

**MINUTES FOR REORGANIZATION**

*NOTE: Be advised that the Board may recess into executive session at anytime during the meeting.*

**OPENING:** Meeting called to order by Business Administrator/ Board Secretary at 7:01 pm

**ROLL CALL**

**Mr. Cox**   x   **Mr. Ficetola**   x   **Mrs. Hamilton**   x   **Mrs. Nunziato**   x    
**Mr. Offreda**   x   **Mr. Riveros**   x   **Mrs. Lahullier**   x  

**Superintendent Kollinok**   x   **Ms. Pepe**   x   **Mrs. Henke**   x  

**FLAG SALUTE**

**OPENING STATEMENT**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the Carlstadt Board of Education has caused notice of this meeting to be announced by having the time, date, and location and, to the extent known, the agenda of the meeting thereof, posted on the official bulletin board of this public body more than 48 hours prior to said meeting.

Further action was taken by forwarding a copy of said meeting notice more than 48 hours in advance to the following persons or newspapers:

**Office of Carlstadt Borough Clerk  
Business office of The Record, Star Ledger and The South Bergenite**

1. Megan Pepe, Business Administrator/Board Secretary reports the unofficial results of “Annual School Board Election” held on Tuesday, November 7, 2017 as follows:

Board Candidate Results:	<b>Thomas Cox</b>	<b>607</b>
	<b>Marc Christiano</b>	<b>422</b>
	<b>Susan Hamilton</b>	<b>393</b>
	<b>Lori Nunziato</b>	<b>605</b>

Note: Official election results to be certified by the Bergen County Election Division

2. Oath of Office to newly elected members:

Board Secretary, Megan Pepe, will administer the oath of office to Marc Christiano, Tom Cox, Sue Hamilton and Lori Nunziato.

The new Board of Education now consists of:

Frank Ficetola	2019
Henry Riveros	2019
Massimo Offreda	2019
Diane Lahullier	2018
Lori Nunziato	2018
Thomas Cox Jr.	2020
Susan Hamilton	2020
Marc Christiano	2020

**Roll Call**

**Mr. Christiano**   x   **Mr. Cox**   x   **Mr. Ficetola**   x   **Mrs. Hamilton**   x    
**Mrs. Lahullier**   x   **Mrs. Nunziato**   x   **Mr. Offreda**   x   **Mr. Riveros**   x  

3. Business Administrator/Board Secretary opens floor for nomination and election of president.

Election of Officers

Name           Tom Cox Jr.          

**Moved Mrs. Lahullier** **Seconded Mr. Riveros**  
**Mr. Christiano**   x   **Mr. Cox**   Abstain   **Mr. Ficetola**   x   **Mrs. Hamilton**   x    
**Mrs. Lahullier**   x   **Mrs. Nunziato**   x   **Mr. Offreda**   x   **Mr. Riveros**   x  

4. New president assumes chair.  
5. Nomination and election of vice-president.

Name           Massimo Offreda          

**Moved Mr. Lahullier** **Seconded Mr. Riveros**  
**Mr. Christiano**   x   **Mr. Cox**   x   **Mr. Ficetola**   x   **Mrs. Hamilton**   x    
**Mrs. Lahullier**   x   **Mrs. Nunziato**   x   **Mr. Offreda**   Abstain   **Mr. Riveros**   x

**REORGANIZATION RESOLUTIONS:**

1. BE IT RESOLVED by the Carlstadt Board of Education, County of Bergen, New Jersey, that the Board approves the Board Policy Manual, in accordance with Board Policy 0131 and Curriculum Guides based on New Jersey Core Curriculum Standards and Common Core Standards through December 31, 2018.

**SCHOOL BOARD MEMBER CODE OF ETHICS**

2. BE IT RESOLVED that the members of the Carlstadt Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear, public statement of its philosophy of service to the students of the district, the Board adopts the School Board Member Code of Ethics.
  - a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
  - b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
  - c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
  - d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
  - e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
  - f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
  - g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
  - h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
  - i. I will support and protect school personnel in the proper performance of their duties.
  - j. I will refer all complaints to the chief administrative officer who will act on such complaints at public meetings only after failure of an administrative solution.
3. BE IT RESOLVED by the Carlstadt Board of Education, County of Bergen, New Jersey, that the Record of Hackensack, Star Ledger of Newark, and the South Bergenite, be and are hereby designated official newspapers of this Board of Education through December 31, 2018; and, be it further

BE IT RESOLVED that the Board may, from time to time at its discretion, designate one or more of the above newspapers to publicize any legal advertisement within its scope of activities, as the occasion may arise.

