

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 at 7:00 pm

ROLL CALL

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

Superintendent Kollinok x Mrs. Slamb 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:	Matt Lee	NJSBA	New Superintendent Evaluation
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Mrs. Charlene Peterson presented to board the training for the new Superintendent's evaluation process.

APPROVAL OF MINUTES: **February 12, 2019** **Regular Meeting**

Moved Mr. Ficetola	Seconded Mr. Christiano
Mr. Christiano <u> x </u>	Mr. Ficetola <u> x </u>
Mr. Figueroa <u> x </u>	Mrs. McNeill <u> x </u>
Mrs. Nunziato <u> Abstain </u>	Mr. Riveros <u> --- </u>
Mr. Shah <u> x </u>	Mr. Offreda <u> x </u>
Mr. Cox <u> --- </u>	

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. This year's test administration starts on Monday, April 29th and runs until the end of May. We will again stress the importance of having the student's take part in the administration of the test. Our participation numbers have continued to maintain 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 School District 2018-2019 District Goals and Superintendent's merit goals continue to make progress. The second quarterly digital newsletter was completed and is currently on line. The conservation of the amount of copy paper purchased, reduced photocopying and reduced amounts of ink and toner purchased are becoming evident. The teacher policy manual is also currently being revised. Formal observations completed by administration contain indicators and recommendations for technology integration across the curriculum. In addition, programs and activities encouraging students and staff to practice good nutrition and healthy choices have been taking place throughout the school year.
3. We have continued our discussions with a security company and have put additional plans in place to enhance the safety of our school district. We will continue to set up meetings in the very near future to discuss the options and the time lines and plans that it will take to accomplish these goals.
4. The Fire Poster Awards were held last night at 7:00 p.m. in Boro Hall. Much thanks to the students, Ms. Gold and Mr. Foy for assisting with this worthwhile activity.
5. The next Robotics Competition which will actually be the Bridge Building activity will be held at Memorial School in South Hackensack tomorrow, Wednesday afternoon, March 20, 2019. The competition will start at approximately 4:15 p.m.
6. As of today, we have 35 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.

7. There are 551 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. 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 one incident investigated since the last Board of Education meeting that did not result in HIB.

MR. OFFREDA, SO ENDS MY REPORT.

REPORT OF BUSINESS ADMINISTRATOR/BOARD SECRETARY

- The Finance Committee met on March 12th to discuss the elements of the 2019-2020 Tentative Budget Submission. This submission is reflected in tonight's agenda, with a motion to approve the submission of the budget for review to the County Office. It is a requirement, per code, that the approval and submission of the 2019-2020 Tentative Budget take place this evening in order to meet the designated deadline.

The overview of the preliminary budget is reflected in the motion with totals for the General Fund, Special Revenue Fund, and Debt Service Fund as well as the necessary tax levy to support those numbers. We are currently anticipating a tax levy increase of 1.998%, however this is not yet finalized. Much of the additional amount reflected in this total in comparison with last year can be attributed to increases in healthcare/ personnel costs, special education costs, and the cost of the capital projects and improvements we have slated for the 19-20 year along with general inflation and fluctuation in needs.

The district also was pleased to receive an additional \$45,822.00 in state aid for the 2019-2020 school year, which has been utilized to offset the tax levy and fund additional resources and technology for the coming school year.

Our health benefits renewal was estimated at and increase of 7% for the upcoming year. This is slightly higher than the State Health Benefits renewal of 6.6%. With this increase, we have been afforded a healthcare adjustment of \$32,518 which we have applied to the tax levy cap to allow us to exceed the original 2%. Our adjusted cap is 2.301%.

The district will once again be waiving the right to file for SEMI funding, as we do not meet the requirements set forth by the program.

- I wanted to take a moment to commend Mr. Evan Morley on a job well done in his first few weeks in the district. He has hit the ground running and truly impressed myself and the administration as a whole. We are confident that he will be a great asset to the district.

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, with regret, the resignation of Dona McNaughton, Third Grade teacher, effective June 30, 2019.
2. Upon the recommendation of the Superintendent of Schools, the Board recognizes and commends Susan , School Social Worker, on her selection as recipient of the Bergen County Teacher/Educational Services Professionals Program for the 2018-19 school year. The Superintendent certifies that Susan Kiely meets the established criteria/guidelines for the award.
3. Upon the recommendation of the Superintendent of Schools, the Board approves a leave of absence for Maternity/Disability in accordance with the Family and Medical Leave Act (FMLA) to Jill Bollinger, with an anticipated start date of Monday, June 10, 2019 using twelve (12) accumulated sick days through the end of June, 2019. The Superintendent also recommends the Board approve a leave of absence in accordance with the New Jersey Family Leave Act (NJFLA) from September 3, 2019 through November 27, 2019, with an anticipated return date of December 2, 2019.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the following chaperones for the Outdoor Education Trip on Thursday, May 16, 2019 and Friday, May 17, 2019 at the contractual rate of \$266 per night for a total cost of \$3,724.

