

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 7:00 pm

ROLL CALL

Mr. Christiano Mr. Ficetola Mrs. Hamilton Mrs. Lahullier
Mrs. McNeill Mrs. Nunziato Mr. Riveros Mr. Offreda
Mr. Cox

Superintendent Kollinok Ms. Pepe 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: Diana Silva and Comprehensive Review of
Stephen Kollinok Special Education Program

Ms. Silva gave a brief overview of the Special Education Department.

Comprehensive Review of Special Education Department

1. *Introduction and Purpose*

During the 2017-2018 school year, the Director of Special Education conducted an extensive evaluation of the special education department, including programs and services. The overall focus of this review was to gain a greater understanding of the current status of special

education programs and services within the district; identify the strengths of the existing programming; and determine what issues need to be addressed to enhance current programming.

2. Findings

Program Strengths

Through this in depth review, many program strengths have been identified. An inventory of curricular programs, assessment techniques and instructional methodologies was conducted to ensure there is consistency and fidelity of implementation throughout the program. Instructionally, teachers utilize a center based instruction model (CBI) to target skill deficits. CBI is a research based instructional strategy that leads to increased student achievement. From an assessment standpoint, teachers aim to triangulate their assessment data to inform instruction. Our department is using multiple data measures including both formative and summative techniques.

Teachers have been afforded the opportunity to attend comprehensive professional development in Readers & Writers Workshop, Linkit, and Aimsweb Curriculum Based Measures. All trainings are followed up with subsequent consultation with the Director of Special Education and/or Literacy Consultant, to ensure implementation fidelity and success. Both teachers and paraprofessionals work closely with the district behaviorist where they have learned to implement classroom wide and individual behavior management strategies. Paraprofessionals are assets to our district. Under the direction of the teacher, they provide supplemental support and administer assessments in the general and special education classrooms.

Parents and CPS teachers were surveyed through Google forms and paper based questionnaires. The results indicate that the Special Education Department values teamwork and collaboration. Additionally, they do an excellent job to clarify the IEP process, document parent concerns, provide linkage to outside agencies, and encourage education & participation in the decision making process.

Extended School Year is provided to students to assist with the maintenance of their IEP goals and objectives.

APPROVAL OF MINUTES: May 7, 2018 Regular Meeting

Moved Mrs. Lahullier Seconded Mrs. Hamilton
Mr. Christiano x Mr. Ficetola x Mrs. Hamilton x Mrs. Lahullier x
Mrs. McNeill x Mrs. Nunziato --- Mr. Riveros Abstain Mr. Offreda x
Mr. Cox 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. All make-ups for PARCC testing have been completed. As stated previously, I am happy to announce that we had 96% of our eligible students participate in the test which is the same percentage as last year. The 5th grade students took the Science State Assessment yesterday and today. The 8th grade students will be taking their Science Assessment tomorrow and Thursday.
2. We have completed phase three of our building security plan and are very pleased with how everything has come together. These security enhancements will again assist with our overall security plan.
3. Ms. Silva and I discussed the evaluation of the special education programs with the Board tonight. Tonight, we shared a PowerPoint summary of the evaluation. The actual report is approximately 70 pages and is available for your review upon request. The report details the strengths, programs and issues that impact the delivery of services to special needs students.
4. We currently have 35 registrations for next year's Pre-K. This number is inclusive of 6 Pre-school disabled students. It is looking as though we are going to run two sections of pre-K during the 2018-2019 school 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.
5. The district's Art show is going to be held tomorrow night from 6-8 pm on the second floor. There is going to be a tremendous amount of projects for all attendees to see. I highly recommend this worthwhile show to everyone. A special thank you to Mandy Colangelo, school staff and administration for putting all of this together.
6. This year marks our 152nd Annual Picnic for the children in Carlstadt. The date has been set for Saturday June 23, 2018.
7. We will be holding a technology get together for Carlstadt Senior citizens on Tuesday, June 5, 2018 at 1:00 pm. in computer 213A. A survey was sent to the seniors asking them about technology topics that they might be interested in learning about. Much thanks to Allie Evans and Janet Olsson for taking charge of this community outreach.

