintendent's Report

- *New Jersey School Boards Association Training Presented by Matt Lee, Board Self-Evaluation.*
- *Thank you to our summer team.*
- *Action Plan disseminated to Board & reviewed for achieving District Goals HIB Report- none.*

G. Harassment Intimidation & Bullying Resolutions *None at this time.*

Reporting

The Board of Education has received the Superintendent's report of incident(s) of Harassment/Intimidation/Bullying ("HIB") for the following investigations ("First Reporting"):
[List investigations]

• Board Determination

WHEREAS, the Board of Education affirms the determinations by the Superintendent regarding the following Harassment/Intimidation/Bullying ("HIB") investigations ("Second Reporting"):
[List Investigations].

H. Vice Principal's Report *Mrs. Hickey spoke.*

- *Curriculum Update: The teachers have been working on summer curriculum writing ensuring consistency and rigor are met with NJDOE Standards. The updated ELA and Math standards are expected to be released soon.*
- *Update on upcoming back to school events.*
- *Thank you to the following:*
 - *Dr. Cinotti for her hard work over the summer.*
 - *The Custodial Staff, Mr. Cebulski, Mr. Chambers, and Mr. Lyttle, for the summer cleaning and projects.*
 - *The Board of Education for their support.*
 - *The Foundation for the piano keyboard and multi-media room donations.*

I. Business Administrator/ Board Secretary's Report *None at this time.*

J. Board President's Report *None at this time.*

K. Committee Report(s) *Committee chairs updated the public on the areas noted below.*

1. Communications/Public Relations
2. Curriculum/Instruction
3. Facilities
4. Finance
5. Human Resources
6. Negotiations
7. Policy
8. Technology
9. Transportation
10. Safety/Wellness

L. Liaison Report(s) *Liaisons updated the public on the areas noted below.*

1. Mayor and Council
2. NJ School Boards Association Representative
3. Northern Highlands Board of Education
4. Ramsey Board of Education
5. PAWS
6. Wandell School Education Foundation

M. Open Public Meetings Act

Meetings of the Board are open to the public and all members of the community should feel free to participate:

- There are two portions of the meeting reserved for comments from the public; the first at the beginning of the meeting for agenda items only and the second at the end of the meeting for other items.
- If you wish to address the board, please provide your name and address and please limit your comments to 3 minutes.
- Issues raised by the public may or may not be responded to by the board, but all comments will be considered. The board requests that all members of the public be mindful of the rights of other individuals when speaking. Due to confidentiality and legal rights afforded by the state of New Jersey, members of the public are asked to not speak negatively or in a derogatory manner about any employee of the board or any student.

N. Questions or Comments from the Public on Action Items Only

Opened at 8:07 PM, no comments on action items from the Public at this time. Closed 8:08 PM.

O. Approval of Minutes

Be it resolved that the Board approve the minutes of the:

- Regular Meeting June 28, 2023
- Executive Session June 28, 2023
- Special/Regular Meeting July 11, 2023

Motion: EK

Second: YE

Discussion: N/A

Roll Call Vote

EK: Y

YE: Y

EN: Y

ES: Y

JP: Absent

All Motions Passed 4-0

P. Action Items

- **Administration**

A-23240801: Integrated Pest Management Plan - 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the Integrated Pest Management Plan as on file in the district offices.

A-23240802: Policy Manual

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the Policy Manual of the Saddle River Board of Education as listed on the District Website and on file in the Superintendent's Office with periodic updates as per New Jersey School Boards Association.

A-23240803: Job Description Manual

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the Job Description Manual of the Saddle River Board of Education as on file in the district offices.

A-23240804: Emergency Management Plan 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the emergency procedures as described in the official Saddle River Emergency Management Plan through June 30, 2023.