Mary Anderson
Rachel Bello
James Garde
Mariann Kronyak
Joseph Mc Nerney
Ruth Polifronio
Michael Signorella

5. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Megan Slamb at the NJASBO Annual Conference in Atlantic City, NJ, Tuesday, June 4, 2019 through Thursday, June 6, 2019, with a registration fee of \$275 and approval for two nights at The Borgata at a room cost of \$268, plus \$52.34 in fees, for a total of \$595.34 plus travel and meals.
6. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Kelly Helfrich at the “Nonviolent Crisis Intervention Instructor Certification Program” sponsored by CPI, on Tuesday, March 26, 2019 through Friday, March 29, 2019 with a registration fee of \$3,249.
7. Upon the recommendation of the Superintendent of Schools, the Board concurs with Shua Life Skills to provide a Professional Development Seminar on Tuesday, March 19, 2019, with a fee of \$1,000.
8. Upon the recommendation of the Superintendent of Schools, the Board approves Shua Life Skills to provide three “Yogarate” (Health and Wellness, Yoga and Social, Emotional Learning) assembly programs on Friday, June 14, 2019 with a fee of \$500 per assembly for a total of \$1,500.
9. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Yosstina Gadalla and Janet Markowski at the “Wilson Reading System Introductory Course” workshop of Tuesday, May 7, 2019 through Thursday, May 9, 2019 with an event fee of \$600 per person, for a total of \$1,200, using Title III Funds, plus the cost of substitutes.
10. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Jaclynne Nimon and Lois Teller at the “Wilson Reading System Introductory Course” workshop of Tuesday, May 7, 2019 through Thursday, May 9, 2019 with an event fee of \$600 per person, for a total of \$1,200, using Title III Carry Over Funds, plus the cost of substitutes.
11. Upon the recommendation of the Superintendent of Schools, the Board approves the attendance of Allison Gorelick at the “New Jersey Speech and Hearing Association Convention” sponsored by New Jersey Speech and Hearing Association on Thursday, May 2, 2019 with a registration fee of \$150.
12. Upon the recommendation of the Superintendent of Schools, the Board concurs with the approval of four full day workshops for the remainder of the 2018-19 school year, “Math Coaching to Support Diverse Learners,” sponsored by Jessica Shackil of Shackil Soutions, LLC, at Carlstadt Public School, with a cost of \$1,200 per session, total cost of \$4800 plus the cost of substitutes when necessary.

- 13.** Upon then recommendation of the Superintendent of Schools, the Board approves Maura Barrett as advisor of the fourth through fifth grade Yoga Club, effective April 4, 2019 through May 2, 2019. Meetings will take place after school, once a week with a minimum and maximum of four sessions, at the contractual rate of \$50 per session.

- 14.** Upon the recommendation of the Superintendent of Schools, the Board approves Choi Yee as substitute teacher for the remainder of the 2018-19 school year.

- 15.** Upon the recommendation of the Superintendent of Schools, the Board approves Choi Yee as a substitute teacher’s aide for the remainder of the 2018-19 school year.

- 16.** Upon the recommendation of the Superintendent of Schools, the Board approves Carlstadt Historical Society Museum in Carlstadt, New Jersey as an addition to the field trip list for Grades 5-8.

- 17.** Upon the recommendation of the Superintendent of Schools, the Board approves Fresh and Fancy Farms in New Milford, New Jersey as an addition to the field trip list for Grades K-2.

- 18.** 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 8 through July 31, 2019, for special needs and English Language Learners, in both primary and intermediate grades: four teachers, one ESL teacher, speech specialist, physical therapist, and occupational therapist, six aides (in district), two one-to-one aides (one in district and one out of district).

Moved Mr. Chrisitano **Seconded Mr. Ficetola**

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

LEGISLATIVE/POLICY COMMITTEE: (Mrs. Nunziato)

- 1.** Upon the recommendation of the Superintendent of Schools, the Board approves on second reading the following Policy: (Alert 217)

Policy – Revised (M)	#P2422	Health and Physical Education
Policy – Revised (M)	#P2610	Educational Program Evaluation
Policy – Revised (M)	#P4219	Commercial Driver’s License Controlled Substance and Alcohol Use Testing
Policy – Revised	#P5337	Service Animals
Policy – Revised (M)	#P5756 T	ransgender Students
Policy – Revised (M)	#P7440	School District Security

Regulation- Revised (M)	#R7440	School District Security
Policy – Revised (M)	#P8561	Procurement Procedures for School
		Nutrition Programs
Policy – Revised	#P8860	Memorials

Moved Mrs. Nunziato

Seconded Mr. Christiano

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

BUILDING/ GROUND/HISTORICAL COMMITTEE: (Mr. Riveros)

