

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 7:05pm

ROLL CALL

Mr. Acanfora x Mrs. Allen x Mr. Cox x Mrs. Hamilton Absent
Mr. Lopez Absent Mr. Offreda x Mr. Riveros x Mr. Young x
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**

Mrs. Allen left at 7:10pm

**PRESENTATIONS: Stephen Kollinok
 Allison Evans – Update on approved Carlstadt District Goals**

Mrs. Evans presented a short overview of the Schools Technology Standards update.

Mrs. Evans proudly announced the grant awarded to the district for \$15,000 from the Jets Organization and the Department of Agriculture of NJ. Mr. Nick Folk of the Jets will be visiting the school again on June 3rd with fun activities for the children.

**APPROVAL OF MINUTES: March 7, 2016 Work Session Meeting
 March 7, 2016 Executive Session**

**Moved: Mrs. Young Seconded Mr. Cox
Mr. Acanfora x Mrs. Allen ---- Mr. Cox x Mrs. Hamilton ----
Mr. Lopez ---- Mr. Offreda x Mr. Riveros x Mr. Young x
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. As we approach another round of PARCC testing, I will keep the Board updated continually regarding any changes that might come our way. We will be starting our PARCC testing on Tuesday April 5, 2016 in the lower grades and then continue after the Spring vacation on Monday, April 18th through Friday, May 13th.
2. We have scheduled a PARCC informational session for parents this Thursday at 6:00 p.m. in the cafeteria. There will be a Q and A available during the session. This will be followed by an Internet Safety Program offered by the Bergen County Prosecutor's Office at 7:00 p.m. also in the cafeteria. We are hoping that parents will attend both programs.
3. Janet Olsson and I have met with several security companies to discuss and put a plan in place to enhance the safety of our school district. We have reached the point of recommending the vendor that is the best to both meet our needs and complete one of the phases of the project at the best cost to the district.
4. This year marks our 150th Annual Picnic for the children in Carlstadt. I attended a meeting on Thursday evening, March 10th at 6:30 at Boro Hall to offer any assistance that I could since the plan is to hold the festivities on Lindbergh Field and utilize our kitchen to assist with preparing some of the food for the celebration. The date has been set for Saturday June 18, 2016.
5. Victor Fonseca had contacted me a few weeks ago to let me know that he was again able to schedule the Bergen County Pipes and Drums to visit our school on March 16th. They came and walked throughout the school playing for all the students on every floor. Let me tell you, this group is outstanding.
6. The Middle School students presented "James and the Giant Peach" last Thursday and will be presenting the second performance tomorrow evening, Wednesday in Gym "A". Last Thursday, the students were again as usual outstanding. Much thanks to Mrs. Mello, Ms. Bello and Mr. Garde for their assisting and coordinating the musical this year.
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.

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. Tonight you will be approving for submission to the county, the 2016-2017 preliminary budget of \$12,702,123. The total school tax levy including debt service will be increasing 1.68%.

State aid figures have increased slightly from last year, and the total federal aid is budgeted at a slight increase from last year. The budget maintains all of our current programs and staffing levels.

Changes can be made to the budget submission up until the public hearing date which will be on May 2, 2016.

2. As I had mentioned at the last meeting, we plan on moving ahead with upgrading all the classrooms in the building, hallways and any other additional outside lighting that will assist in enhancing the overall lighting project. Since all the details have come together, there is a motion on tonight's agenda that will enable us to move forward with this project.
3. Included on the agenda is a motion to acknowledge a donation. The district appreciates the unsolicited donation from Nancy Bednarz.
4. I would like to thank the majority of you for filing your disclosure statements.

Reminder – 2016 Personal/Relative and Financial Disclosure Statements must be filed by every school official, which includes board members and certain administrators. Newly elected or newly appointed school officials must file the Disclosure Statement within 30 days of taking office or assuming a position. Officials who have previously filed in the District, the deadline is April 30. We are still waiting for a few sitting members to file. I would like to encourage everyone to complete their forms as soon as possible. Failure to file a statement by the deadline may subject you to disciplinary action up to and including removal pursuant to N.J.S.A. 18A:12-25.

You should receive an email from the School Ethics Commission for instructions for filing the Disclosure Statements. Please check your spam folder if you have not received it. Please do not delete this email. If you require any assistance to file, please contact me.

