

**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. Cox   x   Mr. Ficetola   x   Mr. Figueroa   x    
Mrs. McNeill   x   Mrs. Nunziato  Absent  Mr. Shah   x   Mr. Riveros  7:04 pm   
Mr. Offreda   x  

Superintendent Kollinok   x   Assistant Superintendent Ms. Allison Evans   x    
Business Administrator Mrs. Slamb   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:** None

**APPROVAL OF MINUTES:**           January 7, 2020 Reorganization Meeting  
  January 7, 2020 Special Meeting

Moved Mr. Ficetola    Seconded Mr. Cox  
Mr. Christiano   x   Mr. Cox   x   Mr. Ficetola   x   Mr. Figueroa   x    
Mrs. McNeill   x   Mrs. Nunziato   --- Mr. Shxah   x   Mr. Riveros   ---  
Mr. Offreda   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 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. We will again stress the importance of having the student's take part in the administration of the test. Our participation numbers increased again last year over the previous year maintaining 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.
2. The Carlstadt Public Schools Robotics Club will be attending the year's first South Bergen Jointure Commission Competition on January 22, 2020 at Robert L. Craig School in Moonachie. Much thanks to Mrs. Ydrovo, our robotics club advisor for assisting greatly with these competitions and assisting the students with their preparation.
3. The middle school winter concert was held on Thursday, January 9<sup>th</sup>. The 4<sup>th</sup> through grade 8 choral and instrumental students put on an excellent show featuring both individual and group performances. Much thanks to Mrs. Mello, Mr. Garde and the classroom teachers for preparing the students for their performances.
4. The annual student/staff volleyball game took place last Friday evening. A good time was had by all those who participated.
5. Ms. Evans will be reporting on the Carlstadt Public School District 2019-2020 District Goals in her report following mine this evening.
6. As of today, we have 39 students enrolled in the Pre-Kindergarten program. These numbers are inclusive of the pre-school disabled students.
7. There are 537 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. I have discussed next year's Calendar with the Superintendents from East Rutherford and Becton. Next year's proposed calendar is on tonight's calendar for Board approval.

9. Our next tentative Board of Education meeting is scheduled for Tuesday, February 11<sup>st</sup> at 7:00 p.m.
10. 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 four incidents investigated since the last Board of Education meeting where none of the four were determined to be HIB.

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

### **REPORT OF ASSISTANT SUPERINTENDENT**

Good evening,

- As you see on the agenda tonight, we will be holding a Youth Mental Health First Aid training on Thursday and Friday of this week. Staff members attending include teachers, aides, secretaries, and other support staff. At this training, staff will learn how to recognize mental health issues in youth and gain strategies they can use if they see a child suffering or struggling. My hope is to run this course again in the Spring to give more members of our staff the opportunity to attend.
- Several years ago we adopted a skills-based report card in grade K-4. Today the report card committee met to discuss revisions we would like to make to the report card. Some revisions include streamlining and combining skills as well as making it more user-friendly for parents. The changes made will go into effect in September 2020.
- The I&RS committee met last week. The purpose of the committee is to provide interventions and strategies for teachers to help assist and support their students who are experiencing difficulties. The committee is made up of various teachers and support staff that have a common interest in helping students to be successful. This committee meets each month and provides interventions to teachers to implement with our support. This is an extremely important committee and we are proud of the work we do to help our students.
- Three times a year, students take a benchmark assessment in Language Arts and Math called LinkIt. In December, students took the second assessment. After the assessment is given, LinkIt provides detailed reports for us to analyze. Analysis from these reports helps to drive individualized instruction. In addition, there is an NJSLA predictor report which helps us to predict where a student may score on the state assessment. We just received our Navigator analysis reports and I will be meeting with staff within the next few weeks to assist with the analysis and planning of instruction.

