

**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. Christiano   x   Mr. Ficetola   x   Mrs. Lahullier  Absent  Mrs. McNeill   x    
Mrs. Nunziato   x   Mr. Riveros   x   Mr. Offreda   x    
Mr. Cox   x  

Superintendent Kollinok   x   Ms. Pepe   x   Mrs. Henke   x   Jeff Merlino   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:** None

The Board Secretary, Megan Slamb administered the oath of office to Mr. Jose Figueroa.

**APPROVAL OF MINUTES:**

November 5, 2018   Regular Meeting  
November 5, 2018   Executive Session

Moved Mr. Ficetola                      Seconded Mrs. McNeill  
Mr. Christiano   x   Mr. Ficetola   x   Mr. Figueroa  Abstain  Mrs. Lahullier   ---  
Mrs. McNeill   x   Mrs. Nunziato   x   Mr. Riveros   x   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 of today, we have 35 students enrolled in the Pre-Kindergarten program. These numbers are inclusive of the pre-school disabled students. All parents have paid the first installment of the tuition.
2. There are 548 students registered in our Pre-K through Grade 8 programs as of today. We are still far below the capacity of this building should a large number of students ever register in the near future.
3. The Carlstadt Public School District 2018-2019 District Goals and Superintendent's merit goals are in progress. The first quarterly digital newsletter was completed and is currently on line. We have put specific plans in place to conserve the amount of copy paper purchased, reduce photocopying and reduce the amount of ink and toner purchased in the district. In addition, we just started the district 10,000 steps per day contest on December 3<sup>rd</sup> that is scheduled to run for 3 weeks.
4. It seems hard to comprehend that we are already in the month of December. By all accounts, things seem to be running quite smoothly. Drop off and pick up continue to improve and the Carlstadt Police are outside every day to assist with the process.
5. I will be meeting with the Superintendents from East Rutherford and Becton to discuss next year's district calendars. We will again do our best to align the 3 districts when possible. Half days and professional days will continue to be at each district's discretion based upon need and contractual language.
6. I have a few important dates for activities that might be of interest to you. The Pre-K through Grade 3 winter concert is scheduled for tomorrow, December 12<sup>th</sup> at 1:45 and 7:00 p.m. and the Grades 4 through 8 winter concert is scheduled at 1:30 and 7:00 p.m. on Thursday, January 17<sup>th</sup>. The Becton High School Band and Chorus will be performing in our school next Monday at 1:30 p.m. The Board of Education Holiday dinner is also scheduled for next Monday, December 17<sup>th</sup>. Please contact Denise Henke should you have any questions.
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 three incidents investigated since the last Board of Education meeting where it was determined that Harassment, Intimidation and/or Bullying did not occur in any of the three cases. All of the proper steps, meetings and notifications took place.

**MR. COX, SO ENDS MY REPORT.**

**REPORT OF BUSINESS ADMINISTRATOR/BOARD SECRETARY**

- The ASSA report (Application for School State Aid) was submitted this past week. The total district enrollment reflected as of the 10/15/18 snapshot is as follows:
  - Total Enrollment: 551
  - Special Education Students: 87
  - Students Free Lunch Eligible: 112
  - Students Reduced Lunch Eligible: 29
  - Limited English Proficiency Students: 46
  - Students Receiving speech services only: 3
  - Sent OOD: 13
  
- We also submitted the Mid-Year Budget review to the county. While we have had a number of unanticipated impacts on the budget for this school year, we have been able to adapt as needed thus far. This review will also provide guidance in planning for the upcoming 2019-2020 budget submission which we have begun working on.
  
- We intended for the auditors to present the 2017-18 audit report at this evening's meeting, however the state has not yet released certain data which prevents the auditor from finalizing our report. That being said, these figures have no impact on the district's bottom line. I am pleased to report that we maintain a very strong financial position, with healthy reserves and good standing. I will advise when the rescheduled audit presentation will take place.
  
- We want to extend our sincere thanks to Ms. Diane Lahullier who donated over 35 boxes of books to the district. The donation has provided additional literature in both the library and classrooms and helped to expand the opportunities for our students to grow and find adventure and knowledge. Thank you so much Diane.
  
- We would like to hold our annual re-organization meeting on January 7<sup>th</sup>. Please mark this date on your calendars. The advertisement of the meeting will be published shortly.

**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 Kayla Ranne as a substitute teacher aide for the 2018-2019 school year, pending completion of all paperwork.
2. Upon the recommendation of the Superintendent of Schools, the Board approves Tina Edwards as Substitute Teacher for the 2018-2019 school year, pending completion of all paperwork.
3. Upon the recommendation of the Superintendent of Schools, the Board rescinds the appointment of Lauren Miller as Long Term First Grade Substitute Teacher.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Nicole Farrell as Long Term First Grade Substitute Teacher, effective January 2, 2019 through May 3, 2019 at a rate of \$125 per day.
5. Upon the recommendation of the Superintendent of Schools, the Board approves the hiring of Lindsey Young, as a special education teacher aide up to 27.5 hours weekly (.79) starting January 2, 2019 through June 30, 2019, pending completion of all paperwork, on Step B, \$20, 952.52 of the Teacher Aide Salary Guide pro-rated for contracted work period.
6. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance at NJASA TECHSPO Conference, January 31 – February 1, 2019, for Stephen Kollinok, Megan Slamb, Allison Evans and Janet Olsson with a registration cost of \$450 each and approval for two night stay at Harrah's at a cost of \$95 per room plus \$5.28 occupancy fee, for a total of \$2,602.24 plus travel and meals.
7. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Susan Kiely at the workshop "Suicide: Self Harm" in Parsippany on Wednesday, December 12, 2018, sponsored by PESI, with a registration fee of \$229.99 and maximum reimbursement of \$200.



