

**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 6:10 pm

**ROLL CALL**

Mr. Acanfora   x   Mr. Cox   x   Mrs. Hamilton   x    
Mr. Lopez   x   Mr. Offreda   x   Mr. Riveros   x   Mr. Young Absent  
Mrs. Lahullier   x    
Superintendent Kollinok   x   Mr. Arifaj   x   Mrs. Henke   x  

**FLAG SALUTE**

Moment of silence for the Sabia family

**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**

**Interviews for the Board Vacancy**

The Board conducted interviews for the Board vacancy position. Based on this review and consideration by the Board Members of potential candidates for office, the candidates for the position were:

- 1. Frank Ficetola**
- 2. Edward Gasca**

**VOTE COUNT**

**ROLL CALL**

Mr. Acanfora   2   Mr. Cox   1   Mrs. Hamilton   1   Mr. Lopez   1    
Mr. Offreda   1   Mr. Riveros   2   Mr. Young   ---   Mrs. Lahullier   1    
**5-2**

Upon the recommendation of the Superintendent of Schools, the board appoints Frank Ficetola to the vacant Board Member seat through Board Reorganization January 2017, pending completion of the mandated fingerprinting/criminal background and oath of office.

**Moved: Mr. Riveros                      Seconded Mr. Offreda**

**ROLL CALL**

**Mr. Acanfora**   x   **Mr. Cox**   x   **Mrs. Hamilton**   x    
**Mr. Lopez**   x   **Mr. Offreda**   x   **Mr. Riveros**   x   **Mr. Young**   ---    
**Mrs. Lahullier**   x    
**7-0 Yes**

**PRESENTATIONS:**

**Stephen Kollinok and Ken Foy:**  
New Jersey Department of Education  
School Self-Assessment for Determining Grades  
Under the Anti-Bullying Bill of Rights Act

**Allison Evans:** Overview of New Science Curriculum  
**Joe Scirocco:** LJ's Food Service – Rescheduled

**APPROVAL OF MINUTES:**

**June 23, 2016 Work Session Meeting**  
**June 23, 2016 Executive Session**

**Moved: Mr. Acanfora                      Seconded Mr. Cox**  
**Mr. Acanfora**   x   **Mr. Cox**   x   **Mrs. Hamilton**   x   **Mr. Lopez**   Abstain    
**Mr. Offreda**   x   **Mr. Riveros**   Abstain   **Mr. Young**   ----    
**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. The Extended School Year program started on July 5th and will conclude on Friday, July 29th. The entire program has been running extremely smoothly. Much thanks to the teachers, aides, therapists, Child Study Team and Ms. Silva for assisting greatly with the program.
2. We are on track with student scheduling, class lists and building maintenance. The custodians and their assistants are doing a fantastic job and will be ready to start work on the lower floor as soon as recreation is completed.
3. Regarding the PARCC testing results. Preliminary results have shown a measurable improvement in our student scores. Ms. Evans and myself will keep the Board updated as more information becomes available to us.
4. As I had stated previously, I wanted to keep the Board updated regarding the Pre-K numbers for next year. To date, we have received material for 20 students for next year. Unless this number increases by a few more, we will be looking at a morning session

only. We also have a number of pre-school disabled students who as per their IEP's would receive one-half day in the pre-school disabled program and one half day in the regular Pre-K program. These students are not included in the 20 count.

5. On tonight's agenda is a motion to approve the Superintendent's merit goals for the 2016-2017 school year. They are comprehensive and have been discussed with both the county office and Board Instructional Committee. Some of the goals will require several committee meetings with both district and town officials.
6. I would like to discuss openly with the Board the rate at which we currently pay our substitute teachers on a per diem basis. We currently pay our subs \$ 85.00 per day. No one seems to remember the last time that we even discussed this topic or increased the amount. We do need to keep ourselves competitive in the South Bergen area so we maintain a number of subs who would stay interested in our district. Becton, East Rutherford and Rutherford pay \$90.00 per day for subs. My recommendation would be that we at least match those three districts. We would need to make a motion to change the amount if the Board is in agreement.
6. 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 two incidents investigated since the last Board of Education where it was determined that HIB did not occur in either case.

