

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 1:00 pm

ROLL CALL

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

Superintendent Kollinok x Assistant Superintendent Ms. Allison Evans x
Interim Business Administrator Mr. DiGeronimo x
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: Kelly Schrobach, NJSLA Science Scores

NJSLA Science Assessment...

- Is a federally required state assessment administered to students in grades 5, 8, and 11
- Is significantly different from the New Jersey Assessment of Skills and Knowledge (NJ ASK)
 - NJSLA-Science are more rigorous standards and focus on the application of science knowledge and skills rather than memorization of content.
- **2018**-Assessment introduced as field test
 - Students took the assessment-**no scores were reported**
- **2019**-5th and 8th grade students participated in the Spring Administration

- Scores were reported to schools for the first time
 - As test continues to be normed, district scores will not be factored into NJQSAC
- 2021-2022** will be the first year in which results from the NJSLA-Science will be factored into NJQSAC

Results:

- Students in grade 5 scored above state average
- Students in grade 8 scored slightly below

Action Plan for next year:

- Using results to revise Science standards next school year
- Updating assessment methods at CPS
 - Majority of science activities are hands on. Teachers will work to implement more short response and multiple choice questions in class so students are more comfortable with this testing approach

APPROVAL OF MINUTES: March 16, 2020 Regular Meeting

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

REPORT OF SUPERINTENDENT

GOOD EVENING. I WOULD LIKE TO TAKE THIS OPPORTUNITY TO WELCOME THOSE OF YOU IN OUR VIRTUAL ATTENDANCE AT TONIGHT'S BOARD OF EDUCATION MEETING.

1. The Carlstadt Public School District was 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 has been cancelled as per the Department of Education and Commissioner. We will wait for further information regarding testing that will be shared with the Board, staff and parents when it becomes available.
2. Speak about the Coronavirus.
3. The Carlstadt Public School District 2019-2020 District Goals had been making progress. Ms. Evans will talk about this during her report.

4. There are 545 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.
5. There is legislation A3904 that will allow remote learning days to count towards the 180 day annual requirement. It has passed the state senate and is expected to be signed by the Governor.
6. The Executive County Superintendent's throughout the state met with with Department of Education officials last week to discuss additional videoconferencing apps and the 2020-2021 QSAC monitoring given the many disruptions to the normal operating procedures this year. I will share that information with the Board when it becomes available.
7. This year was going to mark the 154th Annual Picnic for the children in Carlstadt.
8. The Bergen County Teacher/Educational Services Professionals Recognition Program for the 2019-2020 school year has unfortunately been cancelled for this year.
9. The Carlstadt Public Schools Robotics Club was going to attend the second South Bergen Jointure Commission Competition on 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.
10. I have received some questions regarding the 8th grade graduation ceremony. At this time it has not been scheduled. We are going to check with the company that prints the diplomas and see if we could still have them completed for the students should school not re-open.
11. Our next tentative Board of Education meeting is scheduled for Monday, May 4, 2020. That date and time will be up for further discussion.

Mr. Offreda, so ends my report.

REPORT OF ASSISTANT SUPERINTENDENT

Good afternoon,

It certainly has been an interesting month and we have experienced so many changes that have affected our lives both personally and in education. However, I can confidently share that our staff has been nothing but extraordinary during this time of quarantine. When we learned of the

potential of closing for an extended period of time, our staff immediately went in motion to prepare. Teachers, aides, secretaries, and admin worked together to prepare five weeks of instruction. We were very well prepared for closing due to the hard work of the staff. Since then, we have been modifying and adjusting daily to meet the needs of our students. Our staff has been working tirelessly to create a positive and productive learning environment for our students. They have gone out of their comfort zones and continue to think outside the box to meet the needs of their students. We have virtual team meetings each week to discuss how teachers are doing with planning and instruction, discuss student participation and brainstorm together. We have offered both formal and informal professional development opportunities to our staff in order to help them learn and use new online tools and platforms. Teachers have been learning from each other and being creative in their planning and delivery of instruction. Our paraprofessionals have been working with teachers to help meet the needs of students through small group instruction or individual extra help. Mrs. Schrobach, our guidance counselor, has been sending out weekly newsletters to brighten spirits and provide strategies to promote self-care and mental health. Mr. Garde puts out a daily morning announcement video that the students and faculty enjoy waking up to each day. The admin team, with the help of Mrs. Schrobach and the secretaries, have worked tirelessly to be in contact with students who need a little extra encouragement, a check-in, or just to say hello. Our Health and Wellness Committee has met several times to brainstorm ways we can encourage positive mental health and promote physical activity while home. This also aligns with one of our district goals. We have created a school Instagram page to share positivity and help the students and parents to feel connected. We have all been working together as a team to provide consistency for our students while keeping learning alive virtually. We know that in the coming months things are going to continue to change and evolve but we are certain together we will make this work and provide the best environment possible for our students and staff. We are so proud of our community coming together during this time.

