

**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 7:01 pm

**ROLL CALL**

Mr. Christiano   x   Mr. Ficetola   x   Mrs. Hamilton  Absent   
Mrs. Lahullier   x   Mrs. Nunziato  Absent  Mr. Riveros  7:15 pm   
Mr. Offreda   x   Mr. Cox   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

The Board members noted that they had reviewed and considered election of Officers to serve at the pleasure of the Board. Based on this review and consideration by the Board Members of potential candidates for office, the following resolution was unanimously adopted:

**RESOLVED**, that the following individual was duly nominated and elected to serve as an Officer of the Carlstadt Board as described:

Maria McNeill

**ROLL CALL**

Mr. Christiano  Yes  Mr. Ficetola  Yes  Mrs. Hamilton  ---   
Mrs. Lahullier  Yes  Mrs. Nunziato  ---  Mr. Riveros  ---   
Mr. Offreda  Yes  Mr. Cox  Yes 

Yes 5-0

The Board appoints Maria McNeill to the vacant Board Member seat through the Board Reorganization on January 2019, pending completion of the mandated fingerprinting/criminal background.

The Board Secretary, Megan Pepe administered the oath of office to Mrs. Maria McNeill.

**PRESENTATIONS:**           None

**APPROVAL OF MINUTES:**           January 23, 2018     Regular Meeting  
  January 23, 2018     Executive Meeting

Moved Mrs. Lahullier   Seconded Mr. Offreda  
Mr. Christiano   x   Mr. Ficetola   x   Mrs. Hamilton   ---   Mrs. Lahullier   x    
Mrs. Nunziato   ---   Mr. Riveros   ---   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.     As I have stated previously, the Carlstadt Public School District has been in the process of preparing for this year's PARCC administration. We will again stress the importance of having the student's take part in the administration of the test. However, 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.     Janet, Megan and I have continued to have discussions with security companies to discuss and put additional plans in place to enhance the safety of our school district. We are in phase three of our plan and will have everything completed before the end of this school year. We will continue to set up meetings in the very near future to discuss the various options that are available to the district and the time lines and plans that it will take to accomplish these goals. The Board will be kept informed of the plans so they can be involved in all decision making.
  
3.     Some of you may be aware of the coverage that our district received after the article came out after my interview with The Record regarding prohibiting snacks in the classrooms. Of course, if anyone read the article in its entirety it made reference to not allowing food in school for birthdays and special occasions. I am expecting additional coverage since once an article makes it way to the internet, it is there for everyone to read and ask additional questions. I will tell the Board that we have received no pushback from the families that attend our school.

4. Annually, we discuss the cost of our Pre-K program. We currently charge 1750.00 for in-district students and 2500.00 for out-of-district students. We last raised the tuition during the 2013-2014 school year. We can discuss during old business if the Board would like to keep the amount status quo or look to increase the amount for next year. The Pre-K interest letter goes out at the end of February and the registration takes place at the end of March.
5. Ms. Silva and I will be discussing the evaluation of the special education programs with the Board at one of our meetings in March or April. We will be going to share a summary of the programs and issues that impact the delivery of services to special needs students.
6. We were scheduled to have Robotics Competition at Carlstadt Public School on Wednesday afternoon, February 7, 2018. Unfortunately it was postponed as a result of the weather conditions on that day. It is going to be re-scheduled for a day in March at our school. I will keep the Board informed regarding the date and time when they become available.
7. 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**

1. We experienced a significant leak in the lower level of the school building on 2/1/18 due to a burst pipe. The pipe in question was a main hot water supply line. Due to the severity of the leak and the nature of the repairs that needed to be made, the boiler system was shut down and school was closed on February 2<sup>nd</sup>. The cause of the leak has been identified as extensive corrosion. We have identified this issue in several locations. In the aftermath of the leak, we have coordinated evaluations of the pipes and created an action plan for a thorough review of all building pipe lines, and the remediation of areas affected by corrosion.
2. As we are all aware, there is great concern regarding this year's flu season. We in Carlstadt consider the safety and well-being of our students and staff to be the highest level of importance. That being said, we have instructed the custodial staff to extensively disinfect all desks, tables, and door handles in the building each night prior to their regularly scheduled tasks. While we cannot eliminate the risk of flu entirely, we are making every effort to minimize the risk within our walls.

3. The bid advertisements for the upcoming summer roof and brick joint projects were published this week. We will be hosting a pre-bid meeting for all potential bidders on February 27<sup>th</sup>, and the bid openings will take place on March 16<sup>th</sup>.

