

**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 6:05 pm

**ROLL CALL**

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

Superintendent Kollinok  Mrs. Slamb  Mrs. Henke

**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:** September 3, 2019 Work Session

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

**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. School started on Wednesday, September 4th for the students and by all accounts, everything continues to run quite smoothly.
2. As of today, we have 27 students enrolled in the Pre-Kindergarten program. These numbers are not inclusive of the pre-school disabled students. All parents have paid the first installment of the tuition.
3. There are 528 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.
4. Tonight, we will be approving our district goals after we have our discussion a little later during the meeting. Ms. Evans and I will discuss the progress that we are making with each at several of our future meetings so we will have direction and the ability to both see and discuss that progress at various times throughout the year.
5. Our Back to School night for the elementary school students was held last Tuesday, September 10<sup>th</sup> at 7:00 p.m. The middle school Back to School night will be held tomorrow night September 17<sup>th</sup>. As in the past, there was a very good turnout at the elementary Back to School night and the parents were given a great deal of information about the curriculum, technology and the Honeywell Emergency Notification system.
6. Two School Bus Emergency Evacuation Drills were held last week. Items discussed included the students reviewing proper behavior, use of seat belts and ways of exiting the bus safely in case of an emergency.
7. 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 ASSISTANT SUPERINTENDENT**

Good evening everyone,

The start of the school year has been positive and full of excitement. Students are getting back to their routines and adjusting to their new classes and schedules. Teachers are spending time learning about each of their students, their needs, and setting goals for the school year. Each year, the administration team meets to discuss and plan goals for the school year. We look at data collected from various sources, speak with teachers and support staff, and then prioritize our needs in order to set our goals.

Here are our goals for the 2019-2020 school year:

- 1. Carlstadt Public School will continue to provide for student and staff wellness, mental health, safety and security, and continue to research and use resources to support students socially and emotionally.**
- 2. During the 2019-2020 school year, staff will participate in a variety of math professional development opportunities. In addition, staff will implement new teaching strategies to help support diverse learners in the mathematics classroom.**
- 3. Carlstadt Public Schools will develop and implement learning opportunities to encourage positive recycling habits. Students and staff will be educated on creative ways to increase recycling, participate in educational programs to learn more about the benefits of recycling and create opportunities to increase recycling at CPS.**

Following tonight's meeting, we will create a detailed action plan for each of these goals, outlining the steps and activities needed to meet each of our goals. I will report on the status of each goal throughout this year.

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

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

- Mrs. Slamb reviewed the submission of two merit goals for the consideration of the Board
- We are wrapping up the 2018 audit at this time, and though we do not have any of the official reports, we have received positive feedback overall. We continue to maintain a healthy financial position.
- Finance Motion #14 reflects a minor amendment to the original motion. When we first approved this we did not specifically recognize that the funding source for this project would be our Capital Reserve account, this motion clarifies that fact.
- The Finance addendum which was sent earlier today reflects payment application #3 for Alimi Builders site work project. I am happy to report that since the last meeting, we have wrapped up construction on the staircase from the upper to lower lot, and the final bollards have been put in place. The district architects were out yesterday to conduct a final walk-

through and created a punch list for the conclusion of the project. Final payment for this project will not be issued until the punch list is completed.

- I would like to commend Pomptonian Food Service on the opening of our Food Service Program for this year. I have had some incredibly good feedback from, staff, students, and parents. I myself have been very impressed by the quality of the food they are offering and the array of choices. We will continue to track their performance.
- Finally, I would like to suggest that the board consider canceling the October 1<sup>st</sup> meeting. After discussion with Mr. Kollinok and Mr. Cox we anticipate a light agenda at best with no pressing issues. In addition we have already heard of potential schedule conflicts.

### **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 approves advancement of the salary guide for the 2019-20 school year for Jessica Nilsen from MA+15 Step L, \$86,683 to MA+ 30 Step L, \$91,311.
2. Upon the recommendation of the Superintendent of Schools, the Board approves the 2019-2020 Nursing Services Plan.
3. Upon the recommendation of the Superintendent, the Board approves the attendance of Allison Evans at the “Special Education law in New Jersey” workshop sponsored by PESI on Wednesday, October 16, 2019 with a registration fee of \$249.99.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Allison Evans at the “Managing Educator/Student Relationship Symposium” workshop sponsored by Strauss Esmay Associates on Wednesday, October 2, 2019 with a registration fee of \$42.00.
5. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Susan Kiely at the “Special Education Law in New Jersey” workshop sponsored by PESI on Wednesday, October 16, 2019 with a registration fee of \$219.99.

6. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Diana Silva at the “Leadership Team Building and Coaching Skills” workshop sponsored by Fred Pryor Seminars on Thursday, November 21, 2019.
7. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Jennifer Carlin at the NJASL 2019 Fall Conference sponsored by NJASL on Tuesday, December 10, 2019 with a registration fee of \$225 and a maximum reimbursement of \$200.
8. Upon the recommendation of the Superintendent of Schools, the Board approves Megan Brobeck as Mentor for Andrew Hartmann (Provisional) for the 2019-2020 school year.
9. Upon the recommendation of the Superintendent of Schools, the Board approves to allocate Title I money to fund approximately 60% of Basic Skills teacher salary for Lois Teller.  
Base Salary: \$111,965: (\$45,477 local, \$66,488 grant)
10. Upon the recommendation of the Superintendent of Schools, the Board approves Jennifer Carlin as advisor of the second and third grade Technology Club, once a week after school, 3:00-4:00 p.m., from September 2019 through June 2020, with a minimum of 30 sessions and a maximum of 35 sessions at the contractual rate of \$52 per session.
11. Upon the recommendation of the Superintendent of Schools, the Board approves Jennifer Carlin as advisor of the sixth, seventh and eighth grade Gaming Club, after school from September 2019 through June 2020, with a minimum of 30 sessions and a maximum of 35 sessions at the contractual rate of \$52 per session.
12. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Jessica Gutowski and Michael Pohrischak as Student Council Advisors, at a stipend of \$1,231 (to be divided equally) for the 2019-2020 school year, as per the negotiated contract.
13. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Alex Gisoldi as Yearbook Advisor, at a stipend of \$1,041, and Jennifer Carlin as Assistant Yearbook Advisor, at a stipend of \$483, for the 2019-2020 school year, as per the negotiated contract.
14. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Dawn Garrabrant as advisor of the seventh and eighth grade Debate Club, after school from September 2019 through April 2020, with as many sessions as necessary at a stipend of \$2781.
15. Upon the recommendation of the Superintendent of Schools, the Board approves Mary Anderson as advisor of the fourth grade Science Club after school, from October 2019 through June 2020, with a minimum of 15 sessions and a maximum of 35 sessions, at the contractual rate of \$52 per session.

16. Upon the recommendation of the Superintendent of Schools, the Board accepts, with regret, the resignation of Emma Clarke, part time Pre-Kindergarten teacher, effective November 4, 2019.
17. Upon the recommendation of the Superintendent of Schools, the Board approves six (6) “Balanced Literacy” workshops and coaching sessions for the 2019-2020 school year, sponsored by Educational Leadership Learning Workshops, presented by Laura Wood, at Carlstadt Public School, at a cost of \$1,300.00 per session, with a total cost of \$7,800.00. (100% funding from Title II Grant)\* Cost of substitute when needed will be covered through the district general fund.
18. Upon the recommendation of the Superintendent of Schools, the Board approves five (5) full day workshops for the 2019-2020 school year, “Math Coaching to Support Diverse Learners” sponsored by Jessica Shackil of Shackil Solutions, LLC, at Carlstadt Public School, with a cost for of \$1,250 per session, total cost of \$6,250.00 (77% funding from Title IV and Title II Grant and 23% funding from district general fund)\* Cost of substitute when needed will be covered through the district general fund.
19. Upon the recommendation of the Superintendent of Schools, the Board approves the 2019-2020 Merit Goals for Megan Slamb, Business Administrator, as written:

**CARLSTADT PUBLIC SCHOOL  
BUSINESS ADMINISTRATOR MERIT GOALS 2019-2020**

**QUALITATIVE GOALS**

1. The School Business Administrator/Board Secretary will become a Qualified Purchasing Agent (QPA) by June 2020. The merit pay is contingent upon obtaining the QPA designation, and upon issuance of this certification to the BA/BS.  
**PERCENTAGE: 2.50%**  
**DOLLAR VALUE: \$3,315.00**
2. The School Business Administrator/Board Secretary will become a Certified Administrator of School Finance and Operations (SFO) by June 2020. The merit pay is contingent upon obtaining the SFO designation through ASBO International, and upon issuance of this certification to the BA/BS.  
**PERCENTAGE: 2.50%**  
**DOLLAR VALUE: \$3,315.00**

**Moved Mr. Offreda**

**Seconded Mr. Riveros**

**Mr. Christiano  Mr. Ficetola  Mr. Figueroa  Mrs. McNeill**

**Mrs. Nunziato  Mr. Riveros  Mr. Shah  Mr. Offreda**

**Mr. Cox**

**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/East Rutherford Wildcats for their use of Gym A on Saturday, September 14, 2019 and Saturday, September 21, 2019 from 10am – 3pm for cheer practice.