8. The 8th grade graduation is scheduled for Tuesday June 26, 2018. Graduation will again be held in Gym “B”. This will not interfere with Becton’s graduation which is being held on Wednesday, June 20th.
9. 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

- We held the “Kick Off” meeting for the Façade Project yesterday and have scheduled the kick off meeting for the Roof Project for the 31st. Both projects will begin on June 27th following the end of the school year.
- The buildings and grounds committee met this evening to discuss the district’s list of pending projects and had the opportunity to discuss these projects with the district architect. This was done in an effort to prioritize and plan for the items that need addressing. The most pressing issue at this time is the condition of the building pipes and the concerns regarding corrosion. Now that heating season has ended, we have had the opportunity to cut away insulation and better assess the system. We are working on a plan of action to remediate all of the affected areas.
- The Building’s and Grounds committee also discussed the Lincoln School Bell and the options for its display. After considering all options, and with the professional opinion of Weir Welding and the district architect, the committee is recommending that the bell be displayed in the front of the school. The bell will be treated to protect its structural integrity and bricks from Lincoln School will be utilized to build the monument.

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. Lahullier)

1. Upon the recommendation of the Superintendent of Schools, the Board approves to grant tenure to Allison Evans, Director of Curriculum and Instruction, effective the first day of her attendance after July 1, 2018.
2. Upon the recommendation of the Superintendent of Schools, the Board accepts, with regret, the resignation of Amanda Colangelo, Art teacher, effective June 30, 2018.
3. Upon the recommendation of the Superintendent of Schools, the Board approves salary guide placement for tenured staff for the 2018-19 school year; and further that the names and salary/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 salary guide placement for non-tenured staff for the 2018-19 school year; and further that the names and salary/guide placement be shown in the official minute book of the Board (per attached).
5. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Denise Stoltz as a special education teacher aide up to 27.5 hours weekly (.79) starting September 1, 2018 through June 30, 2019, Step B, of the Teacher Aide Salary Guide pro-rated for contracted work period \$20,925. This amount will be adjusted upon approval of the 2018-2019 negotiated agreement.
6. Upon the recommendation of the Superintendent of Schools, the Board approves summer hours for all full-time secretaries 8:00 a.m. to 3:30 p.m. with a 30 minute lunch, effective Friday, June 29, 2018.
7. Upon the recommendation of the Superintendent of Schools, the Board approves hiring three custodial assistants for this summer beginning Tuesday, July 1, 2018 and working a maximum of eight weeks at hourly minimum wage.
8. Upon the recommendation of the Superintendent of Schools, the Board approves Susan Cabri as a substitute teacher for the 2017-2018 school year, pending completion of all paperwork.
9. Upon the recommendation of the Superintendent of Schools, the Board approves Robert Vasak as a substitute teacher for the 2017-2018 school year, pending completion of all paperwork.
10. Upon the recommendation of the Superintendent of Schools, the Board approves Michael Skeahan as a substitute teacher for the 2017-2018 school year, pending completion of all paperwork.
11. Upon the recommendation of the Superintendent of Schools, the Board approves Michael Skeahan as a substitute custodian for the 2017-2018 school year, pending completion of all paperwork.

management company for the 2018-2019 school year according to the management fees and guarantees as follows:

MANAGEMENT FEE(S) / GUARANTEES

1) Management Fee:

The Food Service Management Company shall receive, in addition to the costs of operation, a management fee of \$32,000 to compensate the Food Service Management Company for management costs. This fee shall be billed in 10 monthly installments of \$3200 per month as a cost of operation from September 1, 2018 to June 30, 2019. The School Food Authority guarantees the payment of such costs and fee to the Food Service Management Company.

And

A per meal management fee shall apply to all special function and/or vended meals receipts deposited in the Local Education Agency's account. Special function and vended meals receipts deposited into the Local Education Agency's account shall be divided by \$1.00 to arrive at a meal equivalent. The fee charged for special function and vended meals will be \$.09 per meal equivalent.

2) Guarantee

RETURN (PROFIT)

The Food Service Management Company guarantees that the bottom line on the operational financial report for the current school year will be a profit of \$32,000. If the actual bottom line is below this amount, the Food Service Management Company will subsidize the bottom line in an amount not to exceed 100 percent (100%) of the FSMC's annual \$32,000 Fee. The FSMC reserves the right to recover any such reimbursement made during the current contract year from that year's profit on a monthly basis.