**Mr. President so ends my report.**

## **REPORT OF BUSINESS ADMINISTRATOR/BOARD SECRETARY**

- I am pleased to report that the Boiler Exhaust Project has concluded and Garden State Environmental has provided and Air Quality Assessment for all affected areas in the building. All readings which registered as slightly elevated, have now registered normal. As a result we have re-opened Ms. Mello's music room and the gym locker rooms.
- On tonight's finance agenda, we have a motion to approve the district Corrective Action Plan for the 2019 Audit, as noted during the audit presentation there were only two recommendations. The first regarding open purchase orders at year end is easily addressed and will be enacted at the close of the school year. The second regarding earnings for the Food Service Program will be addressed by reinvesting the determined "excess earnings" back into the program through the purchase of equipment.
- The Business Office is continuing preparation of the 2020-2021 Budget, and will schedule a Finance Committee Meeting in February to review the preliminary budget numbers.
- Ei Associates was in district last week to complete the surveying work and planning for the Summer 2020 Construction Projects, and we are working for a scheduled Bid award at the March 17<sup>th</sup> BOE meeting. We have also been informed that the State has designated \$28,000 of funding to our school for security projects, which our vestibule project qualifies for. We will have to submit information for our adherence to the Alyssa's Law regulations, but I am confident that we will be able to qualify for the full funding to offset the project cost.
- Please keep an eye on your email's this week as you will be receiving the annual SEC Financial Disclosure Forms for completion. Each of you receives an individualized link to your form from the School Ethics email account. I will send a reminder email as well.
- Finally, congratulations to Henry Riveros for being 1 of 15 Board Members in the state to be selected by NJ SBA for recognition as a Board Member with outstanding Community Service.

## **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. Cox)**

1. Upon the recommendation of the Superintendent of Schools, the Board approve the proposed school calendar for the 2020-2021 school year.
2. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Maura Barrett at the “Trauma-Informed Compassionate Classroom” workshop sponsored by PESI on Wednesday, March 18, 2020 with a cost of \$219 and a maximum reimbursement of \$200.
3. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of: Lisa DelMauro, Jennifer Caprio, Jaclynne Huster, Jessica Nilsen, Ronald Magnusson, Susan Kiely, Kelly Helfrich-Schroback, Lindsey Young, Kathleen Beese, Jill Cortiana, Diane Debiase, Caitlin Sobota, Rachel Bello, James Garde and Melissa Simon at “Mental Health First Aid Training” workshop on Thursday, January 23 and Friday, January 24, 2020, in district, with a cost of \$35 per participant for a total of \$525.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Rachel Bello and Joseph McNerney at the “NJASPERD” conference on Monday, February 24, 2020 in Long Branch, New Jersey, with a cost of \$75 per participant, for a total of \$150.
5. Upon the recommendation of the Superintendent of Schools, the Board approves with the attendance of Susan Kiely at the “School Social Workers: Addressing Social Stressors in Schools” workshop sponsored by NJASSW on Monday, March 23, 2020 in Iselin, New Jersey, with a cost of \$100.
6. Upon the recommendation of the Superintendent of Schools, the Board approves with the attendance of Dawn Garrabrant at the “Embracing the Whole Child: Promoting Emotional Learning” sponsored by The Council for Exceptional Children, on Monday, March 16, 2020 at Ramapo College with a cost of \$115.
7. Upon the recommendation of the Superintendent of Schools, the Board approves with the payment of the Annual Membership fee for Restraint Training Certification in the amount of \$150 for Kelly Helfrich-Schroback, Restraint Certification Instructor.
8. Upon the recommendation of the Superintendent of Schools, the Board approves Dawn Garrabrant as advisor of the Construx Club, after school from 3:00 pm to 4:00 pm starting immediately, with a minimum of 15 sessions and a maximum of 25 sessions at the contractual rate of \$52 per session.

9. Upon the recommendation of the Superintendent of Schools, the Board approves Alyssa Engel as a substitute teacher for the remainder of the 2019-2020 school year, pending completion of all paperwork.
10. Upon the recommendation of the Superintendent of Schools, the Board approves Kismet Nazco as a substitute teacher for the remainder of the 2019-2020 school year, pending completion of all paperwork.
11. Upon the recommendation of the Superintendent of Schools, the board approves James Zisa as a substitute teacher for the remainder of the 2019-2020 school year, pending completion of all paperwork.