REPORT OF BUSINESS ADMINISTRATOR/BOARD SECRETARY

I'd like to start by thanking the Board for the chance to work with them and the District to help keep the Business Office and District operating efficiently while Megan tends to more important matters than debits and credits. I've spending my time acquainting myself with the information and systems that we operate the Business Office with. Every district is different, but we all have to do the same things. That's my challenge as an interim Business Administrator. But it's a great district and staffed by some great and highly professional people. I'm looking forward to my time here.

Mr. Kollinok and I met through Zoom with our architect, Jamie Hunter and contractor, Cypreco concerning the upcoming Security Vestibule renovations. We've issued the notice to proceed letter, giving them the green light to put things in motion on the project. The next construction meeting will be held, on site on April 21st. This will also give the contractor a chance to walk thru the building to further familiarize himself with the job. There are some potential complications still not clarified having to do with the coronavirus pandemic, so we're not sure exactly when the project will start, but nothing has changed our final completion date of August 21.

The Lincoln School Bell has been refurbished and delivered. It was delivered to the DPW site as they had the equipment necessary to off load it. Eventually we'll bring it to the school to get it ready for installation. We'll be exploring vendors to create a suitable base and install the bell.

On the agenda for action tonight is a resolution to amend our agreement with Pomptonian Food Services. One of the side effects of the havoc the pandemic has created is the need to serve meals to students while the school is closed. Pomptonian has needed to find a way to prepare these meals and serve these meals, which they have. Their current contract pays them on a per meal basis, but since we're not in session and their income has drastically been cut. While they have a much reduced personnel need now, they still need to prepare meals but cannot afford to do so at the per meal rate. This action pays them a flat amount of \$75 per day to cover their labor costs, a fair amount and will end in June. I'd expect the cost of this to be around \$5000.

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 authorizes the Superintendent to post the positions necessary to provide an in-house extended year summer program, July 6, 2020 through July 31, 2020, for special needs and English Language Learners, in both primary and intermediate grades: four (4) teachers, one (1) ESL teacher, speech specialist, physical therapist, six (6) aides (in district), two (2) one-to-one aides (one in district and one out of district).
2. Upon the recommendation of the Superintendent of Schools, the Board accepts, with regret, the resignation of Henry Riveros, member of the Carlstadt Board of Education, for personal reasons, effective immediately. It is further resolved that the Board shall accept applications from qualified Carlstadt residents to fill Mr. Riveros' seat through the January 2021 Re-organization meeting.
3. Upon the recommendation of the Superintendent of Schools, the Board approves the hiring of a School Nurse for the in-district Extended Year Program starting July 6, 2020 through July 31, 2020.

4. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Rianna Scrubb effective September 1, 2020, for the 2020-2021 school year as Guidance Counselor, MA Step E, \$62,820 as per the negotiated contract.
5. Upon the recommendation of the Superintendent of Schools, the Board concurs with the appointment of Patrick Conley, as Acting Supervisor of Buildings & Grounds/Custodians, effective April 1, 2020 through June 30, 2020, at a monthly stipend of \$500.

Moved Mr. Cox

Seconded Mr. Ficetola

**Mr. Christiano Mr. Cox Mr. Ficetola Mr. Figueroa
Mrs. McNeill Mrs. Nunziato Mr. Shah Mr. Offreda**

LEGISLATIVE/POLICY COMMITTEE: (Mrs. Nunziato) None

BUILDING/ GROUND/HISTORICAL COMMITTEE: () None

FINANCE COMMITTEE: (Mr. Figueroa)

1. Upon the recommendation of the Superintendent of Schools, the Board approves the Board Secretary's report for the month ending February 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 February 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 February 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 February 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 and April 2020 as presented.
5. Upon recommendation of the Superintendent of Schools, the Board approves to gratefully accept two \$100 donations (Total \$200) from Nancy Bednarz into revenue account #20-

1920 and appropriate the funds to Private Donations Expense account #20-000-100-610-02.

