

REPORT OF SUPERINTENDENT

GOOD EVENING. I WOULD LIKE TO TAKE THIS OPPORTUNITY TO WELCOME THOSE OF YOU IN ATTENDANCE AT TONIGHT'S BOARD OF EDUCATION MEETING.

1. The NJ ASK Science testing in grades 4 and 8 was completed last week. At this point, we have not been informed as to when the results will be available. We have been told that PARCC results should be available sometime in August.
2. We currently have 20 registrations for next year's Pre-K. I will keep the Board updated regarding the final determination as to whether we will have one or two sections of Pre-K next year towards the end of this school year or early in the summer.
3. Our middle school band and choral students performed in the annual Spring concert on May 24th. The performances by the students were excellent. Much thanks to the students, Mrs. Mello and Mr. Garde for the wonderful performance.
4. The Pre-K orientation was held today for the children and parents. Much thanks to Mrs. Kearns, Mrs. Polifronio and Mr. Foy for discussing the program. A thank you to Beth Penna for also being there to talk about the PTA and its role in the district. The Kindergarten orientation will be held next Monday, June 13th.
5. The PTA sponsored talent show was held last Friday, June 3rd in Gym A at 7:00 p.m. Much thanks to Beth Penna and all of the PTA members and parents who organized this event.
6. The Recycling Awards will be held on Monday, June 20th at 6:30 p.m. at Boro Hall.
7. The eighth grade buffet is scheduled for next Wednesday, June 15th at 6:30 p.m. in our cafeteria and graduation is set for Tuesday evening, June 21, 2016 at 7:30 p.m. That day is also the 180th day of instruction. Becton's graduation is set for Thursday, June 16th. Monday, June 20th and Tuesday, June 21st will be half day sessions.
8. Under the Harassment, Intimation, and Bullying Law, I as Superintendent am required to report to the Board of Education no later than the date of the next Board meeting results of investigations regarding HIB when those investigations have been completed. We had zero incidents of HIB completed since the last Board meeting.

9. As a requirement under the Anti-Bullying Bill of Rights Act, Chief School Administrators are required to report incidents of violence, vandalism, substance and weapons offenses and HIB cases two times per year. As of June 6, 2016, we did not have any reportable violence, vandalism, or substance offenses. We had one weapon offense during the year that was reported to and investigated by the Carlstadt Police Department. The Carlstadt Public School District has had 5 HIB cases investigated since December 23, 2015, where it was determined that 0 out of the 5 resulted in Harassment, Intimation or Bullying. The total numbers for the year are as follows. There have been 9 reported incidents for the 2015-2016 school year. Two out of those 9 incidents resulted in Harassment, Intimidation or Bullying being found to have taken place.

Mrs. Lahullier, so ends my report.

REPORT OF BUSINESS ADMINISTRATOR/BOARD SECRETARY

GOOD EVENING. I WOULD LIKE TO TAKE THIS OPPORTUNITY TO WELCOME THOSE OF YOU IN ATTENDANCE AT TONIGHT'S BOARD OF EDUCATION MEETING.

1. The candidate information and petition for November school election can be found on the district's website.
2. The lighting project is on target and there has been no impact on the students and staff regarding the installation. I have received positive feedback regarding LED lighting.
3. Our next board meeting is scheduled for Thursday, June 23rd.

Mrs. Lahullier, so ends my report.

HEARING OF CITIZENS ON AGENDA ITEMS ONLY None

Any citizen present who wishes to be heard on agenda items only, should raise his/her hand to be recognized, state name and address, and limit remarks to five minutes in accordance with board policy. Another Hearing will be conducted after new business for any other matter. The hearing of citizens shall not exceed one hour.

President closes hearing of citizens.

REPORT OF COMMITTEES

INSTRUCTIONAL/PERSONNEL COMMITTEE: (Mr. Young)

1. Upon the recommendation of the Superintendent of Schools, the Board approves the employment contracts effective July 1, 2016 through June 30, 2017, as follows:

a.	Kenneth Foy	Principal	\$126,939
b.	Allison Evans	Supervisor of Curriculum & Instr.	\$100,000
c.	Janet Olsson	Technology Coordinator	\$100,000
d.	Michael Deleasa	Supervisor of Buildings & Grounds	\$ 72,158
e.	Dyan Moore	Admin. Asst. to the Superintendent	\$ 63,000
f.	Denise Henke	Admin. Asst. to the Business Admin.	\$ 63,000
g.	Arlene Zierold	Accounts Payable Clerk	\$ 31,500