**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. The custodians have been working hard to get the school ready for September. The cleaning is progressing nicely. The striping of the parking lots were recently done. Thank you to the custodians and summer help.
2. The District will receive \$117,414 in Extraordinary Aid for the 2015-2016 school year which is \$3,347 more than we received last year. Extraordinary Aid is based on actual special education costs incurred during the 2015-2016.
3. Included on the agenda is a motion to acknowledge a grant. The district appreciates the grant from the New Jersey Department of Agriculture's Jets PLAY 60 Eat Right, Move More program. I would like to thank all involved for their hard work.
4. Reminder: The nominating petition for November school election must be filed with the Bergen County Office on or before July 26, 2016. The candidate information and petition for November school election can be found on the district's website.
5. Reminder: The school boards conference is scheduled for Tuesday October 25th through Thursday October 27th. As usual, mandatory training will be available at that time. Should

anyone want to register for mandatory training at the conference please let me know so I can submit a registration form for you. Anyone who plans on attending the conference needs to tell me as soon as possible so I can submit the registration for our group.

6. At this time we do not think it is necessary to have an August meeting. Our next board meeting is scheduled for Tuesday, September 6th.

**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 appointment of Therese Kearns as LDTC/Pre-K teacher, effective September 1, 2016, on MA+30 Step K, at \$88,567.
2. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Mark Dolaghan for the 2016-2017 school year as Grade 5 Maternity Leave Replacement (non-tenure track) BA, Step C, at \$51,202.
3. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Jenna Victory as maternity leave replacement long term substitute teacher, (non-tenure track), for Grade 7 Language Arts, from September 1, 2016, through January 27, 2017, at a cost of \$125.00 per diem.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Kaitlyn Gallagher as maternity leave replacement long term substitute teacher (non-tenure track), for Grade 5, from September 1, 2016, through December 23, 2016, at a cost of \$125.00 per diem.
5. Upon the recommendation of the Superintendent of Schools, the Board approves the adoption and implementation of new Science Curriculum for grades 6 through 8 as aligned to the New Jersey Student Learning Standards.
6. Upon the recommendation of the Superintendent of Schools, the Board approves Bert Arifaj as the District's Attendance Officer for the 2016-2017 school year.
7. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Diana Silva as Affirmative Action Officer for the 2016-2017 school year.

8. Upon the recommendation of the Superintendent of Schools, the Board approves the following individuals for placement on the 2016-2017 school year substitute lists (see attached).
9. Upon the recommendation of the Superintendent of Schools, the Board approves the following hourly rate guide for the Bus or Lunchroom/Playground Aides for 2.5 hours per day for the 2016-2017 school year;

Step 1	\$11.94
2	\$12.57
3	\$13.41
4	\$14.31
5	\$15.27
5a	\$17.77

10. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of the following Lunchroom/Playground Aides for the school and rate designated for the 2016-2017 school year;

<u>Name</u>	<u>Hourly Rate</u>	<u>Step</u>
Diane Amaya	\$13.41	3
Beverly Faist	\$14.31	4
Diane Gagnano	\$14.31	4
Marie Hasch	\$17.77	5a
Frank Havel	\$15.27	5
Barbara Kronyak	\$12.57	2
Linda Szablicki	\$12.57	2

11. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Betty Jo Wilkinson as Bus Aide, Step 2 \$12.57 per hour for the 2016-2017 school year;
12. Upon the recommendation of the Superintendent of Schools, the Board approves Brittany Acevedo as substitute teacher for the 2016-2017 school year, pending completion of all paperwork.
13. Upon the recommendation of the Superintendent of Schools, the Board approves Keri Izzo as substitute teacher for the 2016-2017 school year, pending completion of all paperwork.
14. Upon the recommendation of the Superintendent of Schools, the Board approves Michele Romano as substitute teacher aide for the 2016-2017 school year, pending completion of all paperwork.

**Moved: Mr. Offreda**

**Seconded: Mr. Cox**

Mr. Acanfora   x   Mr. Cox   x   Mrs. Hamilton   x   Mr. Lopez   Abstain #8    
Mr. Offreda   x   Mr. Riveros   Abstain #8   Mr. Young   ----    
Mrs. Lahullier   x

## **ADDENDUM #1**

1. Upon the recommendation of the Superintendent of Schools, the Board approves the 2016-2017 Merit Goals for Stephen Kollinok, Superintendent of Schools, as written:

### **CARLSTADT PUBLIC SCHOOL SUPERINTENDENT MERIT GOALS 2016-2017**

#### **QUANTITATIVE GOALS**

1. During the 2016-2017 school year, the Carlstadt Public School is moving to a new 1:1 Chrome Book initiative in grades 5-8. The Superintendent will ensure that 100% of the students and teachers in those grade levels are utilizing the new technology, including Google Applications for Education, on a daily basis. To achieve this goal, the Superintendent will provide targeted professional development designed to assist teachers with engaging students with learning activities on a technological platform. The superintendent will track the quality and quantity of usage through informal observation, staff meeting minutes, Google Classroom and other means.
2. By June of 2017, the Superintendent will conduct a full technology audit in which 100% of all hardware, software and infrastructure in the district will be identified, evaluated and catalogued. This audit will assist with identifying strengths and weaknesses and allow the Superintendent to ensure that the district is fully prepared from a security standpoint, uninterrupted access during testing windows and meeting the needs of all learners in the classrooms.
3. The Carlstadt Public School District has never had a comprehensive Crisis Management Response Manual. The June 2017 goal will result in a Response Manual that is comprehensive and specifically contains information and procedures on no less than 10 crisis situations should a situation present itself. Some of the crisis topics such as Armed Intruders, Sudden Tragic Deaths and Natural Disasters will be included in this comprehensive manual. This will be a living document necessitating an annual review of contacts, telephone numbers and additional incidents should the need arise. The Superintendent will facilitate several committee meetings during the 2016-2017 school year with school staff, community members, law enforcement and emergency officials. This manual will be shared with both school and community officials. All meetings will be documented.

#### **QUALITATIVE GOALS**

1. The Carlstadt Public School District has never has not had a formal re-registration since 2007. Therefore, during the 2016-2017 school year, the Superintendent will create and initiate a process to re-register all students in the district. Goal activities will include the development of new registration forms: the establishment of registration timelines, registration days and follow-up procedures.
2. By June 2017, to increase safety in the Carlstadt Public School District, the Superintendent will create and administer a survey to staff, students and parents regarding safety and security in the school. He will establish a committee of Board of Education members, school staff and Carlstadt

Town Council members to analyze survey results, exchange ideas and share resources that will further enhance security in the school. All meetings will be documented.

**Moved: Mr. Offreda**

**Seconded: Mr. Cox**

Mr. Acanfora  Mr. Cox  Mrs. Hamilton  Mr. Lopez   
Mr. Offreda  Mr. Riveros  Mr. Young   
Mrs. Lahullier

**ADDENDUM #2**

1. Upon the recommendation of the Superintendent of Schools, the Board approves the 2016-2017 Merit Goals for Bert Arifaj, Business Administrator, as written:

**CARLSTADT PUBLIC SCHOOL  
BUSINESS ADMINISTRATOR MERIT GOALS 2016-2017**

**QUANTITATIVE GOALS**

1. The Carlstadt Public School district's Emergency Management Operations Manual is revised on an annual basis. The June 2017 goal will result in additional upgrades to the existing light fixtures in the Carlstadt Public School and the replacement of 50% of the existing analog cameras to state of the art IP cameras. This project will assist with both building security and surveillance. This goal will require additional meetings with the appropriate personnel throughout the 2016-17 school year. These security measures will be added to the language in the existing Emergency Manual and will be submitted to the Bergen County Superintendent of Schools.

**QUALITATIVE GOALS**

1. The School Business Administrator/Board Secretary will become a Qualified Purchasing Agent (QPA) by June 2017. The merit pay is contingent upon obtaining the QPA designation, and upon issuance of this certification to the BA/BS.

**Moved: Mr. Offreda**

**Seconded: Mr. Cox**

Mr. Acanfora  Mr. Cox  Mrs. Hamilton  Mr. Lopez   
Mr. Offreda  Mr. Riveros  Mr. Young   
Mrs. Lahullier

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

1. Upon the recommendation of the Superintendent of Schools, the Board approves the 2016-2017 Mentoring Plan and 2016-17 Mentoring Plan Statement of Assurance (SOA).
2. Upon the recommendation of the Superintendent of Schools, the Board approves the 2016-2017 Professional Development Plan and 2016-17 Professional Development Plan Statement of Assurance (SOA).