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

1. Upon the recommendation of the Superintendent of Schools, the Board approves the Board Secretary's report for the month ending October and November 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 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 October and November 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 October and November 2018 as presented in accordance with N.J.S.A. 18A:22-8.1 and 18A:22-8.2 within the adopted 2018/2019 budget.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the current bills for November and December 2018 as presented.
5. Upon the recommendation of the Superintendent of Schools, the Board concurs with the service with Region V for an Occupation and Therapy Evaluation for the 2018-19 school year not to exceed \$379.85 for student id# 22845.
6. Upon the recommendation of the Superintendent of Schools, the Board concurs with the service with Region V for Speech and Language Therapy Evaluation for the 2018-19 school year not to exceed \$379.85 for student id# 22845.
7. Upon the recommendation of the Superintendent of Schools, the Board concurs with the service with Region V for a Speech Evaluation for the 2018-19 school year not to exceed \$342.20 for student id# 22674.
8. Upon the recommendation of the Superintendent of Schools, the Board concurs with the service with Region V for a Speech Evaluation for the 2018-19 school year not to exceed \$342.20 for student id# 22537.
9. Upon the recommendation of the Superintendent of Schools, the Board concurs with the service with Region V for a Speech Evaluation for the 2018-19 school year not to exceed \$342.20 for student id# 23017.

- 10.** Upon the recommendation of the Superintendent of Schools, the Board concurs with the service with Region V for OT and PT Evaluations for the 2018-19 school year not to exceed \$684.80 for student id# 22949.
- 11.** Upon the recommendation of the Superintendent of Schools, the Board concurs with the service with Care Plus NJ, Inc. for an Assessment for the 2018-19 school year not to exceed \$200.00 for student id# 22686.
- 12.** Upon the recommendation of the Superintendent of Schools, the Board concurs with the service with Care Plus NJ, Inc. for an Assessment for the 2018-19 school year not to exceed \$200 for student id# 22497.
- 13.** Upon the recommendation of the Superintendent of Schools, the Board concurs with a contract with the South Bergen Jointure Commission for the 2018-2019 school year in the amount of \$67,400 for student id #22902.
- 14.** Upon the recommendation of the Superintendent of Schools, the Board approves to gratefully accept the \$1,000 grant from BCUA into the revenue account #20-1230 and appropriate the funds to expense account 20-000-100-600-14.

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

**UNFINISHED BUSINESS**  
 None

**NEW BUSINESS**  
 None

**HEARING OF CITIZENS:**

**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.**

Mrs. Julianna Biamonte from 507 8<sup>th</sup> Street raised a concern regarding a notice that was sent home by her student’s teacher. She also raised a question regarding the district’s paper reduction initiative.

Mr. Kollinok advised that he would speak with the Teachers and provide further information once the situation was clarified.

President closes hearing of citizens.

**ANY ACTION ARISING FROM HEARING OF CITIZENS**

**RECESS INTO EXECUTIVE SESSION (*if needed*)**

**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 legal matter 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 at 7:04 pm

**Moved Mr. Ficetola**

**Seconded Mr. Christiano**

**Mr. Christiano**   x   **Mr. Ficetola**   x   **Mr. Figueroa**   x   **Mrs. Lahullier**   ---    
**Mrs. McNeill**   x   **Mrs. Nunziato**   x   **Mr. Riveros**   x   **Mr. Offreda**   x    
**Mr. Cox**   x  

Motion to reconvene at 7:33 pm

**Moved Mr. Ficetola**

**Seconded Mr. Riveros**

**Mr. Christiano**   x   **Mr. Ficetola**   x   **Mr. Figueroa**   x   **Mrs. Lahullier**   ---    
**Mrs. McNeill**   x   **Mrs. Nunziato**   x   **Mr. Riveros**   x   **Mr. Offreda**   x    
**Mr. Cox**   x  

**ADJOURNMENT:**

Motion to adjourn meeting at 7:51 pm

**Moved Mr. Riveros**

**Seconded Mrs. McNeill**

**Mr. Christiano**   x   **Mr. Ficetola**   x   **Mr. Figueroa**   x   **Mrs. Lahullier**   ---    
**Mrs. McNeill**   x   **Mrs. Nunziato**   x   **Mr. Riveros**   x   **Mr. Offreda**   x    
**Mr. Cox**   x  

Respectfully Submitted,

Mrs. Megan S. Slamb  
School Business Administrator/Board Secretary