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 revised leave of absence for maternity/disability to Jennifer Finley, as of Monday, November 16, 2015, using 26 accumulated sick days from Monday, November 16, 2015, through Wednesday, December 23, 2015. The Superintendent also recommends that the Board approve an unpaid leave of absence for Jennifer Finley in accordance with the New Jersey Family Leave Act from Monday, January 4, 2016 through Friday, April 1, 2016. The Superintendent further recommends that the Board approve an unpaid leave of absence for maternity/ disability to Jennifer Finley for Monday, April 4, 2016 through Friday, April 29, 2016, with an intended return date of Monday, May 2, 2016.
2. Upon the recommendation of the Superintendent of Schools, the Board approves Alexandria Conforth as maternity leave replacement substitute teacher, for Resource Room Grade 7/8, from April 18, 2016 through or around June 30, 2016, at a cost of \$125.00 per diem.
3. Upon the recommendation of the Superintendent of Schools, the Board approves the following chaperones for the Outdoor Education Trip on Thursday, May 19 and Friday, May 20, 2016 at the contractual rate of \$245 for one night for a total cost of \$1715:
 - Michael Signorella
 - Mary Anderson
 - Rachel Bello
 - Esther Fletcher
 - Alex Gisoldi
 - Ronald Magnusson
 - Ruth Polifronio
4. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Therese Kearns at the workshop “Educational Evaluations-Writing the Report”, sponsored by NJALC, on Saturday, April 9, 2016, in Bedminster with a registration fee of \$35.
5. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Therese Kearns at the workshop “Linking Assessment to Instructional Strategies”, sponsored by NJALC, on Saturday, May 7, 2016, in Bedminster with a registration fee of \$35.
6. Upon the recommendation of the Superintendent of Schools, the Board approves Joseph Hicswa as a substitute teacher for the remainder of the 2015-2016 school year, pending completion of all paperwork.

7. Upon the recommendation of the Superintendent of Schools, the Board approves Aurelina Peguero as a substitute teacher aide for the remainder of the 2015-2016 school year, pending completion of all paperwork.

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

ADDENDUM

1. Upon the recommendation of the Superintendent of Schools, the Board approves a leave of absence for maternity/disability to Jill Schwerd as of Monday, May 16, 2016, using 19 accumulated sick days from May 16, 2016, through June 10, 2016, and an additional 9 days from June 13, 2016 through June 23, 2016. The Superintendent also recommends that the Board approve an unpaid leave of absence for Jill Schwerd in accordance with the New Jersey Family Medical Leave Act from September 1, 2016 through November 25, 2016.

The Superintendent further recommends that the Board approve an unpaid leave of absence for maternity/ disability to Jill Schwerd from Monday, November 28, 2016 through Friday, December 30, 2016, with an intended return date of Monday, January 2, 2017.

2. Upon the recommendation of the Superintendent of Schools, the Board approves Gabriella Music as a substitute teacher for the 2015-2016 school year, pending completion of all paperwork.

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

LEGISLATIVE/POLICY COMMITTEE: (Mr. Offreda)

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

Policy-Revised	#P5330	Administration of Medication (M)
Regulation-Revised	#R5330	
Policy-Revised	#P5339	Screening for Dyslexia (M)
Policy-Revised	#P5615	Suspected Gang Activity
Policy-Revised	#P5756	Transgender Students

Policy-Revised	#P8540	School Nutrition Programs
Regulation-Abolished	#R8540	Free and Reduced Rate Meals
Policy-New	#P8550	Outstanding Food Service Charges
Policy-Revised	#P8820	Opening Exercises/ Ceremonies

Moved: Mr. Offreda **Seconded: Mr. Young**
Mr. Acanfora **Mrs. Allen** **Mr. Cox** **Mrs. Hamilton**
Mr. Lopez **Mr. Offreda** **Mr. Riveros** **Mr. Young**
Mrs. Lahullier

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

ADENDUM

1. Upon the recommendation of the Superintendent of Schools, the Board concurs with the request from the Carlstadt PTA for the use of Gym A, on Wednesday, March 30, 2016, from 5:30 p.m. to 8:30 p.m. for Talent Show rehearsal.
2. Upon the recommendation of the Superintendent of Schools, the Board concurs with the request from the Carlstadt Recreation for the use of Gym B from 9:00 a.m. to 11:00 a.m. for TGA Golf Class and Tennis Class as follows: Sundays- 4/24, 5/1, 5/8, 5/15, 5/22 and 6/5. Also from 4:00 p.m. to 6:00 p.m. on Tuesdays- 4/26, 5/3, 5/10/ 5/17, 5/24 and 5/31/2016.

