

**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 7:00 pm

**ROLL CALL**

Mr. Acanfora   x   Mr. Ficetola   x   Mrs. Hamilton   x   Mrs. Nunziato  Absent   
Mr. Offreda  7:03 pm  Mr. Riveros  7:03 pm  Mr. Young   x   Mr. Cox   x    
Mrs. Lahullier  Absent 

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

**PRESENTATIONS:** Allison Evans, Janet Olsson and Stephen Kollinok:  
Google Applications for Education

Ms. Evans and Ms. Olsson gave a brief presentation on implementing Google Classroom in grades 5-8 through the use of the Chromebook initiative to maximize usage of the Technology and Google Suite.

**APPROVAL OF MINUTES:** March 20, 2017 Regular Meeting

Moved Mr. Young Seconded Mr. Acanfora  
Mr. Acanfora  Abstain  Mr. Ficetola   x   Mrs. Hamilton   x   Mrs. Nunziato   ---   
Mr. Offreda  Abstain  Mr. Riveros   x   Mr. Young   x   Mr. Cox   x    
Mrs. Lahullier   ---

## **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. PARCC Testing in grades 5 through 8 began on Tuesday, March 28, 2017. The classroom settings were finalized and our technology was ready to go. I know that I have mentioned One of our District Goals this year is to increase the percentage of participation of Carlstadt Public School students in PARCC testing by 5% over 2015-2016. It appears that as of today, we are not only going to reach that goal but in addition, we are going to make our 95% participation rate.
2. The School Safety Committee has reviewed the surveys that were completed by parents, staff and students. We then put together an action plan that will afford the district the opportunity of moving forward to attain the goals based on needs that were established after reviewing the surveys. I am going to set up a meeting in the early May comprised of Board members, one or two town council members and staff members to both discuss the survey results and exchange ideas that will hopefully assist with further enhancing security and improving awareness of Harassment, Intimidation and Bullying that may take place in the school or in the community.
3. Our Robotics Club participated a Robotics Competition at Carlstadt Public School on Wednesday afternoon, March 29, 2017. The competition took place in Gym "B". Our students came in second place out of 11 or 12 other district teams. Congratulations to our students and much thanks to Mrs. Ydrovo for running the club.
4. The Fire Poster Awards took place on March 21<sup>st</sup>. Congratulations to all of the students who participated this year.
5. This year marks our 151<sup>th</sup> Annual Picnic for the children in Carlstadt. The date has been set for Saturday June 17, 2017.
6. The 8<sup>th</sup> grade graduation is scheduled for Wednesday. June 21, 2017. Graduation will again be held in Gym "B". This will not interfere with Becton's graduation which is being held on Monday, June 19<sup>th</sup>.
7. Theresa Mello has been selected as this year's recipient of the Bergen County Teacher/Educational Services Professionals Recognition Program for the 2016-

2017 school year. This year's luncheon is going to be held on May 25<sup>th</sup>.  
Congratulations to Mrs. Mello on this award.

8. 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**

**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 budget was submitted to the county and we received their approval. It will be advertised and the public hearing will be at our next meeting on May 1st. Changes can be made to the budget submission up until the public hearing date.
2. Playground mulch has been ordered and will be delivered shortly.
3. Prior to the cooling season, necessary maintenance was completed on the chiller and the air handler to repair leaks that were discovered.
4. I have had discussions with our architect, Robert Donahue, and he informed me that the bids have been received, the bid opening process is complete and we are looking to award the vendor.
5. I have completed the requirements towards my QPA and submitted the application required towards receiving my certificate. I have received my QPA certificate and have shared a copy with the Board.
6. I have been very busy meeting with the technology coordinator, administration and 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 the next phase of the project at the best cost to the district.
7. Included on the agenda is a motion to acknowledge a donation. The district appreciates the unsolicited donation from Nancy Bednarz.

8. The NJSBA Workshop will return to the Atlantic City Convention Center this fall from Monday through Thursday, October 23-26. This year's theme is, "Education for a common purpose." Please let me know if you are interested in attending.
9. I would like to thank the majority of you for filing your disclosure statements.

