

**MINUTES**

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

**OPENING** - Meeting called to order by Vice President at 2:00 pm

**ROLL CALL**

Mr. Christiano Absent Mr. Cox x Mr. Ficetola x Mr. Figueroa x  
Mrs. McNeill x Mrs. Nunziato Absent Mr. Shah x Mr. Riveros x  
Mr. Offreda Absent

Superintendent Kollinok x Assistant Superintendent Ms. Allison Evans Absent  
Interim Business Administrator Mr. Di Geronimo Absent  
Administrative Assistant 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:** None

**APPROVAL OF MINUTES:** March 2, 2020 Worksession Meeting

Moved Mr. Ficetola Seconded Mr. Cox  
Mr. Christiano --- Mr. Cox x Mr. Ficetola x Mr. Figueroa x  
Mrs. McNeill --- Mrs. Nunziato --- Mr. Shah x Mr. Riveros x  
Mr. Offreda ---

**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. The Carlstadt Public School District continues to be in the process of preparing for this year's NJSLA administration which has taken the place of the PARCC administration. This year's test administration starts on Tuesday, May 5th and runs until the end of May. We will again stress the importance of having the student's take part in the administration of the test. Our participation numbers have continued to maintain at least a 95% participation rate. 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. It would be remiss if I did not state that I have concerns about this year's administration with all of the variables that are currently in the mix.
2. The Carlstadt Public School District 2019-2020 District Goals continue to make progress. Ms. Evans will report on this in the near future.
3. Speak about the coronavirus.
4. The Fire Poster Awards will be held this Wednesday, March 18<sup>th</sup> at 8:00 p.m. in Boro Hall. Much thanks to the students, Ms. Gold and Mr. Foy in advance for assisting with this worthwhile activity.
5. As of today, the Carlstadt Public Schools Robotics Club will be attending the second South Bergen Jointure Commission Competition towards the end of April 22, 2020 in Hasbrouck Heights. Much thanks to Mrs. Ydrovo, our Robotics club advisor for assisting with these competitions and helping the students with their preparation.
6. As of today, we have 38 students enrolled in the Pre-Kindergarten program. These numbers are inclusive of the pre-school disabled students.
7. There are 543 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.
8. Our next tentative Board of Education meeting is scheduled for Tuesday, April 21, 2020 at 6:00 p.m.

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. Riveros, so ends my report.**

**REPORT OF ASSISTANT SUPERINTENDENT**

None

**REPORT OF BUSINESS ADMINISTRATOR/BOARD SECRETARY**

- Summary of Budgetary information  
Preliminary Budget:  
General Fund                      \$13,949,265  
Special Revenue Fund            \$ 260,134  
Debt service                        \$ 1,548,288  
TOTAL                                \$15,757,687 \*

**OF THAT TOTAL**

- The amount to be raised by taxation is:  
General Fund                      \$11,008,426  
Debt Service                        \$ 1,548,288  
TOTAL                                \$12,556,714 \*
- The percentage increase in tax levy for the 2020-2021 school year is **CURRENTLY 0%**. Based upon the information provided by the Carlstadt Tax Assessor's Office, this will have an impact on the average home (valuation of \$392,100) of **-\$87.55** per year.
- Our health benefits renewal was estimated at and increase of 7% (worst case scenario) for the upcoming year which is reflected in the budget.
- On February 26<sup>th</sup> we received our State Aid Notice. We have received and additional **\$67,157** which has been appropriated to offset the tax levy and fund additional tuition and related service costs for the coming school year.
- The district will once again be waiving the right to file for SEMI funding, as we do not meet the requirements set forth by the program.
- In addition on tonight's agenda for your consideration is the renewal of Pomptonian Food Service as the district's Food Service Management Company. Pomptonian has been a great asset to the district this year and we have received wonderful feedback on their

performance. They have also been highly communicative and responsive during the concerns with Coronavirus, which we greatly appreciate.

- You will also see a motion for the award of the Secure Vestibule Project bid. We only received one bid during this process, though we were expecting more. However the attorney and the architects have deemed the bid appropriate and viable. We are recommending to approve the base bid as well as the two alternate projects to this bidder on that basis.

