

**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. Acanfora   x   Mr. Ficotola   x   Mrs. Hamilton   x   Mrs. Nunziato 7:38pm  
Mr. Offreda   x   Mr. Riveros   x   Mr. Young   x   Mr. Cox   x    
Mrs. Lahullier       

Superintendent Kollinok   x   Mr. Arifaj   x   Mrs. Henke Absent

**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:**

**Charlene Peterson - NJSBA**

**APPROVAL OF MINUTES:**

**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 during the summer.

2. Our middle school band and choral students performed in the annual Spring concert on May 23<sup>rd</sup>. The performances by the students were excellent. Much thanks to the students, Mrs. Mello and Mr. Garde for the wonderful performance.
3. Our Robotics Club participated in a Drone competition in the gymnasium at Becton High School last Wednesday, May 31, 2017.
4. We currently have 13 registrations for next year's Pre-K. I will keep the Board updated regarding the decision to have one or two sessions next year. We usually make a final determination regarding this program based on the number of registrants towards the end of the school year or early in the summer. We start to look at two sections once we arrive at 25 students. Just a note, we currently have 22 in our Pre-K program. Our projected Kindergarten enrollment for next year now stands at 46.
5. Much thanks to our administrative team for the time that was spent interviewing the very large number of applicants for the open positions that were advertised. I have recommended the 2 candidates that have been placed on tonight's agenda for your consideration and approval.
6. The PTA sponsored talent show was held last Friday, June 2<sup>nd</sup> 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.
7. The Kindergarten orientation was held today for the children and parents. Much thanks to the teachers, 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 Pre-Kindergarten orientation will be held this Thursday at 9:30 a.m.
8. This year marks our 151<sup>th</sup> Annual Picnic for the children in Carlstadt. The date has been set for Saturday June 17, 2017.
9. The 8<sup>th</sup> Grade Buffet is scheduled for next Wednesday, June 14<sup>th</sup> at 6:30 p.m. here in the cafeteria.
10. The Recycling Awards will be held on Monday, June 19<sup>th</sup> at 6:00 p.m. at Boro Hall.
11. The 8<sup>th</sup> grade graduation is scheduled for Wednesday, June 21, 2017. Graduation will again be held in Gym "B". This will not interfere with Becton's graduation which is being held on Monday, June 19<sup>th</sup>.

12. 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 two incidents investigated since the last Board of Education Meeting. None of the two resulted in Harassment, Intimidation or Bullying.
13. 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 5, 2017, we did not have any reportable violence, vandalism, weapons or substance offenses. The Carlstadt Public School District has had 5 HIB cases investigated since December 23, 2016, 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 6 reported incidents for the 2016-2017 school year. One out of those 6 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. Please go online and complete your section of the CSA evaluation. The process needs to be completed prior to July 1.
2. The candidate information and petition for November school election can be found on the district's website.
3. I have had discussions with our architect, Robert Donahue, and he informed me that Alimi Brothers and All-Ply have been on site in preparation of the brick replacement and roof projects. Summer construction is scheduled to start June 26, 2017.
4. The additional district security work is progressing in a timely manner. I have been told that the work should be completed by the end of the week.

Mrs. Lahullier so ends my report.

#### **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: (Mr. Ficetola)**

1. Upon the recommendation of the Superintendent of Schools, the Board approves advancement on the salary guide for the 2017-18 school year for Janet Finizio from BA+15 Step D, \$55,251 to MA+15 Step E, \$67,313.
2. Upon the recommendation of the Superintendent of Schools, the Board approves the Grade assignment of Caitlin Sobota to Grades 5-8 LA Special Education.
3. Upon the recommendation of the Superintendent of Schools, the Board approves the Addendum to the Employment Contract for Stephen Kollinok, Superintendent, Carlstadt School District, for the period from July 1, 2017 through June 30, 2020.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the job title change for Diana Silva from “Supervisor of Special Services” to “Director of Special Services”.
5. Upon the recommendation of the Superintendent of Schools, the Board accepts, with regret, the resignation of Bhamini Shah, Teacher Aide (OOD), effective June 30, 2017.
6. Upon the recommendation of the Superintendent of Schools, the Board approves Christina Mitas as a substitute teacher for the 2017-2018 school year, pending completion of all paperwork.
7. Upon the recommendation of the Superintendent of Schools, the Board approves Maria Garcia as a substitute teacher for the 2017-2018 school year, pending completion of all paperwork.