Reminder – 2017 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.

**Mr. Cox, so ends my report.**

Mrs. Hamilton congratulated the BA for his hard work on obtaining his QPA certification.

#### **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. Ficetola)**

1. Upon the recommendation of the Superintendent of Schools, the Board concurs with a revised leave of absence to Lisa Del Mauro, as of Monday, April 3, 2017, using three (3) personal days and eight (8) accumulated sick days and from April 3, 2017, through April 24, 2017. The Superintendent recommends the Board approve an unpaid leave of absence in accordance with the Family Medical Leave Act / New Jersey Family Leave Act from April 25, 2017 through June 23, 2017, and September 1, 2017 through October 20, 2017. The Superintendent further recommends the Board approve an unpaid leave of absence from October 23, 2017 through May 28, 2018, with an intended return date of May 29, 2018.

2. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Maura Barrett at the conference “Tomorrow’s Classrooms Today Conference” on Saturday, May 20, 2017, sponsored by Evolving Educators, at Rider University, with a registration fee of \$69.
3. Upon the recommendation of the Superintendent of Schools, the Board approves Arooba Bashrat as a substitute teacher for the 2016-2017 school year, pending completion of all paperwork.
4. Upon the recommendation of the Superintendent of Schools, the Board approves Agostina Munoz as a substitute teacher for the 2016-2017 school year, pending completion of all paperwork.
5. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Bert Arifaj as Qualified Purchasing Agent for the period March 9, 2017 – December 31, 2017, per Local Finance Notice 2011-15 & 2011-16 with a bid threshold of \$40,000.00.

**Moved Mr. Ficetola**

**Seconded Mrs. Hamilton**

**Mr. Acanfora**   x   **Mr. Ficetola**   x   **Mrs. Hamilton**   x   **Mrs. Nunziato**   ---    
**Mr. Offreda**   x   **Mr. Riveros**   x   **Mr. Young**   x   **Mr. Cox**   x    
**Mrs. Lahullier**   ---  

**LEGISLATIVE/POLICY COMMITTEE: (Mr. Acanfora)**

1. Upon the recommendation of the Superintendent of Schools, the Board approves the 2016-2017 Crisis Management Response Manual.
2. Upon the recommendation of the Superintendent of Schools, the Board approves on first reading the following Policy:

Regulation-Revised (M)      #R2460.16      Special Education - Instructional  
Material to Blind or Print Disabled  
Students

**Moved Mr. Acanfora**

**Seconded Mr. Young**

**Mr. Acanfora**   x   **Mr. Ficetola**   x   **Mrs. Hamilton**   x   **Mrs. Nunziato**   ---    
**Mr. Offreda**   x   **Mr. Riveros**   x   **Mr. Young**   x   **Mr. Cox**   x    
**Mrs. Lahullier**   ---



5. 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.
6. 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.

7. 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 \$28,500. NY State Contract #PT64345.
8. Upon the recommendation of the Superintendent of Schools the Board awards the renewal of contract for cafeteria services to T.J. Rocco Enterprises, LLC to act as the food service management company for the 2017-2018 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, 2017 to June 30, 2018. 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.

**Moved Mr. Offreda**

**Seconded Mr. Ficetola**

**Mr. Acanfora   x   Mr. Ficetola   x   Mrs. Hamilton   x   Mrs. Nunziato   ---    
Mr. Offreda   x   Mr. Riveros   x   Mr. Young   x   Mr. Cox   x    
Mrs. Lahullier   ---**

**ADDENDUM**

1. Upon the recommendation of the Superintendent of Schools, the approval to withdraw from capital reserve for the brick replacement project at Carlstadt Public School;

**WHEREAS**, the Carlstadt Board of Education has authorized for the design, bid and construction of Brick Replacement at the Carlstadt Public School, and

**WHEREAS**, the project under the State Project Number #0740-050-17-2000 will be funded entirely from local funds,

**NOW THEREFORE BE IT RESOLVED**, that the Carlstadt Board of Education approves the withdrawal from the Capital Reserve and the appropriation into Capital Outlay in the amount of \$560,200 to provide for the Brick Replacement project based on estimates received from the architect.