**Moved Mr. Riveros**

**Seconded Mr. Ficetola**

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

**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 July and August 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 July and August 2019 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 July and August 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 July and August 2019 as presented in accordance with N.J.S.A. 18A:22-8.1 and 18A:22-8.2 within the adopted 2018/2019 budget.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the current bills for September 2019 as presented.

5. Upon the recommendation of the Superintendent of Schools, the Board concurs with the service agreement with Community Care Behavior Health Inc. to perform home instruction for the 2019-2020 not to exceed \$12,000 for student id#23145.
6. Upon the recommendation of the Superintendent of Schools, the Board approves the renewal of the Accident and Health policy for the 2019-2020 school year through Professional Insurance Associates.
7. Upon the recommendation of the Superintendent of Schools, the Board concurs with the contract with the Ridgefield Board of Education for the 2019-2020 extended school year in the amount of \$8,377 for student # 22619.
8. Upon the recommendation of the Superintendent of Schools, the Board concurs with the contract with the Ridgefield Board of Education for the 2019-2020 extended school year in the amount of \$8,377 for student # 20003.
9. Upon the recommendation of the Superintendent of Schools, the Board approves the agreement with Ridgefield Public School in the event that an aide is absent, sub coverage will be provided for the 2019-2020 school year at a rate of ~~\$92.00~~ per day.  
**\$172.38**
10. Upon the recommendation of the Superintendent of Schools, the Board approves the contract with Bergen County Special Services for the 2019-2020 school year in the amount of \$61,200 pro-rated for student #19090.
11. Upon the recommendation of the Superintendent of Schools, the Board approves the contract with Bergen County Special Services for the 2019-2020 school year in the amount of \$62,100 pro-rated for student #22823.
12. Upon the recommendation of the Superintendent of Schools, the Board approves the contract with Bergen County Special Services for the 2019-2020 school year in the amount of \$62,100 pro-rated for student #22522.
13. Upon the recommendation of the Superintendent of Schools, the Board does hereby approves an agreement with the South Bergen Jointure Commission, an approved Coordinated Transportation Services Agency, for the purposes of transporting students in the accordance with Chapters 53, P.L. 1997 for the 2019-20 school year, with a current estimated cost of \$175,000 (subject to change). The services to be provided include, but are not limited to, the Coordinated Transportation, out of district special education, vocational and summer programs.
14. Upon the recommendation of the Superintendent of Schools, the Carlstadt Board of Education approves the **Amendment to previous Finance motion #26 on June 17, 2019** for Site Work Repairs at the Carlstadt Public School Project;



WHEREAS, on Thursday, May 30, 2019, the Carlstadt Board of Education (“Board”) held a public bid opening for the Site Work Repairs 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 Alimi Builders, Inc., Wyckoff, NJ, with a base bid of One Hundred Seventy Thousand Dollars (\$170,000.00), **(to be funded through withdrawal, through capital reserve)** which amount includes a Ten Thousand Dollar (\$10,000) **(to be funded through withdrawal, through capital reserve)** 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 One Hundred Seventy Thousand Dollars (\$170,000.00), **(to be funded through withdrawal, through capital reserve)** which amount includes a Ten Thousand Dollar (\$10,000) **(to be funded through withdrawal, through capital reserve)** 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.

BE IT FURTHER RESOLVED, that the Board accepts the alternates to perform work at Area #3 (Visitor’s Parking Area) in the amount of Thirty Eight Thousand One Hundred Dollars (\$38,100.00) **(to be funded through withdrawal, through capital reserve)** and at Area #4 (New Bollards) in the amount of Twenty Six Thousand Eight Hundred Fifty Dollars (\$26,850.00) **(to be funded through withdrawal, through capital reserve)** as set forth in the bid provisions.

15. Upon the recommendation of the Superintendent of Schools, the Board approves the Carlstadt Public School District to participate in the Harford County Public Schools contract for HVAC Products, Installation and Services, Number: 15-JLP-023, to purchase goods and services being purchased through the U.S. Communities Government Purchasing Alliance (“U.S. Communities”).  
Carlstadt Public School District is permitted to join national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b)(3).

#### ADDENDUM

1. Upon the recommendation of the Superintendent of Schools, the Board approves payment #3 of \$81,700 to Alimi Builders, Inc. for the district Site Work Project.