2. Upon the recommendation of the Superintendent of Schools, the Board approves the Business Administrator/Board Secretary employment contract for Bert Arifaj effective July 1, 2016 through June 30, 2017 in the amount of \$124,482, pending county approval.
3. Upon the recommendation of the Superintendent of Schools, the Board approves guide placement for non-tenured staff for the 2016-2017 school year; and further that the names and guide placement be shown in the official minute book of the Board (per attached).
4. Upon the recommendation of the Superintendent of Schools, the Board approves Janet Finizio as ESL Teacher for the in-district Extended Year Program at the Carlstadt Public School, July 5, 2016 to July 29, 2016, four hours per day at \$40 per hour.
5. Upon the recommendation of the Superintendent of Schools, the Board approves the following revised hours for Bhamini Shah not to exceed 5½ hours per day instructional time at \$20 per hour for the Out of District Special Education Extended School Year, to follow district placement calendar.
6. Upon the recommendation of the Superintendent of Schools, the Board approves Renee Orefice as a substitute teacher for the 2016-2017 school year, pending completion of all paperwork.
7. Upon the recommendation of the Superintendent of Schools, the Board approves Erin Esposito as a substitute teacher for the 2016-2017 school year, pending completion of all paperwork.
8. Upon the recommendation of the Superintendent of Schools, the Board approves hiring three custodial assistants for this summer beginning Tuesday, July 5, 2016 and working a maximum of eight weeks at hourly minimum wage.
9. Upon the recommendation of the Superintendent of Schools, the Board approves Yosmary Gomez as a substitute teacher-aide for the 2016-2017 school year, pending completion of all paperwork.

Moved: Mr. Young Seconded Mrs. Allen
Mr. Acanfora __x__ Mrs. Allen __x__ Mr. Cox ____ Mrs. Hamilton __x__
Mr. Lopez Abstain #2 Mr. Offreda __x__ Mr. Riveros Abstain #3
Mr. Young Abstain #3 Mrs. Lahullier __x__

ADDENDUM

1. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Diana Silva as Carlstadt Public School District Supervisor of Special Services for 2016-2017 at the salary of \$110,000, effective July 1, 2016.

Moved: Mr. Young Seconded Mrs. Allen
Mr. Acanfora __x__ Mrs. Allen __x__ Mr. Cox --- Mrs. Hamilton __x__
Mr. Lopez __x__ Mr. Offreda __x__ Mr. Riveros __x__ Mr. Young __x__
Mrs. Lahullier __x__

ADDENDUM 2

1. Upon the recommendation of the Superintendent of Schools, the Board approves the evidence of attainment of the 2015-2016 Merit Bonus Goals for Stephen Kollinok, Superintendent of Schools, as outlined below:

QUANTITATIVE GOAL #1	PERCENTAGE	3.33%	DOLLAR	VALUE
				\$4,495.00

APPROVED GOAL STATEMENT:

According to the 2013-2014 School Performance Report, the Carlstadt Public School District met the 20% statewide target of middle school students enrolled in the Algebra 1 program. That specific goal had not been met in all previous School Performance Reports. The 2015-2016 goal is to maintain the percentage of students enrolled in Algebra 1 at 20% in order to meet the statewide target. This percentage will include those students enrolled in Algebra 1 from September 2015 through June 2016. This will also necessitate an increased percentage of students at the middle school level enrolled in Pre-Algebra in Grade 7 in order to maintain that target. During the 2014-2015 school year, there were 24 students enrolled in the 7th grade Pre-Algebra program. That number has increased to 40 in Pre-Algebra for the 2015-2016 school year. The Superintendent will devise a plan that will enable the district to consistently meet the statewide target under college and career readiness.

EVIDENCE OF ATTAINMENT:

The numbers in both the Pre-Algebra and Algebra 1 programs during the 2015-2016 school year have consistently stayed above the statewide target. This has been accomplished as the result of the development of a plan that would increase the participation rates of both courses in the 7th and 8th grades. The identification of students on track for readiness in grade 4 has now been developed. Several multiple measures have been established as a means to assist the district with meeting the College and Career readiness goal. Individual student data has been and is

continuing to be compiled on a district worksheet. In addition, the Carlstadt Board of Education approved a comprehensive Algebra Readiness Plan for grades 4 through 8 at its April 19, 2016 meeting. The plan was devised after several meetings with both administration and mathematics teachers. All backup information and materials are on file in the Carlstadt Public School Central Office for review. This goal was attained.