1. Upon the recommendation of the Superintendent of Schools, the Board approves the request from the Carlstadt PTA to rescind their use of the Cafeteria on Sunday, March 24, 2019 from 12:00 p.m. – 4:00 p.m. for a Family Fun Event.
2. Upon the recommendation from the Superintendent of Schools, the Board approves the request from the Carlstadt PTA for use of the Cafeteria on Saturday, March 23, 2019 from 1:00 p.m. to 5:00 p.m. for a Family Fun Event.
3. Upon the recommendation of the Superintendent of Schools, the Board concurs with the request from Carlstadt Little League for use of Gym A and Gym B from Sunday, March 10, 2019 through Sunday, March 31, 2019 from 4:00 p.m. – 9:00 p.m.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the request from Carlstadt/East Rutherford Cheering for use of Gym A on Sunday, April 14, 2019 from 4:30 p.m. – 9:00 p.m., Wednesday, April 24, 2019 from 4:30 p.m. – 9:00 p.m. and Wednesday, May 5, 2019 from 4:30 – 9:00 p.m. for cheer practice.

Moved Mrs. McNeill

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 January 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 January 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 January 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 January 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 February and March 2019 as presented.
5. Upon the recommendation of the Superintendent of Schools, the Board concurs with the Service Agreement with South Bergen Jointure Commission and the Carlstadt Public School to provide physical therapy services for the 2018-19 school year for a max of 20 sessions not to exceed \$1,500 for student #22949.
6. Upon the recommendation of the Superintendent of Schools, the Board concurs with the contract with the South Bergen Jointure Commission for the 2018-2019 school year in the amount of \$31,004 prorated for student #23038.
7. **A RESOLUTION** appointing the Board of Trustees Fund Commissioner to the Bergen Municipal Employee Benefits Fund (BMED)

WHEREAS, the Carlstadt Board of Education is a member of the Bergen Municipal Employee Benefit Fund (hereinafter the BMED); and

WHEREAS, in accordance with the By-Laws and more specifically, the requirements of membership in the BMED, the Board of Trustees must appoint a Fund Commissioner to represent the Board of Trustees in all pertinent BMED affairs.

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of the Carlstadt Board of Education, county of Bergen, State of New Jersey that

Megan Slamb, Business Administrator/Board Secretary

Is hereby appointed to serve as the Board of Trustees Fund Commissioner, to the Bergen Municipal Employee Benefits Fund, effective upon adoption of the Resolution, and

BE IT FURTHER RESOLVED, a certified copy of this Resolution shall be forwarded to the Fund through the Board of Trustees Risk Management Consultant.

8. Upon the recommendation of the Superintendent of Schools, the Board concurs with the agreement with Bergen County Special Services and Carlstadt Public School for the 2018-19 School year pro-rated in the amount not to exceed \$33,700 for student ID#22522.
9. Upon recommendation of the Superintendent of Schools, the Board approves to gratefully accept the \$100 donation from **Nancy Bednarz** into revenue account #20-1920 and appropriate the funds to Private Donations Expense account #20-000100-610-02.
10. Upon the recommendation of the Superintendent of Schools, the Board approves the annual service agreement with Lerch, Vinci & Higgins, LLP for the audit services at a cost of \$26,600 for the 2018-2019 school year.

11. Adoption of Tentative Budget 2019-2020

Upon the recommendation of the Superintendent of Schools, the Carlstadt Board of Education approves the 2019-2020 Preliminary Budget as follows:

General Fund	\$ 11,980,313
Special Revenue Fund	\$ 233,323
Debt Service	<u>\$ 1,550,788</u>
Total	\$ 13,764,424

The amount to be raised by taxation is:

General Fund	\$ 11,008,426
Debt Service	<u>\$ 1,550,788</u>
Total	\$ 12,559,214

BE IT FURTHER RESOLVED; that the Carlstadt Board of Education authorizes the submission of the 2019-2020 Preliminary Budget and all required supporting documentation to the County Superintendent in accordance with the statutory deadline for review and approval.

BE IT FURTHER RESOLVED; that the Carlstadt Board of Education requests the approval of a capital reserve withdrawal for the 2019-2020 School Year in the amount of \$40,500. The district intends to use these funds as follows: Telecommunications – Phone system replacement \$40,500.

BE IT FURTHER RESOLVED; that the public hearing be held in the Carlstadt Public School Cafeteria, 550 Washington Street Carlstadt, New Jersey on May 6, 2019 at 6:00pm.

12. 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 2019-2020 school year for an annual fee of \$1,000.
13. 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 \$90,350.

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

UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. Ficetola spoke about a legal pad called Rocket Book Smart Notebook that instantly connects and stores your notes, doodles and lists in the cloud with the free smart notebook app. It was further discussed on how it would benefit the school.

Mr. Shah commented on the STEAM presentation that was given on the January 22nd meeting and advised the board of a software called MIT that would be beneficial. The Board discussed further.

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