2. Upon the recommendation of the Superintendent of Schools, the Carlstadt Board of Education approves the Brick Replacement at the Carlstadt Public School Project;

**WHEREAS**, on April 4, 2017, the Carlstadt Board of Education (“Board”) held a public bid opening for the Brick Replacement at the Carlstadt Public School project (“Project”); and

**WHEREAS**, the Board received seven (7) bids for the Project; and

**WHEREAS**, the lowest bid was submitted by Alimi Builders, Inc., Wyckoff, NJ, with a base bid of Three Hundred Seventy Six Thousand Four Hundred Four Dollars (\$376,404.00), which amount includes a Twenty Thousand Dollar (\$20,000) allowance; and

**WHEREAS**, the Board has determined Alimi Builders, 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 Alimi Builders, Inc. in the amount of Three Hundred Seventy Six Thousand Four Hundred Four Dollars (\$376,404.00), which amount includes a Twenty Thousand Dollar (\$20,000) allowance; and

**BE IT FURTHER RESOLVED**, the Business Administrator is authorized to return the bid securities to all but the three (3) 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.

**Moved Mr. Offreda**

**Seconded Mr. Ficetola**

Mr. Acanfora   x   Mr. Ficetola   x   Mrs. Hamilton   x   Mrs. Nunziato   ---    
Mr. Offreda   x   Mr. Riveros   x   Mr. Young   x   Mr. Cox   x    
Mrs. Lahullier   ---  

**UNFINISHED BUSINESS None**

**NEW BUSINESS**

Mr. Young attended a seminar on Websites and advised that in the near future that all Websites will be ADA (Title III of the Americans with Disability Act) Compliant.

Mr. Young inquired about which board member was maintaining the website. Mr. Kollinok to follow up.

**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.**

Mr. & Mrs. Foncesca of 608 8<sup>th</sup> Street addressed their concern about the process of the Demerit system and asked the Board to review the policy particularly in the missing assignment procedure and how it has an impact on their child and the other students. Their son is not able to participate in the Field trip and feels that this is not fair and that this should be evaluated.

Mrs. Narvaez of 334 9<sup>th</sup> Street addressed her concern about the missing assignment and the impact on her son and would like to Board to review the policy.

Mrs. Michelle D'Errico of 311 8<sup>th</sup> Street addressed her concern about the missing assignment and behavioral Demerit system and would like the Board to review the policy.

Mr. Kollinok stated that he will look into this and get all the information and either Mr. Foy or Mr. Kollinok will get back to everyone.

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 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 at 7:02 pm

**Moved Mr. Young**

**Seconded Mr. Ficaretta**

**Mr. Acanfora**   x   **Mr. Ficetola**   x   **Mrs. Hamilton**   x   **Mrs. Nunziato**   ---    
**Mr. Offreda**   x   **Mr. Riveros**   x   **Mr. Young**   x   **Mr. Cox**   x    
**Mrs. Lahullier**   ---  

Motion to reconvene. 7:12 pm

**Moved Mr. Young** **Seconded Mr. Riveros**  
**Mr. Acanfora**   x   **Mr. Ficetola**   x   **Mrs. Hamilton**   x   **Mrs. Nunziato**   ---    
**Mr. Offreda**   x   **Mr. Riveros**   x   **Mr. Young**   x   **Mr. Cox**   x    
**Mrs. Lahullier**   ---  

**ADJOURNMENT:**

Motion to adjourn meeting at 7:53 pm

**Moved Mr. Young** **Seconded Mr. Acanfora**  
**Mr. Acanfora**   x   **Mr. Ficetola**   x   **Mrs. Hamilton**   x   **Mrs. Nunziato**   ---    
**Mr. Offreda**   x   **Mr. Riveros**   x   **Mr. Young**   x   **Mr. Cox**   x    
**Mrs. Lahullier**   ---  

Respectfully Submitted,

Bert Arifaj  
School Business Administrator/Board Secretary