3) Guarantee Conditions

The guarantees are contingent upon the requirements stated below.

- i. Adoption of Proposed Student and Faculty Price List
- ii. The number of serving day for lunch is as stated in the proposed budget:
Elementary – 170 Middle School - 170
- iii. The number of serving day for breakfast is as stated in the proposed budget:
Elementary – 170 Middle School - 170
- iv. Reimbursement rates for the current year are not less than previous year.
- v. Value of USDA donated food for the current year are not less than previous year.
- vi. Enrollment remains constant
- vii. No significant changes in the State of New Jersey or Federal regulations that adversely affect sales, participation, and the economic efficiency of the food service program
- viii. School Food Authority is responsible for kitchen equipment maintenance and repair, small wares purchases, cleaning of floors in dining room and kitchen area and cleaning of exhaust system and hood
- ix. All equipment is in working order to properly facilitate school nutrition program.
- x. No change in school policy that significantly affects operating expenses
- xi. The School Food Authority maintains the offer versus serve policy.
- xii. The Food Service Management Company will be held harmless in the event of any labor stoppage within the SFA.
- xiii. The School Food Authority will continue a closed lunch policy.

- xiv. Changes in Districts policies, practices and service requirements, including but not limited to, changes in bell schedules, meal service periods or proposed staffing, will result in an appropriate adjustment.
- xv. Changes in legislation, regulations, reimbursement rates, meal components and quantities required by the National School Lunch Act, the National School Lunch Program will affect the guarantee.
- xvi. The state or federal minimum wage rate and taxes in effect as of date of the proposed budget shall remain consistent throughout the year.
- xvii. Vendor prices shall remain constant throughout the year.
- xviii. The number of participating health insurance participants does not exceed the level of participation a stated in the RFP.
- xix. Total number of school sites qualified for severe need reimbursement shall be as stated in the RFP.
- xx. Special function sales shall remain at or exceed the levels of the previous year.
- xxi. In the event of an increase in wages or fringe benefits payable to FSMC's employees as a result of unionizations, the guarantee shall from the date of increase in wages or fringe benefits be adjusted by the actual increase in wage rates and fringe benefits.
- xxii. There shall be no competitive sales during all service hours.
- xxiii. Ala carte sales shall be permitted at all locations for the term of the contract.
- xxiv. The SFA shall not inhibit FSMC from being able to sell any ala carte item meeting USDA smart snack standards.
- xxv. FSMC shall commence all vending operations and ala carte and snack programs on the first day of the school year and shall continue said operations until the last day of the school year.

- 10.** Upon recommendation of the Superintendent of Schools, the Board approves the renewal with software support contract with Computer Solutions, Inc. for the 2018-2019 school year at an annual cost of \$7,620.
- 11.** Upon the recommendation of the Superintendent of Schools, the Board concurs with the contract to receive student ID#22934 to attend the Carlstadt Public School with the Lodi Board of Education pro-rated for the 2018-19 School Year in the amount of \$9,399.
- 12.** Upon the recommendation of the Superintendent of Schools, the Board concurs the contract to receive student ID#22933 to attend the Carlstadt Public School with the Lodi Board of Education pro-rated for the 2018-19 School Year in the amount of \$10,100.40.
- 13.** Upon the recommendation of the Superintendent of Schools, the Board concurs with the contract to receive student ID#22932 to attend the Carlstadt Public School with the Lodi Board of Education pro-rated for the 2018-19 School Year in the amount of \$9,859.80.
- 14.** Upon the recommendation of the Superintendent of Schools, the Board approves the renewal of the Honeywell Service Agreement, Inc. for the 2018-2019 school year at an annual cost of \$1,300
- 15.** Upon the recommendation of the Superintendent of Schools, the Board approves the contract with Fire and Security Technologies for the 2018-2019 school year for inspection/testing and annual maintenance of the fire alarm system and all attached

Motion to adjourn meeting at 7:46 pm

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

Respectfully Submitted,

Megan S. Pepe
School Board Administrator/Board Secretary