6. Upon the recommendation of the Superintendent of Schools, the Board concurs with the agreement with Frontline Technology for translation of IEP not to exceed \$298.20 for 2019-20 school year for student #22899.
7. Upon the recommendation of the Superintendent of Schools, the Board concurs with the annual contract with Echalk for district website services and training in the amount of \$1,820.50 for the 2020-21 school year.
8. Upon the recommendation of the Superintendent of Schools, the Board approves the contract with Shepard Preparatory High School for the 2019-2020 school year (start date to be determined) prorated tuition not to exceed \$17,024.76 for student # 22294.
9. Upon the recommendation of the Superintendent of Schools, the Board concurs with the agreement with Frontline Technology for translation of IEP not to exceed \$182.55 for 2019-2020 school year for student #22843.
10. Upon recommendation of the Superintendent of Schools, the Board authorizes the business administrator to execute an agreement with Phoenix Advisors, LLC for ongoing disclosure agent services in connection with our bond issuances for the 2020-2021 school year for an annual fee of \$1,000.
11. Upon the recommendation of the Superintendent of Schools, the Board approves the Shared Services Agreement with the Bergen County Technical Schools for a site technician and technology support services for 2019-2020 school year at an annual cost of \$90,400
12. Upon the recommendation of the Superintendent of Schools, the Board concurs with the emergency procurement and contract modification due to the Coronavirus (COVID-19):

Due to the Carlstadt School District's closure as a result of the COVID-19 virus, it is necessary to establish an emergency agreement with The Pomptonian Food Service to facilitate the feeding of students as required by the NJDOE directive.

The district submitted an application to offer a seamless summer option (SSO) with the NJ Department of Agriculture. This is a separate and distinct program compared to the traditional contract in place between Pomptonian and the District.

Pomptonian will be (or has)

- Aided Districts in applying for the SSO Option
- Designed complaint menu for Grab-and-Go-Service
- Procured necessary components
- Set up separate account system

- Developed a new accountability system
- Will aid in preparing meal claims
- Retained documentation of extraordinary expense for possible reimbursement from State
- Created separate billing for emergency feeding
- Adapting program as guidance from the State evolves
- Maintaining required production of records

The billing from Pomptonian will include; all payroll costs associated with the emergency feeding, all purchases of food and supplies and any other direct expenses. Pomptonian will also include our fee for providing this service, The fee will be \$75.00 per day, which is less than what our fee was per day through February 2020.

This emergency agreement begins on March 16, 2020 and will extend until school reopens but cannot extend past June 30, 2020.

- 13.** Upon the recommendation of the Superintendent of Schools, the Board concurs with the replacement of Evan Morley (January 7, 2020 minutes) with Patrick Conley as Integrated Pest Management (IPM) coordinator and Indoor Air Quality Officer through December 31, 2020.
- 14.** Upon the recommendation of the Superintendent of Schools, the Board concurs with the appointment of Patrick Conley as HCS/Right to Know contact person through December 31, 2020.

ADDENDUM

- 1.** Upon the recommendation of the Superintendent of Schools, the Board approves the following resolution:

BE IT RESOLVED, to withdraw from Capital Reserve of \$500,000 to complete the Secure Vestibule Project previously awarded to Cypreco Industries, Inc. on the March 16, 2020 meeting. These funds to be deposited and expended to account 12-000-400-450-00.

- 2.** Upon the recommendation of the Superintendent of Schools, the Carlstadt Board of Education approves the **amendment to the previous motion adopted on March 16, 2020 meeting** Secure Vestibule Project at the Carlstadt Public School Project **not to exceed \$493,963** and

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.

Moved Mr. Figueroa **Seconded Mr. Ficetola**
Mr. Christiano **Mr. Cox** **Mr. Ficetola** **Mr. Figueroa**
Mrs. McNeill **Mrs. Nunziato** **Mr. Shah** **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 1:21 pm

Moved Mr. Ficetola	Seconded Mr. Cox
Mr. Christiano <input checked="" type="checkbox"/>	Mr. Cox <input checked="" type="checkbox"/> Mr. Ficetola <input checked="" type="checkbox"/> Mr. Figueroa <input checked="" type="checkbox"/>
Mrs. McNeill <input checked="" type="checkbox"/> Mrs. Nunziato <input checked="" type="checkbox"/> Mr. Shah <input checked="" type="checkbox"/> Mr. Offreda <input checked="" type="checkbox"/>	

Respectfully Submitted,

Mr. Steven DiGeronimo
Interim School Business Administrator/Board Secretary