**QUANTITATIVE GOAL #2 PERCENTAGE: 3.33% DOLLAR VALUE:
\$ 4,495.00**

APPROVED GOAL STATEMENT:

Prior to my appointment as the Superintendent of Schools in Carlstadt in April 2008, 90% of the district's job description manual had not been revised and updated since 2003. Many had not been revised and updated since the mid 1990's. New laws and legislation have required the need to revise job descriptions that meet the current codes. The goal during the 2015-2016 school year will be to revise, update and Board approve all of the current 35 district job descriptions including the Job Title, Qualifications, Responsible To, Job Goal, Performance Responsibilities and Evaluation.

EVIDENCE OF ATTAINMENT:

This goal was achieved after reviewing the current job descriptions and then developing a comprehensive document based upon the actual current positions within the school district. Much time was spent revising and updating the manual so it now reflects both certificated and non-certificated personnel. In addition, legal references pertaining to 18A and 6A have been placed in specific job descriptions that will assist with further enhancing the importance of codes and statutes when developing those descriptions. The Carlstadt Board of Education approved the job description manual at its May 17, 2016 meeting. The job description manual is on file in the Carlstadt Public School Central Office for review. This goal was attained.

**QUANTITATIVE GOAL #3 PERCENTAGE: 3.33% DOLLAR VALUE:
\$4,495.00**

APPROVED GOAL STATEMENT

The Carlstadt Public School district's Emergency Management Operations Manual is revised on an annual basis. The June 2016 goal will result in three additional security measures including the installation of additional cameras, 3 panic buttons and flashing red lights on the outside perimeter of the building indicating a lockdown. These security measures will be added to the language in the existing Emergency Manual. This goal will require additional meetings with the appropriate personnel throughout the 2015-2016 school year. In addition, all changes will be submitted to the Bergen County Superintendent of Schools. All meetings will be documented for future reference.

EVIDENCE OF ATTAINMENT:

This goal was probably the most comprehensive and time consuming goal established. The Superintendent and Technology Coordinator first met with a committee that included representatives from the Police Department, Emergency Management, Board of Education

members and Administration. After discussing the desired goal, the Superintendent and Technology Coordinator met with 5 different vendors on several occasions each to discuss the specific parameters and request quotes to complete the task. It was determined that Intralogic would complete the work at the school. The final meeting with this company prior to receiving installation plans included both the Carlstadt Chief and Deputy Chief of Police, School Administration and representatives from Intralogic. The best placement for the strobes, panic buttons and additional IP cameras was also discussed in detail and involved several individuals including administration, police and the installers. This information was added to the existing Emergency Manual and submitted to the Bergen County Superintendent of Schools. All documentation is on file in the Carlstadt Public School Central Office for review. This goal was attained.

**QUALITATIVE GOAL #4 PERCENTAGE: 2.50% DOLLAR AMOUNT:
\$3,375.00**

The Carlstadt Public School District has never had a handbook regarding policies, procedures and responsibilities of the Intervention and Referral Services program and committee. The goal of the Superintendent will be to establish and facilitate an administrative and teacher committee with the purpose of reviewing the district's Intervention and Referral Services program and develop a Board approved district I and RS handbook by June 2016. This committee may involve current members to assist with needed feedback to create the manual. The committee will meet every six weeks to discuss the program and the necessary components of the handbook. All meetings will be documented.

EVIDENCE OF ATTAINMENT:

The Carlstadt Board of Education approved a comprehensive Intervention and Referral Services Handbook and Brochure at its March 7, 2016 meeting. These Intervention and Referral services resource materials were developed after collaboration with the committee and other individuals and now afford the district the opportunity to share this information with parents and staff members. In addition, the committee continued to meet consistently throughout the school year. All materials are on file in the Carlstadt Public School Central Office for review. This goal was attained.

**QUALITATIVE GOAL #5 PERCENTAGE: 2.50% DOLLAR AMOUNT:
\$3,375.00**

Weekly administrative meetings have taken place in the district. The goal will be to have all administrators become part of a book study and/or assign specific topics that can be researched and reported upon once a month. The Superintendent will research school related topics of importance and share that information with administration monthly. Three possible topics I am considering include student tardiness and absence, student performance and school security. All meetings will be documented for future reference.