**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: (Mrs. Lahullier)**

1. Upon the recommendation of the Superintendent of Schools, the Board concurs with a revised Family and Medical Leave Act (FMLA) leave of absence to Christina Aiello, as of Monday, January 29, 2018 to May 4, 2018, using twenty sick days from January 29, 2018, through March 2, 2018. The Superintendent recommends the Board approve an unpaid leave of absence in accordance with New Jersey Family Leave Act (NJFLA) from May 5, 2018 through May 30, 2018, with an intended return date of May 31, 2018.
2. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Stephanie Drobb as a special education teacher aide up to 27.5 hours weekly at a date to be determined through June 30, 2018, pending completion of paperwork, on Step B, \$20,926 of the Teacher Aide Salary Guide pro-rated for contracted work period.
3. Upon the recommendation of the Superintendent of Schools, the Board accepts, with regret, the resignation of Dyan Moore, Administrative Assistant to the Superintendent of Schools, effective June 30, 2018.
4. Upon the recommendation of the Superintendent of Schools, the Board concurs with the attendance of Janet Olsson at the "2018 NJECC Annual Technology Conference", on Tuesday, January 9, 2018, sponsored by NJECC, at Montclair State University, with a registration fee of \$110.
5. Upon the recommendation of the Superintendent of Schools, the Board concurs with the attendance of Maura Barrett at the workshop "Mindful-Based Stress Reduction" workshop on Wednesday, February 7, 2018, Ramapo College, at the Krame Center of Ramapo College, with a registration fee of \$395 and a maximum reimbursement of \$200.





**FINANCE COMMITTEE: (Mrs. Hamilton)**

1. Upon the recommendation of the Superintendent of Schools, the Board approves the Board Secretary's report for the month ending January 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 January 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 January 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 January 2018 as presented in accordance with N.J.S.A. 18A:22-8.1 and 18A:22-8.2 within the adopted 2017/2018 budget.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the current bills for January and February 2018 as presented.
5. Upon the recommendation of the Superintendent of Schools, the Board concurs the Service Agreement with South Bergen Jointure Commission and the Carlstadt Public School to provide physical therapy services for the 2017-18 school year for a max of 20 sessions not to exceed \$2,160 for student #22940.
6. Upon the recommendation of the Superintendent of Schools, the Board concurs the Service Agreement with Bergen County Special Services and the Carlstadt Public School to provide audiological services for the 2017-18 school year for a max of 5sessions not to exceed \$940.00 for student #22940.
7. Upon the recommendation of the Superintendent of Schools, the Board concurs the contract for Teacher of Deaf services between the Carlstadt Public School District and the Bergen County Special Services at a rate not to exceed \$13,860 for the 2017-2018 school year for student #22940.
8. Upon the recommendation of the Superintendent of Schools, the Board concurs with the purchase of an FM Hearing System from Phonak Hearing Systems in the amount of \$2,772.32 for the 2017-18 school year for student ID#22940.
9. Upon the recommendation of the Superintendent of Schools, the Board concurs the Service Agreement with South Bergen Jointure Commission and the Carlstadt Public School to provide physical therapy services for the 2017-18 school year for a max of 20 sessions not to exceed \$2,160 for student #22941.

10. BE IT RESOLVED, that the Carlstadt Board of Education hereby authorizes Architect Robert E. Donahue to submit the Roof Replacement at Carlstadt Public School Project, NJDOE project No. 03-0740-050-18-1000, to the NJDOE for approval.
11. BE IT RESOLVED, that the Carlstadt Board of Education hereby authorizes Architect Robert E. Donahue to submit the Façade Remediation at the Carlstadt Public School Project, NJDOE project No. 03-0740-050-18-2000, to the NJDOE for approval.
12. Upon the recommendation of the Superintendent of Schools, the Board approves the submission of request to the Bergen County Superintendent for a waiver from the NJ State Education Medicaid Initiative (SEMI) for the 2018/2019 school year.
13. Upon the recommendation of the Superintendent of Schools, the Board authorizes Hillmar LLC to perform Occupational, Speech, Educational, and Psychological Evaluation for the 2017-18 school year not to exceed \$2,000 for student ID#22899.

**ADDENDUM**

1. Upon the recommendation of the Superintendent of Schools, the Board concurs with the contract for Educational Instructional services with Brookfield Educational Services and the Carlstadt Public School District for a max of 20 sessions not to exceed \$600 for the 2017-2018 school year for student #22103.
2. Upon the recommendation of the Superintendent of Schools, the Board approves the Service Agreement with South Bergen Jointure Commission and the Carlstadt Public School to provide physical therapy services for the 2017-18 school year for a max of 16 sessions not to exceed \$1,728 for student #22905.

<b>Moved Mr. Offreda</b>	<b>Seconded Mrs. Lahullier</b>		
Mr. Christiano <u>  x  </u>	Mr. Ficetola <u>  x  </u>	Mrs. Hamilton <u>  ---  </u>	Mrs. Lahullier <u>  x  </u>
Mrs. Nunziato <u>  ---  </u>	Mr. Riveros <u>  ---  </u>	Mr. Offreda <u>  x  </u>	Mr. Cox <u>  x  </u>

**UNFINISHED BUSINESS**

The board discussed the Pre-K program charges and decided to keep the current charges in place.

**NEW BUSINESS**

Mr. Riveros addressed his concern with the Teacher Aide subs and the protocol for emergency situations. Mr. Kollinok advised that there is a plan in place for all subs. He will speak with Mr. Foy to make sure that all subs are aware of all emergency situations.