A-23240805: Use of School Facility by Parent Organizations 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the use of school facilities for the educational parent groups listed below that fundraise to provide supplemental educational resources in the form of charitable educational programs, services, field trips, activities, etc., as such the organizations using the school facility or off campus excursions will fall under an extension of the school district's general liability insurance from the Northeast Bergen County School Board Insurance Group:

1. Parent Association of Wandell School (PAWS)
2. Wandell School Education Foundation (WSEF)

Motion: YE

Second: EN

Discussion: N/A

Roll Call Vote

EK: Y

YE: Y

EN: Y

ES: Y

JP: Absent

All Motions Passed 4-0

- Human Resources**

HR-23240801: New Hire: Assistant to the Business Administrator 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the appointment of **Rosemary Roman** as the 12 month position of Assistant to the Business Administrator effective on September 7, 2023 through June 30, 2024, as presented to the Board, pending criminal history/background check.

HR-22340802: Part-Time Long-Term Substitute 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the hiring of the following staff for the long-term substitute as follows, where Day 1 - 60 will be paid at the approved substitute rate of \$150/day, and then if the employee holds a NJDOE teaching certificate, the 61st day and thereafter, will be paid on the prorated basis of the SREA Salary Guide, at the employee's level of educational experience, Step 1.

Personnel	Position	Certification	Start Date	End Date	Pay Rate
Emily Anastos	Part-Time Long-Term Substitute (3 days/week)	Substitute	9/7/23	6/30/24	\$150/day for 60 Days

*Motion: ES**Second: YE**Discussion: N/A**Roll Call Vote**EK: Y**YE: Y**EN: Y**ES: Y**JP: Absent**All Motions Passed 4-0*

- Education**

E-23240801: Student Evaluation for the 2023-24 School Year

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the following evaluation:

Student	Type of Evaluation	Provider	Estimate Cost
A0012	Occupational Therapy	Rickard Rehabilitation	\$475

E-23240802: New Out-of-District Placement Change 2023-24

Be it resolved upon the recommendation of the Superintendent, the Saddle River Board of Education approves the following change in program out-of-district student placement as follows:

Student	Approx. Start Date	Out-of-District Placement	Estimate Tuition & Transportation
A0009	9/1/2023	Barnstable Academy Oakland, NJ	\$76,085

E-23240803: Adoption Revised Curriculum 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the in progress newly revised curriculum listed below, at this preliminary time since the NJDOE adoption is supposed to take effect September 2023, where the staff previously approved to update the curriculum has implemented revisions in preparation for mandated implementation September 2024, as mandated by the NJDOE/QSAC, where payment to staff who provided summer curriculum writing will be provided upon review/verification of NJDOE & QSAC compliance.

	Subject/Course	Grade Level
1	NJDOE Revised Media Literacy	K - 5
2	Science	4 & 5
3	Math	K & 1
4	Math	2 & 3
5	Math	4 & 5
6	Curriculum Alignment for Current Curriculum	K-5

E-23240804: Re-Adopting Curriculum 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the re-adoption of the curriculum listed below, which was revised in Summer 2020 to meet the NJDOE/QSAC requirements:

	Subject/Course	Grade Level
1	ELA	K-5
2	Science	3-5
3	Social Studies	K-5
4	Visual Arts/Perf Arts	K-5
5	iSTEAM	K-5
6	Library	K-5
7	iSTEAM	K-5
8	Music	K-5
9	Physical Education	K-5
10	World Language	K-5
11	Gifted & Talented	K-5
12	Safety, SEL, Character Ed	K-5
13	Enrichment	K-5

*Motion:**EN**Second: EK**Discussion: N/A**Roll Call Vote**EK: Y YE: Y**EN: Y ES: Y JP: Absent**All Motions Passed 4-0*

● **Finance**

F-23240801: Finance & Operations

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the following:

- Payment of Bills June 30, 2023, July 2023 & August 2023
- Board Secretary Report June 2023 & July 2023
- Treasurer Report June 2023 & July 2023
- Budget Transfers June 2023 & July 2023

F-23240802: Receipt of Extraordinary & Transportation Aid Allocation from 2022-23

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the receipt of the NJDOE 2022-23 Extraordinary and Transportation Aid allocations as listed below, where districts were notified on July 11, 2023 of this additional revenue and will be deposited into the 2022-23 budget.