4. BE IT RESOLVED by the Carlstadt Board of Education, County of Bergen, New Jersey, that the Board continues to operate under previously approved policies, order of business, Title 18A, and Robert's Rules of Order. Revised through December 31, 2018.
5. BE IT RESOLVED by the Carlstadt Board of Education, County of Bergen, New Jersey, that the Board hereby designates Valley National Bank, Wood-Ridge Branch, and the Kearny Federal Savings Bank, Wood-Ridge Branch, as the bank depositories through December 31, 2018; and be it further

BE IT RESOLVED, that, in the absence of the president, the vice-president is hereby authorized to sign checks and other legal documents with the Business Administrator/ Board Secretary and the Superintendent of Schools.

6. WHEREAS, in order to be in compliance with the State of New Jersey's adoption of P.L. 2007, c.53, An Act Concerning School District Accountability, also known as Assembly Bill 5 (A5), and the NJDOE enactment of N.J.A.C. 6A:23B-1 and pursuant to N.J.S.A.18A:11-12, in each pre-budget year the Carlstadt Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; and

WHEREAS, the Carlstadt Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and local funds; and

WHEREAS, the Carlstadt Board of Education had previously established a maximum amount for the pre-budget year 2017-2018 as \$15,000, and

WHEREAS, the Carlstadt Board of Education has expended the maximum amount for the pre-budget year to date; and

WHEREAS, the Carlstadt Board of Education has not elected to exclude travel expenditures supported by federal funds from the maximum travel expenditure amount; and

WHEREAS, the Carlstadt Board of Education has determined that the total amount of travel expenditures supported by federal funds from the school year 2017-2018 is \$4,000;

NOW, THEREFORE, BE IT RESOLVED that the Carlstadt Board of Education has determined that the maximum travel expenditure amount for the 2017-2018 school year be \$15,000 including the amount of \$4,000 supported by federal funds; and

BE IT FURTHER RESOLVED that the School Business Administrator shall track and record these costs to insure that the maximum reimbursement amount is not exceeded.

7. BE IT RESOLVED by the Carlstadt Board of Education, County of Bergen, New Jersey, that pursuant to State Law N.J.S.A. 18A:18A-5 all purchases and contracts exceeding the bid threshold of \$29,000, shall be awarded by board resolution at a public meeting including all State Contracts purchases that exceed \$29,000; therefore the Board hereby authorized purchases in excess of \$29,000 via State Contract with the vendors Apple Computer, CDWG Government, Dell Computers, Trinity 3 Technology Limited Liability.
8. Upon the recommendation of the Superintendent of Schools, the Board approved the following resolution:

NOTICE IS HEREBY GIVEN by the Carlstadt Board of Education to the residents of the Borough that: The Regular/Work Session meetings schedule of the Carlstadt Board of Education for year 2018 will be held in the Carlstadt Public School cafeteria, 550 Washington Street (Union St. entrance) commencing at 7:00 p.m. on the dates listed below:

January 8, 2018	Reorganization	July 17, 2018	Regular
January 23, 2018	Regular	September 4, 2018	Work Session
February 13, 2018	Regular	September 18, 2018	Regular
March 5, 2018	Work Session	October 1, 2018	Work Session
March 20, 2018	Regular	October 16, 2018	Regular
April 24, 2018	Regular	November 5, 2018	Work Session
May 7, 2018	Work Session	November 20, 2018	Regular
May 22, 2018	Regular	December 11, 2018	Regular
June 4, 2018	Work Session		
June 19, 2018	Regular		

This notice will be posted on the public bulletin boards in the Carlstadt Public School, the Carlstadt Municipal Building and on the Carlstadt Public School website [carlstadt.org](http://carlstadt.org). Special meetings of the Carlstadt Board of Education may be held from time to time at a time to be designated. Prior notice as required by the Open Public Meetings Act shall be given when special meetings are scheduled.

The Secretary is hereby directed to mail the meeting agenda, schedules or notices which, may be requested by any individual, group, organization or body, in accordance with Board Policy, and shall respond to such requests promptly and in accordance with the law.

9. BE IT RESOLVED by the Carlstadt Board of Education, County of Bergen, New Jersey, that pursuant to State Law N.J.S.A. 18A:22-8.1, the Board authorizes the Business Administrator and /or Superintendent to approve transfers and make payment on the bills and claims that are necessary between meetings of the Board. Such transfers and payments shall be reported to the Board, ratified and duly recorded in the minutes at a subsequent meeting of the Board but not less than monthly.

10. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Megan Pepe as Non-Qualified Purchasing Agent for the period January 1, 2018 – December 31, 2018, per Local Finance Notice 2011-15 & 2011-16 with a bid threshold of \$29,000.00.
11. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Megan Pepe as Public Agency Compliance Officer for the period January 1, 2018 through December 31, 2018.
12. Upon the recommendation of the Superintendent of Schools, the Board authorizes the Business Administrator/ Board Secretary to invest funds not immediately needed, in any authorized designated banking institution.
13. Upon the recommendation of the Superintendent of Schools, the Board designates Megan Pepe to serve, effective January 1, 2018 through December 31, 2018, as Affirmative Action Public Contracts Compliance Officer and that the said officer is directed to ensure that the correct procedures are in place so that contracts awarded by the Carlstadt Board of Education comply with Public Agency Guidelines for awarding contracts pursuant to P.L. 1975, C:127 (N.J.A.C. 17:27).
14. WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. Seq. requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised, the following appointments qualify as professional services for which the Board is not required to publicly advertise for bids in accordance with N.J.S.A. 18A:18A-5.

BE IT RESOLVED, that the following are designated as the official appointees of the Board of Education for the following services for January 1, 2018 through December 31, 2018:

Risk Management Consultants	Professional Insurance Associates 429 Hackensack Street Carlstadt NJ 07072
Broker of Record-Medical Plan	Brown & Brown Benefit Advisors 24 Arnett Avenue Suite 200 Lambertville, NJ 08530
School Physician	Dr. John Colaneri 353 Orchard Road Wyckoff, NJ 07481 \$4,000 per year
School Dentist	Dr. Frank Barbire 429 Hackensack Street Carlstadt, NJ 07072

Board Counsel	Sciarrillo, Cornell, Merlino, McKeever and Osborne, LLC 238 St. Paul Street Westfield, NJ 07090 \$165 per hour
Special Counsel for Construction	Scarinci/ Hollenbeck 1100 Valley Brook Ave Lyndhurst, NJ 07071 \$160 per hour attorneys \$ 90 per hour paralegals
Architectural Services	Robert E. Donohue 14 Main Street Madison, NJ 07940 \$130 per hour
Board Auditor	Lerch, Vinci, and Higgins 17-17 Route 208 North Fairlawn, NJ 0741 \$22,900 audit

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once as required by law, within ten (10) days of its passage, stating its nature, duration, service and amount, and that the resolution and contract are on file in the office of the Board of Education.

15. Upon the recommendation of the Superintendent of Schools, the Board approves the Organization Chart for the Carlstadt Board of Education. (attached)
16. Upon the recommendation of the Superintendent of Schools, the Board approves the following petty cash funds as outlined in Policy #6620 through December 31, 2018:

Stephen Kollinok	Superintendent	\$200.00
Megan Pepe	Bus.Admin./Bd.Sec.	\$200.00
Kenneth Foy	Principal	\$200.00

17. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Michael Deleasa as Integrated Pest Management (IPM) Coordinator and Indoor Air Quality Officer through December 31, 2018.
18. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment Ruth Polifronio as HCS/Right to Know Contact Person through December 31, 2018.

19. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Kelly Helfrich as 504 Officer through December 31, 2018.
20. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Susan Kiely, the Carlstadt Public School Social Worker, as the district’s liaison to child welfare authorities through December 31, 2018.
21. Upon the recommendation of the Superintendent of Schools, the Board approves the authorization of the Uniform minimum Chart of Accounts for New Jersey Public Schools for the period January 1, through December 31, 2018.
22. Upon the recommendation of the Superintendent of Schools, the Board approves the following companies to provide Tax Shelter Annuity salary reduction agreements for the period January 1, 2018 through December 31, 2018:

Fidelity 403(b)  
Valic 403(b)  
Lincoln Investment 403(b)  
Met Life 403(b)  
Great American 403(b)

**Moved Mrs. Lahullier**

**Seconded Mr. Ficetola**

**Mr. Christiano** \_\_x\_\_ **Mr. Cox** \_\_x\_\_ **Mr. Ficetola** \_\_x\_\_ **Mrs. Hamilton** \_\_x\_\_  
**Mrs. Lahullier** \_\_x\_\_ **Mrs. Nunziato** \_\_x\_\_ **Mr. Offreda** \_\_x\_\_ **Mr. Riveros** \_\_x\_\_

**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**



**CLOSED REORGANIZATION MEETING at 7:11 pm**

**Moved** Mr. Offreda **Seconded** Mr. Ficetola  
Mr. Christiano  Mr. Cox  Mr. Ficetola  Mrs. Hamilton   
Mrs. Lahullier  Mrs. Nunziato  Mr. Offreda  Mr. Riveros

Respectfully Submitted,

Ms. Megan S. Pepe  
School Business Administrator/Board Secretary