

MINUTES

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

OPENING - Meeting called to order by President at 7:00 pm

ROLL CALL

Mr. Christiano Mr. Ficetola Mr. Figueroa Mrs. McNeill
Mrs. Nunziato Mr. Riveros Mr. Shah 7:02 pm Mr. Offreda
Mr. Cox

Superintendent Kollinok Ms. Slamb Mrs. Henke

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**

PRESENTATIONS:

Mrs. Finley and Mrs. Mello and their class students, Sofia Benteftifa, Daniella Fragola, Eve Villarba and Alessandra Hernandez demonstrated the Makey Makey scratch music which is an electronic invention tool and toy that allows users to connect everyday objects to computer programs.

Mrs. Slamb provided an introduction for the audit presentation.

This year we are experiencing the audit a little differently than normal given the late release of the GASB 75 data from the State. I asked Andrew to come and do the presentation tonight for two reasons, the first being that the core data will not be effected by GASB 75, meaning our bottom line and the financial status of the district will not change. The second reason is

because I don't feel comfortable moving forward with the budget process without having the board aware of the financial health of the district. This provides perspective and allows for better understanding of our current state before talking about our future.

- o That being said – You will not see motions on tonight's agenda reflecting the approval of the audit for 2018 or the associated corrective action plan. I will be drafting the corrective action plan and will present that as soon as the audit is officially finalized. None of the recommendations are considered material, and all can be fixed with procedural changes. Some of the recommendations have already been addressed.

Mr. Parenti gave an overview of the audit for the year ending June 30, 2018. He commended Mrs. Slamb and the district as it was an audit with no significant findings. All prior year recommendations had been addressed and the district maintains a strong financial position.

APPROVAL OF MINUTES:	January 7, 2019	Reorganization Meeting
	January 7, 2019	Special Meeting
	January 7, 2019	Executive Session

Moved Mr. Ficetola	Seconded Mr. Offreda
Mr. Christiano <u> x </u>	Mr. Ficetola <u> x </u>
Mr. Figueroa <u> x </u>	Mrs. McNeill <u> x </u>
Mrs. Nunziato <u> x </u>	Mr. Riveros <u> x </u>
Mr. Shah <u> x </u>	Mr. Offreda <u> x </u>
Mr. Cox <u> x </u>	

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 Carlstadt Public School District continues to be in the process of preparing for this year's NJSLA administration which has taken the place of the PARCC administration. We will again stress the importance of having the student's take part in the administration of the test. Our participation numbers increased again last year over the previous year maintaining at least a 95% participation rate. We also continue to understand that it is a parental right to not have their child participate in the test administration. I will keep the Board updated continually as we move closer to the administration of the test.
2. The middle school winter concert was held on Thursday, January 17th. The 4th through grade 8 choral and instrumental students put on an excellent show

featuring both individual and group performances. Much thanks to Mrs. Mello, Mr. Garde and the classroom teachers for preparing the students for their performances.

3. The annual student/staff volleyball game took place last Friday evening. A good time was had by all those who participated.
4. The Carlstadt Public School District 2018-2019 District Goals and Superintendent's merit goals are in progress. The first quarterly digital newsletter was completed and is currently on line. The second digital newsletter is scheduled to be completed by the end of January. We continue to have plans in place to conserve the amount of copy paper purchased, reduce photocopying and reduce the amount of ink and toner purchased in the district. I am working on revising the teacher policy manual that has not been changed in quite a long time. In addition, formal observations completed by administration contain indicators and recommendations for technology integration across the curriculum.
5. As of today, we have 35 students enrolled in the Pre-Kindergarten program. These numbers are not inclusive of the pre-school disabled students. All parents have paid the first installment of the tuition.
6. There are 542 students registered in our Pre-K through Grade 8 programs as of today. We are still far below the capacity of this building should a large number of students ever register in the near future.
7. On tonight's agenda, there is a second reading of a revision to policy 5111 Eligibility of Resident/Non-Resident students. The current policy will now include 8th grade students being permitted to remain in the district if their family moves out of Carlstadt on or after June 1st of that school year. This will align with the current Kindergarten through grade 7 policy. This is a necessary move to assist the Board in the future. I have also placed for a first reading, Policy 5565, School Clearance Following Crisis Situation. This is an outstanding policy currently utilized in other school districts and recommended by Strauss Esmay, our policy provider. This policy affords the district the opportunity to be very specific regarding clearance protocols for students returning to the district after a crisis situation.
8. I had the opportunity to discuss next year's district calendars with the East Rutherford and Becton Superintendent's last Friday, January 11th. We were able to align the April break in all 3 districts. The February break continues to be different in the districts as the result of contractual and building constraints. Half days and professional days will continue to be at each district's discretion based upon need and contractual language.

9. Our next Board of Education meeting is scheduled for Tuesday, February 12th at 7:00 p.m.
10. 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 investigated since the last Board of Education meeting.

MR. COX, SO ENDS MY REPORT.

REPORT OF BUSINESS ADMINISTRATOR/BOARD SECRETARY

- Tonight at our Finance Committee meeting, in addition to the discussion of the audit, I also presented the anticipated budget calendar for 2019-2020. I have scheduled several meetings in the next two weeks with key district staff members and the admin team, to discuss priorities and needs for the coming year. The finance committee will meet on March 12th to review the tentative budget which will be under consideration by the full board at the March 19th meeting. The final Budget hearing will take place at the May 6th board meeting.
- On tonight's agenda for consideration is the approval of the district purchasing manual. This is reflective of the regulations and codes which the district is subject to and has been tailored to our schools procedures. This is a tool to ensure compliance and is often referred to during audit season. We are required to have a purchasing manual on hand, and all key staff members were trained according to this manual in the summer. I realize the email with the file came a bit late due to some technical issues that I experienced over the weekend, so if the board feels it needs additional time for review, we can table the item until the February meeting.
- I am pleased to draw your attention to the motion under personnel reflecting the recommendation of Evan Morley as the District Facility Manager. This position would replace the now vacant role of Supervisor of Building and Grounds. The job description is almost identical, however we are requiring additional licenses and certifications that we feel are important to the role and the district as a whole. Mr. Morley possesses all of the requirements reflected and brings significant experience and a bright fresh perspective to the role.
- Finally, the committee assignments which you were sent previously have been confirmed and a finalized list will be sent out tomorrow.