### **ADDENDUM**

### **INSTRUCTIONAL/PERSONNEL COMMITTEE: (Mr. Young)**

1. Upon the recommendation of the Superintendent of Schools, the Board approves the evidence of attainment of the 2016-2017 Merit Bonus Goals for Bert Arifaj, Business Administrator, as outlined below:

<b>QUALITATIVE GOAL #1</b>	<b>PERCENTAGE 2.50%</b>	<b>DOLLAR VALUE</b>
<b>\$3,112.00</b>		

**APPROVED GOAL STATEMENT:**

The School Business Administrator/Board Secretary will become a Qualified Purchasing Agent (QPA) by June 2017. The merit pay is contingent upon obtaining the QPA designation, and upon issuance of this certification to the BA/BS.

**EVIDENCE OF ATTAINMENT:**

The purchasing agent shall be assigned the authority, responsibility, and accountability for the purchasing activity for the contracting unit, to prepare public advertising for bids and to receive bids for the provision or performance of goods or services and to award contracts. I was pleased to inform the Board that my application for a Qualified Purchasing Agent Certificate has been approved by the State of New Jersey Department of Community Affairs. Attached is my QPA certificate. The certificate was issued to me in recognition of having met the professional and educational qualifications.

<b>QUANTITATIVE GOAL #1</b>	<b>PERCENTAGE 3.33%</b>	<b>DOLLAR VALUE</b>
<b>\$4,145.00</b>		

**APPROVED GOAL STATEMENT:**

The Carlstadt Public School district's Emergency Management Operations Manual is revised on an annual basis. The June 2017 goal will result in additional upgrades to the existing light fixtures in the Carlstadt Public School and the replacement of 50% of the existing analog cameras to state of the art IP cameras. This project will assist with both building security and surveillance. It will improve security by enabling every administrator to have the capability of viewing live cameras both inside and outside of the building. It will create a faster response time should and incident occur. This goal will require meetings with the appropriate personnel and school safety committee throughout the 2016-17 school year regarding the ongoing security project. These security measures will be added to the language in the existing Emergency Manual and will be submitted to the staff members and Bergen County Superintendent of Schools.

**EVIDENCE OF ATTAINMENT:**

This was a comprehensive and time consuming goal. The Business Administrator, 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 Business Administrator 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

replacement and additional IP cameras was also discussed in detail and involved several individuals including administration, police and installers. All cameras are up and running improving the security by enabling every administrator to have the capability of viewing live cameras both inside and outside of the building. Also, it will create a faster response time should an incident occur. The information will be 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.

**Moved** Mr. Ficetola                                  **Seconded** Mr. Young  
**Mr. Acanfora**   x   **Mr. Ficetola**   x   **Mrs. Hamilton**   x   **Mrs. Nunziato**   x    
**Mr. Offreda**   x   **Mr. Riveros**   x   **Mr. Young**   x   **Mr. Cox**   x    
**Mrs. Lahullier**   x  

**ADDENDUM #1**

1. Upon the recommendation of the Carlstadt Board of Education, the Board accepts the resignation of Bert Arifaj, Business Administor/Board Secretary, effective July 1, 2017.

**Moved** Mr. Ficetola                                  **Seconded** Mr. Young  
**Mr. Acanfora**   x   **Mr. Ficetola**   x   **Mrs. Hamilton**   x   **Mrs. Nunziato**   x    
**Mr. Offreda**   x   **Mr. Riveros**   x   **Mr. Young**   x   **Mr. Cox**   x    
**Mrs. Lahullier**   x  

**ADDENDUM #2**

1. Upon the recommendation of the Superintendent of Schools, the Board approves the requirement of physical education uniforms to be worn by all Carlstadt Public School 5<sup>th</sup> graders, effective September 1, 2017.

**Moved** Mr. Ficetola                                  **Seconded** Mr. Young  
**Mr. Acanfora**   x   **Mr. Ficetola**   x   **Mrs. Hamilton**   x   **Mrs. Nunziato**   x    
**Mr. Offreda**   x   **Mr. Riveros**   x   **Mr. Young**   x   **Mr. Cox**   x    
**Mrs. Lahullier**   No  

**ADDENDUM #3**

1. Upon the recommendation of the Superintendent of Schools, the Board approves the 8<sup>th</sup> grade trip to Boston, Massachusetts.

**Moved** Mr. Ficetola                                  **Seconded** Mr. Young  
**Mr. Acanfora**   x   **Mr. Ficetola**   x   **Mrs. Hamilton**   x   **Mrs. Nunziato**   x    
**Mr. Offreda**   x   **Mr. Riveros**   x   **Mr. Young**   x   **Mr. Cox**   x    
**Mrs. Lahullier**   x