Moved: Mr. Cox **Seconded: Mr. Mr. Young**
Mr. Acanfora **Mrs. Allen** **Mr. Cox** **Mrs. Hamilton**
Mr. Lopez **Mr. Offreda** **Mr. Riveros** **Mr. Young**
Mrs. Lahullier

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 2016 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 2016 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 2016 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 2016 as presented in accordance with N.J.S.A. 18A:22-8.1 and 18A:22-8.2 within the adopted 2014/2015 budget.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the current bills for March 2016 as presented.
5. Upon recommendation of the Superintendent of Schools, the Carlstadt Board of Education has authorized the withdrawal of maintenance reserve funds to provide for certain lighting retrofit projects,

And whereas, the Board wishes to award contracts in conjunction with these projects through the use of certain Cooperative Purchasing Programs,

Be it resolved, the Carlstadt Board of Education hereby awards by resolution pursuant to State Law NJSA 18:18A-5 a contract to Tri State LED, Inc. under the Hunterdon CESC Cooperative Purchasing program #34HUNCCP, Contract #172 in the amount of \$105,372.66 for the lighting project.

6. Upon recommendation of the Superintendent of Schools, the Carlstadt Board of Education has authorized the withdrawal of maintenance reserve funds to provide for certain lighting retrofit projects,

And whereas, the Board wishes to award contracts in conjunction with these projects through the use of certain Cooperative Purchasing Programs,

Be it resolved, the Carlstadt Board of Education hereby awards by resolution pursuant to State Law NJSA 18:18A-5 a contract to MTB Electric, LLC under the Middlesex RESC Cooperative Purchasing program #6CESCCPS, Contract #MRESC 15/16-24 in the amount of \$86,668.02 for the lighting project.

7. Upon the recommendation of the Superintendent of Schools, the Carlstadt Board of Education approves the participation in the New York State Purchasing Cooperative;

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the New York State Contract System, hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, the governing body of the Carlstadt Board of Education in the, County of Bergen, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Carlstadt Borough Board of Education

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Carlstadt Board of Education, is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

8. Upon the recommendation of the Superintendent of Schools, the Carlstadt Board of Education approves the purchase of security equipment with the accompanying system for security upgrade in the Carlstadt Public School from Intralogic Solutions, Inc. in the sum of \$29,577.22. NY State Contract #PT64345
9. Upon recommendation of the Superintendent of Schools, the Board approves to gratefully accept the \$50 donation from Nancy Bednarz into revenue account #20-1920 and appropriate the funds to Private Donations Expense account #20-000100-610-02.
10. Upon recommendation of the Superintendent of Schools, the Board approves a contract with Education Incorporated for academic instruction for a max of 10 hours at a rate of \$47 per hour for student ID#16037.
11. Upon recommendation of the Superintendent of Schools, the Board approves the annual contract for home programming between the Carlstadt Public School District and Region V at a rate not to exceed \$5,830 for the 2015-2016 school year for student #17002.
12. Upon the recommendation of the Superintendent of Schools, the Carlstadt Board of Education approves the 2016-2017 Preliminary Budget as follows:

General Fund	\$10,956,257
Special Revenue Fund	\$ 205,428
Debt Service	\$ 1,540,438
 Total	 \$12,702,123

The amount to be raised by taxation is:

General Fund	\$10,272,696
Debt service	\$ 1,532,308
 Total	 \$11,805,004

Be it further resolved; that the Carlstadt Board of Education authorizes the submission of the 2016-2017 Preliminary Budget and all required supporting documentation to the County Superintendent.

Moved: Mr. Acanfora **Seconded: Mr. Young**
Mr. Acanfora **Mrs. Allen** **Mr. Cox** **Mrs. Hamilton**
Mr. Lopez **Mr. Offreda** **Mr. Riveros** **Mr. Young**
Mrs. Lahullier

Mr. Young wanted to thank Mr. Arifaj and the committee for their due diligence in preparing the preliminary budget. Great job!

UNFINISHED BUSINESS N/A

NEW BUSINESS

Mr. Kollinok wanted to mention to the board that as of right know the last day of school is scheduled for June 20th. (graduation). He proposes that we take Friday, May 27th which is a 1/2 day and make it a full day off , which would bring the last day to June 21st with that being graduation day . The board will look into to it and advise.

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 personnel and 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 7:26pm

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

Motion to reconvene the work/regular session meeting 7:46pm

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

ADJOURNMENT:

Motion to adjournment meeting at 7:46pm

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

Respectfully Submitted,

Bert Arifaj
School Business Administrator/Board Secretary