HEARING OF CITIZENS ON AGENDA ITEMS ONLY

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: (Mrs.Offreda)

1. Upon the recommendation of the Superintendent of Schools, the Board approves the proposed school calendar for the 2019-2020 school year.
2. Upon the recommendation of the Superintendent of Schools, the Board concurs with the attendance of Jennifer Carlin at the BPASL meeting on Wednesday, January 16, 2019 with a registration/membership fee of \$25, plus the cost of a substitute.
3. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Jennifer Caprio, Yosstina Gadalla, and Anita Alfonso at the “Responsive Small-Group Reading Instruction” workshop sponsored by Schoolwide on Friday, February 1, 2019, with a registration fee of \$119.99 each, plus the cost of substitutes.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Jackie Henderson and Kelly Helfrich at the “Intervention and Referral Service - The Next Generation” workshop sponsored by NJPSA on Wednesday, February 6, 2019, with a registration fee of \$149 each, plus the cost of a substitute.

ADDENDUM

1. Upon the recommendation of the Superintendent of Schools, the Board approves the job description of District Facility Manager.
2. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Evan Morley as District Facility Manager effective March 1, 2019 through June 30, 2019, at an annual salary of \$87,500. prorated.
3. Upon the recommendation of the Superintendent of Schools, the Board approves Magdalena Brodka as a substitute teacher for the remainder of the 2018-2019 school year, pending completion of paperwork.

Mrs. Nunziato Mr. Riveros Mr. Shah Mr. Offreda
Mr. Cox

FINANCE COMMITTEE: (Mr. Ficetola)

1. Upon the recommendation of the Superintendent of Schools, the Board approves the Board Secretary's report for the month ending December 2018 as presented pursuant to N.J.A.C. 6A:23-2:11(a), the Carlstadt Board of Education acknowledges receipt of the secretary's certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of knowledge, as of December 2018 no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2:11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
2. Upon the recommendation of the Superintendent of Schools, the Board approves the Cash Report of School Moneys for the month ending December 2018 as presented per N.J.A.C. 6A:23-2.11(c)4.
3. Upon the recommendation of the Superintendent of Schools, the Board approves the transfer of funds for the month ending December 2018 as presented in accordance with N.J.S.A. 18A:22-8.1 and 18A:22-8.2 within the adopted 2018/2019 budget.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the current bills for January 2019 as presented.
5. Upon the recommendation of the Superintendent of Schools, the Board approves the agreement with Dr. Patel for Neurological Examination for the 2018-19 school year, not to exceed \$450.00 for student ID #22930.
6. Upon the recommendation of the Superintendent of Schools, the Board approves the agreement with Region V for a OT evaluation for the 2018-19 school year not to exceed \$342.40 for student ID#22930
7. Upon the recommendation of the Superintendent of Schools, the Board approves the correction to item #3 under Finance on the January 7, 2019 meeting to read: **speech** evaluation for ID#23017.
8. Upon the recommendation of the Superintendent of Schools, the Board approves the correction to board member Jose Figueroa's term to **2019**.
9. Upon the recommendation of the Superintendent of Schools, the Board concurs with the contract with South Bergen Jointure Commission and the Carlstadt Public School to provide parent training for the 2018-19 school year for additional 5 sessions not to exceed \$637.05 for student #22860.

10. Upon the recommendation of the Superintendent of Schools, the Board approves the district's Purchasing Manual for the 2018-19 school year.

Moved Mr. Ficetola Seconded Mr. Christiano
Mr. Christiano Mr. Ficetola Mr. Figueroa Mrs. McNeill
Mrs. Nunziato Mr. Riveros Mr. Shah Mr. Offreda
Mr. Cox

UNFINISHED BUSINESS

Mrs. McNeil asked a question in regards to Mrs. Julianna Biamonte's inquiry about the district's paper initiative. Mr. Kollinok assured her that the situation had been resolved.

NEW BUSINESS

None

HEARING OF CITIZENS:

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 *(if needed)*

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 at 7:48 pm

Moved Mr. Offreda Seconded Mr. Ficetola
Mr. Christiano Mr. Ficetola Mr. Figueroa Mrs. McNeill

Mrs. Nunziato **Mr. Riveros** **Mr. Shah** **Mr. Offreda**
Mr. Cox

Motion to reconvene at 8:14 pm

Moved Mr. Riveros **Seconded Mrs. Nunziato**
Mr. Christiano **Mr. Ficetola** **Mr. Figueroa** **Mrs. McNeill**
Mrs. Nunziato **Mr. Riveros** **Mr. Shah** **Mr. Offreda**
Mr. Cox

ADJOURNMENT:

Motion to adjourn meeting at 8:15 pm

Moved Mr. Riveros **Seconded Mr. Offreda**
Mr. Christiano **Mr. Ficetola** **Mr. Figueroa** **Mrs. McNeill**
Mrs. Nunziato **Mr. Riveros** **Mr. Shah** **Mr. Offreda**
Mr. Cox

Respectfully Submitted,

Megan S. Slamb
School Business Administrator / Board Secretary