Aid Type	Amount
Extraordinary	\$243,861
Transportation	\$33,548
Total	\$277,409

F-22230803: Act as LEA for Saddle River Day School – Nonpublic Entitlements 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education will act as LEA (Local Education Agency) for the Saddle River Day School and accept the funding in the following estimated amounts:

Nonpublic Entitlement	Amount
Nonpublic Nursing	\$48,240
Nonpublic Security	\$82,410
Nonpublic Technology Aid	\$15,974
Nonpublic Textbook	\$18,846
Total	\$165,470

F-23240804: Salaries Funded by Federal Grants 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the employee salaries to be funded as follows, as required by NJDOE for state monitoring purposes:

Employee	Grant	Percent Amount	Dollar Amount
29	ESEA, Title I	22.14%	\$25,869

F-23240805: Residency Officers 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the following personnel as the district residency officers for the Saddle River Board of Education at the contract rate from September 1, 2023 to June 30, 2024 on an as needed basis:

1. Jeffrey Allyn
2. Matthew Brunner

F-23240806: Wandell School Education Foundation Donation Acceptance for 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education accepts the Wandell School Education Foundation donation in the amount of **\$9,500** for Teacher Mini-Grants.

F-23240807: Additional Key Fob System Installation for Security Compliance 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the proposal of the installation of additional key fob systems on six interior doors to comply with security regulations as mandated by Quality Single Accountability Continuum (QSAC) by Open Systems Integrators, (COOP #65-MCESCCPS, BID# MRESC 19/20-38) in an amount not to exceed \$41,925 funded by the 2020 Referendum.

F-23240808: Proposal for Additional Work for New Classroom Floor Project 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the proposal for the additional work to address the unforeseen floor condition in Room 5W, as part of the asbestos/new floor project to be completed by Commercial Interiors (ESCNJ Bid #19/20-05) at a cost not to exceed \$12,307.60, funded by the 2023-24 Capital Reserve, reviewed and approved by Solutions Architecture.

F-23240809: Proposal for Camera Expansion Project 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the proposal of the additional cameras and upgrading camera throughout the building an campus by Open Systems Integrators, (COOP #65-MCESCCPS, BID# MRESC 20/21-13) for standard replacement/upgrades in an amount not to exceed \$66,953 as well as an optional installation for the baseball field in an amount not to exceed \$25,632 for a total of \$92,585 funded by the 2020 Referendum.

F-23240810: Proposal for Upgrade to HVAC Controller System 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the proposal of the upgrade of the HVAC controller system by AMI Services (Armistead), in an amount not to exceed \$8,505 funded by the district's budget.

F-23240811: Madina Restoration Inc. Change Order #1 for Masonry Project 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the change order from Madina Restoration Inc. in conjunction with Solutions Architecture, the Saddle River Board of Education Architect of Record, for the masonry projected funded by the 2020 Referendum, as presented:

Original Contract Amount:	\$64,000
Change Order Amount:	+\$3,269.02
Total Cost:	\$67,269.02

F-23240812: Payments to Vendors for Completed Facility Projects 2023-24

Be it resolved that upon the recommendation of the Superintendent, the Saddle River Board of Education approves the following payment to the indicated vendors and associated expense:

	Vendor	Project	Cost	Funding Source
1	Commercial Interiors	Asbestos Removal/Abatement Rooms 4W, 5W, 6W	\$19,026.51	Capital Reserve
2	Commercial Interiors	Floor Replacements Rooms 4W, 5W, 6W	\$25,019.06	Capital Reserve
3	Commercial Interiors	Additional work for Room 5W	\$12,307.60	Capital Reserve
4	Commercial Interiors	Repair of hallway floors	\$3,314.00	Maintenance Reserve