**LEGISLATIVE/POLICY COMMITTEE: (Mr. Acanfora)**

1. Upon the recommendation of the Superintendent of Schools, the Board approves on first reading the following Policy:

Policy-Revised (M)	#P1240	Evaluation of Superintendent
Regulation-Revised (M)	#R1240	Evaluation of Superintendent
Policy (New)	#P1511	Board of Education Website Accessibility
Policy-Revised	#P3126	District Mentoring Program
Regulation- Revised	#R3126	District Mentoring Program
Policy-Revised (M)	#P3221	Evaluation of Teachers
Regulation-Revised (M)	#R3221	Evaluation of Teachers
Policy-Revised (M)	#P3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
Regulation-Revised (M)	#R3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
Policy-Revised (M)	#P3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
Regulation-Revised (M)	#R3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
Policy-Revised (M)	#P3224	Evaluation of Principals, Vice Principals and Assistant Principals
Regulation-Revised (M)	#R3224	Evaluation of Principals, Vice Principals and Assistant Principals
Policy- Revised (M)	#P3240	Professional Development for Teachers and School Leaders
Regulation-Revised (M)	#R3240	Professional Development for Teachers and School Leaders
Policy- Revised (M)	#P5610	Suspension
Regulation-Revised (M)	#R5610	Suspension





4. Upon the recommendation of the Superintendent of Schools, the Board approves the Annual Software Licensing, Maintenance & Support Agreement with CC Productions., for the Carlstadt School Cafeteria operating system at a cost of \$1,982.00 for the 2017-2018 school year.
5. Upon the recommendation of the Superintendent of Schools, the Board approves the renewal of the Accident and Health policy for the 2017-2018 school year through Professional Insurance Associates.
6. Upon the recommendation of the Superintendent of Schools, the Carlstadt Board of Education approves annual contract with Seacliff Educational Solutions for Software Licenses Agreement for Curriculum Plan Subscription in the amount of \$1,750 for the 2017-2018 school year.
7. Upon the recommendation of the Superintendent of Schools, the Board approves the resolution to transfer Current Year Surplus, as follows:

**Transfer of Current Year Surplus to Reserve**

**WHEREAS**, NJSA 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the commissioner of education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

**WHEREAS**, the Carlstadt Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, subject to the verification upon completion of the Audit, and

**WHEREAS**, the Carlstadt Board of Education has determined that an amount not to exceed \$200,000 is available for such purpose of transfer, and

**WHEREAS**, the Carlstadt Board of Education will not exceed maximum allowable amount defined by the district's M-1 Form to be transferred to the Maintenance Reserve Account, and

**WHEREAS**, the Carlstadt Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, subject to the verification upon completion of the Audit, and

**WHEREAS**, the Carlstadt Board of Education wishes to transfer the remaining monies above the 2% cap in surplus into the Capital Reserve, and

**WHEREAS**, the Carlstadt Board of Education will not exceed the maximum allowable amount defined by the district's Long Range Facilities Plan to be transferred to the Capital Reserve Account, and

**NOW THEREFORE BE IT RESOLVED**, by the Carlstadt Board of Education that it hereby authorizes the district's School Business Administrator to make these transfers consistent with all applicable laws and regulations.

8. Upon the recommendation of the Superintendent of Schools, the Board appropriates \$114,067 (Extraordinary Aid) to increase the following:
- |                   |                            |
|-------------------|----------------------------|
| 11-000-216-320-02 | Other Support Serv         |
| \$26,000          |                            |
| 11-000-221-104-00 | Salaries-Curriculum Devel. |
| \$15,000          |                            |
| 11-000-270-515-00 | Transportation             |
| \$15,000          |                            |
| 11-000-291-290-00 | Other Employee Benefits    |
| \$16,414          |                            |
| 11-120-100-101-00 | Salaries-Gr 1-5            |
| \$21,000          |                            |
| 11-130-100-101-02 | Curriculum Devel.          |
| \$4,000           |                            |
| 11-190-100-610-00 | Supplies-District          |
| \$10,000          |                            |
| 11-190-100-610-01 | Computer Equipment         |
| \$10,000          |                            |

Pursuant to N.J.A.C. 6A:23-2.11(d), the appropriation of these extraordinary aid amounts do not require approval from the Commissioner of Education.

9. Upon the recommendation of the Superintendent, the Board approves Pursuant to PL 2015, Chapter 47 the Carlstadt Board of Education intends to renew, award, or permit to expire the contracts previously award by the Board of Education. These contracts are, and have been in full compliance with all state and federal statutes and regulations, in particular, New Jersey Title 18A: 18. et seq., N.J.A.C. Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200. Compliance with new contracts not listed will be available for review in the business office prior to board action.
10. Upon the recommendation of the Superintendent of Schools, the Board designates Brown & Brown Benefit Advisors as the Broker of Record for the Carlstadt Medical and Prescription Plans for the period July 2017-June 2018.
11. Upon the recommendation of the Superintendent of Schools, the Board accepts the one year renewal with Horizon as the medical and prescription carrier for 2017-2018 school year with a 9.5% increase in medical rates and a 7% increase in prescription rates.