#### **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: (Mr. Offreda)**

1. Upon the recommendation of the Superintendent of Schools, the Board accepts the resignation of Evan Morley, District Facility Manager. Mr. Morley's last day in the District will be March 20, 2020. He shall remain on payroll through March 30, 2020, utilizing his six (6) remaining accrued vacation days and health benefits through March 31, 2020
2. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Desmond McGoldrick as Long Term ESL Substitute Teacher, effective April 23, 2020 through June 30, 2020 at a rate of \$125 per day.
3. Upon the recommendation of the Superintendent of Schools, the Board approves the membership and conference fee for Allison Evans and Janet Olsson for ISTE at a rate of \$550 per attendee for a total of \$1100.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the **amendment to previous motion # 5 adopted on March 2, 2020:** the Board approves the attendance of Stephanie Biamonte, Jill Bollinger and Eileen O'Rourke at "Mental Health Issues- K-5" sponsored by PESI at Carlstadt Public School, on Wednesday April 22, 2020 with a registration fee of **\$209.99 for the first attendee and \$49.99 per additional attendee for a total of \$309.97.**
5. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Allison Gorelick at the "New Jersey Speech and Hearing Association

Convention” sponsored by NJSHA, on Thursday, April 23, 2020 and Friday, April 24, 2020, with a registration fee of \$250 and a maximum reimbursement of \$200.

6. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Maura Barrett at the “Trauma Informed Educators Network Conference” sponsored by Paradigm Shift Education on Monday, July 20, 2020 and Tuesday, July 21, 2020, with a registration fee of \$249 and a maximum reimbursement of \$200.
7. Upon the recommendation of the Superintendent of Schools, the Board approves Jessica Kronyak as substitute teacher aide for the remainder of the 2019-2020 school year, pending completion of all paperwork.
8. Upon the recommendation of the Superintendent of Schools, the Board approves the evidence of attainment of the 2019-2020 Merit Bonus Goals for Megan S. Slamb, Business administrator, as outlined below:

QUALITATIVE GOAL #1          PERCENTAGE 2.50%          DOLLAR VALUE \$3,315.00

**APPROVED GOAL STATEMENT:**

The School Business Administrator/Board Secretary will become a Qualified Purchasing Agent by June 30, 2020. The merit pay is contingent upon obtaining the QPA designation, and upon issuance of this certification to the BA/BS.

**EVIDENCE OF ATTAINMENT:**

The purchasing agent shall be assigned the authority, responsibility, and accountability for the purchasing activity for the contracting unit, to prepare public advertising for bids and to receive bids for the provision or performance of goods or services and to award contracts. I was pleased to inform the Board that my application for a Qualified Purchasing Agent Certificate has been approved by the State of New Jersey Department of Community Affairs. I obtained (QPA) number Q-2108 on December 3, 2019. The certificate was issued to me in recognition of having met the professional and educational qualifications.

QUALITATIVE GOAL #2          PERCENTAGE 2.50%          DOLLAR VALUE \$3,315.00

**APPROVED GOAL STATEMENT:**

The school Business Administrator/Board Secretary will become a Certified Administrator of School Finance and Operations (SFO) prior to June 2020.

**EVIDENCE OF ATTAINMENT:**

I am pleased to report that my SFO Certification #1029 was issued as of October 4, 2019. This is the result of completing all necessary training and passing the nationally administered examination. The SFO designation is an acknowledgment of the mastery of all content areas related to the School Business Administrator/Board Secretary Position.

**Moved Mr. Cox** **Seconded Mr. Ficetola**  
**Mr. Christiano** \_\_\_ **Mr. Cox** x **Mr. Ficetola** x **Mr. Figueroa** x  
**Mrs. McNeill** \_\_\_ **Mrs. Nunziato** \_\_\_ **Mr. Shah** x **Mr. Riveros** x  
**Mr. Offreda** \_\_\_

**LEGISLATIVE/POLICY COMMITTEE: (Mrs. Nunziato) None**

**BUILDING/ GROUND/HISTORICAL COMMITTEE: (Mr. Riveros)**

1. Upon the recommendation of the Superintendent of Schools, the Board concurs with the request from the Carlstadt Police Department for their use of the school on Saturday, March 7, 2020 and Saturday, March 14, 2020 from 8:00 am to 12:00 pm for training.