5	Handi-lift	New chairlift, payment #4	\$4,978.90	22-23 Capital Reserve Encumbrance
6	JMTK/Rand Plumbing	Additional plumbing classroom sinks	\$4,565	ARP ESSER Grant
7	Matina & Sons Inc.	Final payment application #2 drainage	\$3,500	Capital Reserve
8	Northeastern Interiors	Classroom sinks upgrades	\$12,900	ARP ESSER Grant
9	Northeast Roof Maint.	Front facade replacement	\$34,750.00	Capital Reserve
10	Northeast Roof Maint.	Classroom bathroom renovation	\$37,850	Maintenance Reserve

F-23240813: Travel

Be it resolved, upon the recommendation of the Superintendent, the Saddle River Board of Education approves the following staff/administration travel requirements (room rate accommodations, occupancy taxes/fees presently unknown associated therein and other costs in trips. Meals for overnight will be reimbursed in accordance with policy/law):

<u>Who</u>	<u>What</u>	<u>Where</u>	<u>When</u>	<u>Estimated Registration</u>
Kaitlyn Lawler	NJASBO Professional Development Workshops & Certification Classes	Morris Plains, NJ Robbinsville, NJ	2023: 9/9, 9/16, 9/23, 9/30 10/7, 10/14, 10/21, 10/28, 11/4, 11/11 12/9, 12/16 2024: 1/6, 1/13, 1/20 2/3, 2/10, 2/24 3/2, 3/9, 3/16, 3/23 4/6, 4/13, 4/20, 4/27 5/4, 5/11	\$2,175

*Motion: YE**Second: EK**Discussion: N/A**Roll Call Vote**EK: Y YE: Y EN: Y**ES: Y JP: Absent**All Motions Passed 4-0**Q. Old Business N/A**R. New Business N/A**S. Questions or Comments from the Public on Other Items Opened at 8:10 PM. Closed at 8:11 PM.*

1. *Ms. Rosa Jasinski, 158 E. Saddle River Road, asked how to locate summer work for students on the Wandell school website. Ms. Jasinski also inquired about the Foundation mini-grant donations.*

- *Mrs. Kaufman introduced Mrs. Hickey, Vice-Principal, to Ms. Jasinski and stated Mrs. Hickey will follow up on the summer work inquiry.*

- *Mrs. Kaufman, Dr. Cinotti, and Ms. Lawler responded that the Foundation mini-grant donations are an annual allotment to each teacher for various classroom resources approved by the Superintendent. The Foundation operates separately as a non-profit organization, which goes above and beyond for Wandell students.*
- *Ms. Nissirios & Mrs. Kaufman stated that new parents are welcome to volunteer for the Foundation and PAWS organizations.*

T. Board Member Comments *None at this time.*

U. Executive Session *No Executive Session.*

WHEREAS, the Open Public Meetings Act, Chapter 231 of the Laws of 1975 provides that a public body may exclude the public from that portion of a meeting of which the public body discusses certain matters for which confidentiality is required as permitted in Section 7B of the act.

WHEREAS, the items that are permitted to be discussed in executive session are as follows:

1. a matter rendered confidential by federal or state law
2. a matter in which release of information would impair the right to receive government funds
3. material the disclosure of which constitutes an unwarranted invasion of individual privacy
4. a collective bargaining agreement and/or negotiations related to it
5. a matter involving the purchase, lease, or acquisition of real property with public funds
6. protection of public safety and property and/or investigations of possible violations or violations of law
7. pending or anticipated litigation or contract negotiations and/or matters of attorney-client privilege
8. specific prospective or current employees unless all who could be adversely affected request an open session
9. deliberation after a public hearing that could result in a civil penalty or other loss

NOW THEREFORE BE IT RESOLVED, that the Board of Education will be discussing items _____.

Action may (or may not) take place on these items. The matters discussed in executive session shall be disclosed to the public when the need for confidentiality no longer exists.

V. Adjournment

Motion: EK Second: YE Vote: 4-0 Time: 8:16 PM