

MINUTES

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

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

ROLL CALL

Mr. Acanfora x Mr. Cox x Mr. Ficetola x Mrs. Hamilton Absent
Mr. Lopez Absent Mr. Offreda x Mr. Riveros 7:05 Mr. Young Absent
Mrs. Lahullier x
Superintendent Kollinok x Mr. Arifaj 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

PRESENTATIONS: Ms. Donna Japhet - Audit
Lerch, Vinci and Higgins

Ms. Donna Japhet gave an overview of the Audit for year ending June 30, 2016. She commended Mr. Arifaj and the district as it was an audit with no significant findings. All prior year recommendations had been addressed and the district continues to make strides toward financial stability.

APPROVAL OF MINUTES: November 7, 2016 Work Session Meeting

Moved: Mr. Riveros Seconded Mr. Cox
Mr. Acanfora x Mr. Cox x Mr. Ficetola x Mrs. Hamilton —
Mr. Lopez — Mr. Offreda x Mr. Riveros x Mr. Young —
Mrs. Lahullier x

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. We held two re-registration dates for students on November 17th and yesterday, November 22nd from 1 through 7 pm on both dates. We had the large majority of families bring the necessary documentation during those times. We are going to stay on top of the few remaining hold outs and require that they submit the necessary information as soon as possible.
2. I have an update on the situation that was reported by a parent at our last meeting. The incident occurred at the beginning of the drop-off. The other driver had not yet dropped of their child and was moving forward in the drop-off area. I know that it was mentioned by one of our BOE members to possibly look into portable speed bumps. I had mentioned this to Bert and I would like him to fill you in on some information that he had heard at one of his meetings,
3. 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 where it was determined that Harassment, Intimidation and/or Bullying occurred. We did however, have 1 case that was determined to be bullying in my report at the last meeting now having been reviewed and changed to conflict thus negating the bullying report. This revisiting of a previous bullying report is permitted as per statute.

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. I would like to congratulate Mr. Frank Ficaretola, Mr. Massimo Offreda and Mr. Henry Riveros on winning the election. Just a reminder that all new Board members must complete a criminal background check and undergo fingerprinting to be in compliance with the law. Also, NJSBA offers new board members orientation.

2. Mr. Kollinok and I had the exit interview with the auditors for the year ended June 30, 2016. Donna Japhet presented the financials to the full board tonight. She was happy with our progress as all the previous recommendations had been addressed and no other significant financial deficiencies were found.
3. I have collected the necessary information to complete the District Report of Transported Students and it has been submitted.
4. I have had discussions with our architect, Robert Donahue, and he informed me that he met in the field with a roofing rep to discuss some roof details and he received the project applications which he will submit to the DOE.
5. Since winter is quickly approaching, we will again be looking to a shared service with the school district and the town regarding plowing and salting of our drop off areas and parking lots.

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 extension of an unpaid maternity leave of absence to Jessica Nilsen, from January 30, 2017 through June 30, 2017, with an intended return date of September 1, 2017.
2. Upon the recommendation of the Superintendent of Schools, the Board accepts, with regret, the resignation of Judy Powers, Teacher Aide, effective January 1, 2017.

The following motion #3 was tabled:

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

3. Upon the recommendation of the Superintendent of Schools, the Board approves Judy Powers as a substitute teacher aide for the 2016-2017 school year, pending completion of all paperwork.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Diane Kohli at the workshop “Asking Better Questions”, sponsored by Northern Valley Curriculum Center on Friday, December 2, 2016, in Demarest, with a registration fee of \$175 plus the cost of a substitute.
5. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Maura Barrett at the workshop “Designing Effective Conferences”, sponsored by Northern Valley Curriculum Center on Tuesday, February 28, 2017, with a registration fee of \$175 plus the cost of a substitute.
6. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance at NJASA TECHSPO Conference, January 26 - 27, 2017, for Stephen Kollinok, Bert Arifaj, Allison Evans and Janet Olsson with a registration cost of \$425 each and approval for one night stay at Harrah’s at a cost of \$99 per room, for a total cost of \$2,096, plus travel and meals.

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

LEGISLATIVE/POLICY COMMITTEE: (Mr. Offreda)

1. Upon the recommendation of the Superintendent of Schools, the Board approves on second reading the following Policy:
Policy-New #P2415.30 Title I – Educational Stability for Children in Foster Care (M)

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

BUILDING/ GROUNDS/HISTORICAL COMMITTEE: (Mr. Cox) N/A

FINANCE COMMITTEE: (Mrs. Hamilton)

1. Upon the recommendation of the Superintendent of Schools, the Board approves the current bills for November 2016 as presented.
2. Upon recommendation of the Superintendent of Schools, the Board approve/accept the 2015-2016 Audit/Comprehensive Annual Financial Report (CAFR).
3. Upon recommendation of the Superintendent of Schools, the Board approve/accept the 2015-2016 School Audit Recommendations/Auditors Management Report.
4. Upon recommendation of the Superintendent of Schools, the Board approve/accept the 2015-2016 Audit Synopsis.
5. Upon recommendation of the Superintendent of Schools, the Board approve/accept the 2015-2016 School Audit Recommendation Corrective Action Plan.

Moved: Mr. Cox

Seconded Mr. Riveros

Mr. Acanfora Mr. Cox Mr. Ficletola Mrs. Hamilton
Mr. Lopez Mr. Offreda Mr. Riveros Mr. Young
Mrs. Lahullier

ADDENDUM

1. WHEREAS, the Carlstadt Board of Education needs legal services for construction and other procurement matters; and

WHEREAS, NJSA 18:18A-5 requires that a resolution authorizing the contracting of a Professional Service without competitive bidding be adopted; and

WHEREAS, the firm of Scarinci Hollenbeck submitted a proposal to serve as Construction Counsel for the Board at the hourly rates of \$160 for attorneys and \$90 for paralegals.

NOW, THEREFORE, BE IT RESOLVED that the Carlstadt Board of Education appoints Scarinci Hollenbeck as Special Counsel for Construction at the hourly rates noted above for the period from now through the Board's re-organization meeting in 2017.

Moved: Mr. Cox
Mr. Acanfora x Mr. Cox x Mr. Ficetola x Mrs. Hamilton —
Mr. Lopez — Mr. Offreda x Mr. Riveros x Mr. Young —
Mrs. Lahullier x Seconded Mr. Riveros

UNFINISHED BUSINESS None

NEW BUSINESS

Mr. Riveros questioned the re-registration process and if we were cross checking the addresses. Mr. Kollinok assured that the school cross checks all addresses.

Mrs. Lahullier advised that the Bergen County School Board Meeting will be held on December 6, 2016 at the Holiday Inn in Hasbrouck Heights. Check the website for more information.

Mrs. Lahullier and Mr. Young attended the NJSB Board of Directors meeting in Trenton.

Mr. Kollinok asked the Board to consider looking into the hourly rate for the substitute teacher aides. Mr. Kollinok will compile information from other districts and advise at the next Board Meeting.

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 litigation 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 7:10 pm

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

Motion to reconvene the work/regular session meeting at 7:18 pm

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

ADJOURNMENT:

Motion to adjournment meeting at 7:41 pm

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

Respectfully Submitted,

Bert Arifaj
School Business Administrator/Board Secretary