**Moved Mr. Riveros** **Seconded Mr. Ficetola**  
**Mr. Christiano** \_\_\_ **Mr. Cox** x **Mr. Ficetola** x **Mr. Figueroa** x  
**Mrs. McNeill** \_\_\_ **Mrs. Nunziato** \_\_\_ **Mr. Shah** x **Mr. Riveros** x  
**Mr. Offreda** \_\_\_

**FINANCE COMMITTEE: (Mr. Ficetola)**

1. Upon the recommendation of the Superintendent of Schools, the Board approves the Board Secretary's report for the month ending January 2020 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 2020 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 2020 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 2020 as presented in accordance with N.J.S.A. 18A:22-8.1 and 18A:22-8.2 within the adopted 2019/2020 budget.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the current bills for March 2020 as presented.

5. **A RESOLUTION** appointing the Board of Trustees Fund Commissioner to the Bergen Municipal Employee Benefits Fund (BMED)

**WHEREAS**, the Carlstadt Board of Education is a member of the Bergen Municipal Employee Benefit Fund (hereinafter the BMED); and

**WHEREAS**, in accordance with the By-Laws and more specifically, the requirements of membership in the BMED, the Board of Trustees must appoint a Fund Commissioner to represent the Board of Trustees in all pertinent BMED affairs.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Trustees of the Carlstadt Board of Education, county of Bergen, State of New Jersey that

**Megan Slamb, Business Administrator/Board Secretary**

Is hereby appointed to serve as the Board of Trustees Fund Commissioner, to the Bergen Municipal Employee Benefits Fund, effective upon adoption of the Resolution, and

**BE IT FURTHER RESOLVED**, a certified copy of this Resolution shall be forwarded to the Fund through the Board of Trustees Risk Management Consultant.

6. Upon the recommendation of the Superintendent of Schools, the Board concurs with the agreement with Care Plus to provide clearance evaluation for the 2019-2020 school year not to exceed \$200.00 for student ID#22441.
7. Upon the recommendation of the Superintendent of Schools, the Board concurs with the agreement with Region V for OT evaluation for 2019-2020 school year, not to exceed \$342.40 for student ID#23045.

8. **FOOD SERVICE MANAGEMENT COMPANY**

Upon the recommendation of the Superintendent of Schools, the Board approves the renewal of Food Service Management with The **Pomptonian, Inc. (FSMC) for service operation for the Food Service Management Company from September 1, 2020 through June 30, 2021.**

**BE IT RESOLVED**, that the Carlstadt Board of Education “SFA” accepts the Food Service Management proposal from The Pomptonian, Inc. “FSMC” for the food service operation for the 2020-2021.

*Carlstadt Board of Education  
Food Service 2020-2021  
Management Fee and Guarantee Language*

The SFA shall reimburse FSMC for all reimbursable items. The SFA shall pay to FSMC a management fee of \$0.21 per meal served under the Child Nutrition Programs and for each Meal Equivalent served (the “Management Fee”). The number of program meals served to

children shall be determined by actual count. A “Meal Equivalent” provided by FSMC is determined by dividing the total of cash receipts, other than from sales of program Meal Equivalent Conversion Factor. **The Meal Equivalent Conversion Factor used to determine the number of Meal Equivalents served by FSMC shall be \$3.66.**

The FSMC guarantees the SFA a return a return of \$22,000.00 for the school year 2020-2021.

9. Upon the recommendation of the Superintendent of Schools, the Board approves the 2020-2021 lunch prices. Lunch prices will increase to \$3.25. Reduced meal prices will remain at \$.40. The adult meal price will increase to \$3.90. Upon the recommendation of the Superintendent of Schools, the Board approves the 2020-2021 breakfast prices will increase to \$1.60. Reduced meal prices will remain at \$.30. The adult meal price will increase to \$ 2.15. Recess milk prices are also to remain unchanged.
10. Upon the recommendation of the Superintendent of Schools, the Board approves the agreement with Lexikeet Language Services for translation services not to exceed \$750 for the 2019-20 school year using Title III funds.
11. Upon the recommendation of the Superintendent of Schools, the Carlstadt Board of Education approves the Secure Vestibule Project at the Carlstadt Public School Project;