**Moved Mr. Cox** **Seconded Mr. Riveros**  
 Mr. Christiano  Mr. Cox  Mr. Ficetola  Mr. Figueroa   
 Mrs. McNeill  Mrs. Nunziato  Mr. Shah  Mr. Riveros   
 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 approves with the request from the Carlstadt Police Department for their use of the building on Saturday, January 25, 2020 from 8:00 am to 2:00 pm for a drill.
2. Upon the recommendation of the Superintendent of Schools, the Board concurs with the request form Carlstadt Recreation Basketball for their use of Gym A on Sundays in January and February 2020, from 9:00 am to 11:00 am for basketball practices and games.
3. Upon the recommendation of the Superintendent of Schools, the Board approves with the request from Carlstadt Little League to change the dates of their use of Gym A and Gym B to Sundays in February from 1:00 pm to 6:00 pm for practice.
4. Upon the recommendation of the Superintendent of Schools, the Board concurs with the request from Carlstadt Recreation Soccer to change the dates for their use of Gym B to Sundays in January and February 2020 from 10:30 am to 12:30 pm for training.
5. Upon the recommendation from the Superintendent of Schools, the Board concurs with the request from Carlstadt Recreation Basketball to change the dates of their use of Gym A and Gym to B for practices and games on the following:

**Gym B Mondays through Fridays, December 2, 2019 – March 3, 2020 3:30 pm to 9:30 pm  
 Gym B Saturdays and Sundays, December 7, 2019 – December 29, 2019 9:00 am to 3:00 pm  
 Gym A and B Saturdays, January 4 through March 14, 2020 9:00 am to 3:00 pm.**

6. Upon the recommendation of the Superintendent of Schools, the Board concurs with the request from the Carlstadt/East Rutherford Competition Cheering for their use of Gym A on Friday, January 10, 2020 from 5:00 pm to 8:00 pm and Saturday, January 11, 2020 from 7:30 am to 8:330 am.

**Moved Mr. Riveros**

**Seconded Mr. Christiano**

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

**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 November and December 2019 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 November and December 2019 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 November and December 2019 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 January 2020 as presented.
5. Upon recommendation of the Superintendent of Schools, the Board approve/accept the 2018-2019 School Audit Recommendation Corrective Action Plan.
6. Upon the recommendation of the Superintend of Schools, the Board concurs with the contract with Bergen County Special Services and the Carlstadt Public School for the 2019-2020 school in the amount of \$62,100 prorated for student id#22294.
7. Upon the recommendation of the Superintend of Schools, the Board concurs with the contract with ~~Bergen County Special Services~~ **South Bergen Jointure Commission** and the Carlstadt Public School for the 2019-2020 school in the amount of \$67,400 prorated for student id#23173.

8. Upon the recommendation of the Superintendent of Schools, the Board concurs with the agreement with Care Plus to provide school clearance evaluation for the 2019-2020 school year not to exceed \$200 for student id#22862.
9. Upon the recommendation of the Superintendent of Schools, the Board concurs with the agreement with Bergen County Special Services to provide additional related services not to exceed \$2,080 for student id#23145.
10. Upon the recommendation of the Superintendent of Schools, the Board concurs with the agreement with Care Plus to provide school clearance evaluation for the 2019-2020 school year not to exceed \$200 for student id#22956.
11. Upon the recommendation of the Superintendent of Schools, the Board approves the agreement with South Bergen Jointure Commission to provide an Occupational Evaluation for the 2019-2020 school year not to exceed \$300 for student id#22949.
12. Upon the recommendation of the Superintendent of Schools, the Board approves with the agreement with South Bergen Jointure Commission to provide Physical Therapy Evaluation for the 2019-2020 school year not to exceed \$300 for student id#22949.

**Moved Mr. Figueroa**

**Seconded Mr. Ficetola**

**Mr. Christiano   x   Mr. Cox   x   Mr. Ficetola   x   Mr. Figueroa   x    
**Mrs. McNeill   x   Mrs. Nunziato   ---   Mr. Shah   Abstain #7,11,12    
**Mr. Riveros   x   Mr. Offreda   x******

**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**

None



**ADJOURNMENT:**

Motion to adjourn meeting at 7:13 pm

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

Respectfully Submitted,

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