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

Policy-Revised #P1220 Employment of Chief School  
Administrator (M)

Policy-Revised #P1310 Employment of School Business  
Administrator/Board Secretary

Policy-Revised #P2414 Programs and Services for Students  
in High Poverty and in High Need  
School Districts (M)

Policy-Revised #P3111 Creating Positions

Policy-Revised #P3124 Employment Contract

Policy-Revised #P3125 Employment of Teaching Staff  
Members (M)

Policy-Revised #P3125.2 Employment of Substitute Teachers

Policy-Revised #P3126 District Mentoring Program

Regulation-Revised #R3126 District Mentoring Program

Policy-Revised #P3141 Resignation

Policy-Revised #P3144 Certification of Tenure Charges

Regulation-Revised #R3144 Certification of Tenure Charges

Policy-Revised #P3159 Teaching Staff Member/School  
District Reporting Responsibilities

Policy-Revised #P3231 Outside Employment as Athletic  
Coach

Policy-Revised #P3240 Professional Development for  
Teachers and School Leaders (M)

Regulation-Revised #R3240 Professional Development for  
Teachers and School Leaders

Policy-Abolished #P3240 In-Service Training (M)

Regulation-Abolished #R3144 In-Service Training (M)

Policy-Revised #P4159 Support Staff Member/School



District Reporting Responsibilities

Policy-Revised	#P5305 Health Services Personnel
Regulation-Revised	#5330 Administration of Medicine (M)
Policy-Revised	#P5350 Student Suicide Prevention
Regulation-Revised	#R5330 Student Suicide
Policy-Revised	#P9541 Student Teachers/Interns
Policy-Revised	#P1140 Affirmative Action Program (M)
Policy-Revised	#P1523 Comprehensive Equity Plan (M)
Policy-Revised	#P1530 Equal Employment Opportunities (M)
Regulation-Revised	#R1530 Equal Employment Opportunity Complaint Procedure (M)
Policy-Revised	#P1550 Affirmative Action Program for Employment and Contract Practices (M)
Policy-Revised	#P2200 Curriculum Content (M)
Regulation-Revised	#R2200 Curriculum Content (M)
Policy-Revised	#P2260 Affirmative Action Program for School and Classroom Practices (M)
Policy-Revised	#P2411 Guidance Counseling (M)
Regulation-Revised	#R2411 Guidance Counseling (M)
Policy-Revised	#P2423 Bilingual and ESL Education (M)
Regulation-Revised	#P2423 Bilingual and ESL Education (M)
Policy-Revised	#P2610 Educational Program Evaluation (M)
Policy-Revised	#P2622 Student Assessment (M)
Policy-Revised	#P5750 Equal Educational Opportunity (M)
Policy-Revised	#P5755 Equity in Educational Programs and Services (M)
Policy-Revised	#P5339 Screening for Dyslexia (M)
Policy-New	#P7481 Unmanned Aircraft Systems (UAS also known as Drones)



5. Upon the recommendation of the Superintendent of Schools, the Board approves the Annual Contract for Hospital Instruction between the Carlstadt School District and the Bergen County Special Services School District for the 2016-2017 school year at a rate of \$65.00 per hour, on an as-needed basis.
6. Upon the recommendation of the Superintendent of Schools, the Board approves a contract with Bergen County Special Services School District for the 2016-17 school year for T.O.D. services for a max of thirteen hours not to exceed \$2,145 for student #17015.
7. Upon the recommendation of the Superintendent of Schools, the Board approves the contract with Bergen County Special Services and the Carlstadt Public School for SAP services for the 2016-17 school year in the amount of \$550 for student ID#22618.
8. Upon the recommendation of the Superintendent of Schools, the Board approves the contract with Region V for the extended school year Home Programming in the amount of \$1943.12 for student #17002.
9. Upon the recommendation of the Superintendent of Schools, the Board approves a contract with Bergen County Special Services School District for the 2016-17 school year for T.O.D. services for a max of eighty hours not to exceed \$13,200 for student #22716.

**Moved: Mrs. Hamilton**

**Seconded: Mr. Cox**

Mr. Acanfora  Mr. Cox  Mrs. Hamilton  Mr. Lopez   
Mr. Offreda  Mr. Riveros  Mr. Young   
Mrs. Lahullier

**UNFINISHED BUSINESS None**

**NEW BUSINESS**

Mr. Riveros suggested raising the Sub Teacher rate from \$85 to \$95.

**Moved: Mr. Riveros**

**Seconded: Mr. Cox**

Mr. Acanfora  Mr. Cox  Mrs. Hamilton  Mr. Lopez   
Mr. Offreda  Mr. Riveros  Mr. Young   
Mrs. Lahullier

**5-2 No**

The Board Rescinded previous resolution.

**Moved: Mrs. Hamilton**

**Seconded: Mr. Offreda**

Mr. Acanfora  Mr. Cox  Mrs. Hamilton  Mr. Lopez   
Mr. Offreda  Mr. Riveros  Mr. Young   
Mrs. Lahullier