EVIDENCE OF ATTAINMENT:

FINANCE COMMITTEE: (Mrs. Hamilton)

1. Upon the recommendation of the Superintendent of Schools, the Board approves the current bills for May and June 2016 as presented.
2. Upon the recommendation of the Superintendent of Schools, the Board approves the contract with The Bergen County Special Services for the extended school year in the amount of \$4900 for student #17002.
3. Upon the recommendation of the Superintendent of Schools, the Board approves the contract with The Children's Therapy Center Academy for the 2016-2017 school year in the amount of \$75,961.27 for student #22308.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the contract with The Children's Therapy Center Academy for the extended school year in the amount of \$7,717.99 for student #22308.
5. Upon the recommendation of the Superintendent of Schools, the Board approves the contract with Houghton Mifflin Harcourt for the Go Math 2015 K-5 Replacement Kit at a cost of \$19,988.40.
6. Upon the recommendation of the Superintendent of Schools, the Board approves the contract with Vanguard Cleaning Systems for the 2016-2017 school year at a monthly cost of \$2,967 for 10 months.
7. Upon the recommendation of the Superintendent of Schools, the Board approves the annual contract with Strauss Esmay Associates for District Online and Bylaws & Policies Online for the 2016-2017 school year at an additional cost of \$4,435.
8. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Professional Insurance Associations as the district's Risk Management Consultant for the 2016-2017 school year.
9. Upon the recommendation of the Superintendent of Schools, the Board approves the renewal of the vision benefits with Vision Benefits of America. The rates will remain at \$7.91 for single, and \$17.61 for family. This contract will run for two (2) years and will expire on 8/31/18.

Moved: Mrs. Hamilton

Seconded: Mr. Young

Mr. Acanfora x **Mrs. Allen** x **Mr. Cox** --- **Mrs. Hamilton** x
Mr. Lopez x **Mr. Offreda** x **Mr. Riveros** x **Mr. Young** x
Mrs. Lahullier x

UNFINISHED BUSINESS N/A

NEW BUSINESS

Mrs. Allen commented on the Jets day with Nick Folk.

Ms. Evans advised that it was a great day and Nick Folk and the Jets organization along with the Department of Agriculture presented the school with a \$15,000 grant award.

HEARING OF CITIZENS: None

Any citizen present, who wishes to be heard, should raise his/her hand to be recognized, state name and address, and limit remarks to five minutes in accordance with board policy. Matters of a personal nature must first have been exhausted through the proper channels. The hearing of citizens shall not exceed one hour.

President closes hearing of citizens.

ANY ACTION ARISING FROM HEARING OF CITIZENS

RECESS INTO EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act and Carlstadt board policy reserve the right within the constraints of state law to sit in executive session; and
WHEREAS, there now exists a need for this board to meet in an executive session; now, therefore, be it
RESOLVED, that the Carlstadt Board of Education hold an executive session for the purpose of personnel and be it further
RESOLVED, that the public will be informed either later this evening after reconvening the public meeting; or at a future public meeting, said date is not predictable at the present time.

Motion to recess into executive session at 7:02 pm

Moved: Mr. Young **Seconded: Mrs. Hamilton**
Mr. Acanfora x Mrs. Allen x Mr. Cox --- Mrs. Hamilton x
Mr. Lopez x Mr. Offreda x Mr. Riveros x Mr. Young x
Mrs. Lahullier x

Motion to reconvene the work/regular session meeting 7:25 pm

Moved: Mrs. Hamilton **Seconded: Mr. Offreda**
Mr. Acanfora x Mrs. Allen x Mr. Cox --- Mrs. Hamilton x
Mr. Lopez x Mr. Offreda x Mr. Riveros x Mr. Young x
Mrs. Lahullier x

ADJOURNMENT:

Motion to adjournment meeting at 7:50 pm

Moved: Mr. Young Seconded: Mrs. Hamilton
Mr. Acanfora x Mrs. Allen x Mr. Cox --- Mrs. Hamilton x
Mr. Lopez x Mr. Offreda x Mr. Riveros x Mr. Young x
Mrs. Lahullier x

Respectfully Submitted,

Bert Arifaj
School Business Administrator/Board Secretary