**WHEREAS**, on March 11, 2020, the Carlstadt Board of Education (“Board”) held a public bid opening for the Secure Vestibule Project at the Carlstadt Public School project (“Project”); and

**WHEREAS**, the Board received one (1) bid for the Project; and

**WHEREAS**, the lowest bid was submitted by **Cypreco Industries, Inc.**, Neptune, NJ, with a base bid of Four Hundred and Forty Three Thousand, Nine Hundred and Sixty Three Hundred Dollars (\$443,963.00), with an additional Fifty Thousand Dollar (\$50,000) allowance; and Alternate 1 Site Lighting Replacement (\$15,000), Alternate 2 Canopy Modifications (\$27,000), and

**WHEREAS**, the Board has determined **Cypreco Industries, Inc.** to be the lowest responsible bidder,

**NOW, THEREFORE, BE IT RESOLVED**, that in accordance with N.J.S.A. 18A: 18A-1, et. seq., the Board hereby awards a contract for the Project to **Cypreco Industries, Inc.** in the amount of Four Hundred and Forty Three Thousand, Nine Hundred and Sixty Three Hundred Dollars (\$443,963.00), with an additional Fifty Thousand Dollar (\$50,000) allowance; and

**BE IT FURTHER RESOLVED**, the Business Administrator is authorized to return the bid securities to all but the one (1) lowest bidders, if requested; and



**BE IT FURTHER RESOLVED**, that the Board’s Construction Counsel is authorized to prepare the contract for the Project, obtain the documents required thereby, and transmit same to the Board; and

**BE IT FURTHER RESOLVED**, that upon receipt and approval of the Contractor’s bonds, insurance certificate and other documents required by the Contract, the Business Administrator is authorized to return the bid securities to the remaining bidders.

**12. Adoption of Tentative Budget 2020-2021**

Upon the recommendation of the Superintendent of Schools, the Carlstadt Board of Education approves the 2020-2021 **Preliminary** Budget as follows:

General Fund	\$ 13,949,265
Special Revenue Fund	\$ 260,134
Debt Service	<u>\$ 1,548,288</u>
<b>Total</b>	<b>\$ 15,757,687</b>

The amount to be raised by taxation is:

General Fund	\$ 11,008,426
Debt Service	<u>\$ 1,548,288</u>
<b>Total</b>	<b>\$ 12,556,714</b>

**BE IT FURTHER RESOLVED**; that the Carlstadt Board of Education authorizes the submission of the 2020-2021 Preliminary Budget and all required supporting documentation to the County Superintendent in accordance with the statutory deadline for review and approval.

**BE IT FURTHER RESOLVED**; that the Carlstadt Board of Education requests the approval of a capital reserve withdrawal for the 2020-2021 School Year in the amount of \$567,963. The district intends to use these funds as follows: Secure Vestibule Project – Upgrade to Secure Vestibule area, OT/PT room, Exterior lighting, and Main Entrance Canopy upgrade - \$567,963.

**BE IT FURTHER RESOLVED**; that the public hearing be held in the Carlstadt Public School Cafeteria, 550 Washington Street Carlstadt, New Jersey on May 4, 2020 at 6:00pm.

**Moved Mr. Figueroa** **Seconded Mr. Ficetola**  
**Mr. Christiano** \_\_\_ **Mr. Cox** x **Mr. Ficetola** x **Mr. Figueroa** x  
**Mrs. McNeill** \_\_\_ **Mrs. Nunziato** \_\_\_ **Mr. Shah** x **Mr. Riveros** x  
**Mr. Offreda** \_\_\_

**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.

President closes hearing of citizens.

**ANY ACTION ARISING FROM HEARING OF CITIZENS**

**ADJOURNMENT:**

Motion to adjourn meeting at 2:19 pm

<b>Moved Mr. Ficetola</b>	<b>Seconded Mr. Cox</b>
Mr. Christiano ___	Mr. Cox _x_
Mr. Ficetola _x_	Mr. Figueroa _x_
Mrs. McNeill ___	Mrs. Nunziato ___
Mr. Shah _x_	Mr. Riveros _x_
Mr. Offreda ___	

Respectfully Submitted,

Mr. Steven Di Geronimo  
Interim School Board Administrator/Board Secretary