

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 7:00 pm

ROLL CALL

Mr. Acanfora x Mrs. Allen 7:04pm Mr. Cox x Mrs. Hamilton x
Mr. Lopez x Mr. Offreda x Mr. Riveros 7:05pm Mr. Young x
Mrs. Lahullier x
Superintendent Kollinok x Mr. Arifaj 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: N/A

APPROVAL OF MINUTES: February 9, 2016 Regular Meeting
February 9, 2016 Executive Session

Moved: Mr. Young Seconded Mr. Cox
Mr. Acanfora x Mrs. Allen ---- Mr. Cox x Mrs. Hamilton x
Mr. Lopez Abstain Mr. Offreda x Mr. Riveros ----- Mr. Young x
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. As we approach another round of PARCC testing, I will keep the Board updated continually regarding any changes that might come our way. I had included in the informative and as a motion tonight, the 2015 ESEA participation rate action plan. Even though we had been notified and New Jersey legislation passed that there would be no financial impact upon school districts, this is the first step by the Feds to notify districts that they did not meet the 95% participation rate. There could be a trickle-down effect in the future. We will have to see.
2. I would like to thank all of the members of the Intervention and Referral Services Committee for putting together a comprehensive I and RS District Handbook and Brochure that will be sent home to parents. These items were also placed in your informative and on the agenda for approval tonight.
3. Janet Olsson and I have continued to meet with several security companies to discuss and put a plan in place to enhance the safety of our school district. We have met with several companies and are finally reaching the point of recommending the vendor that is the best to both meet our needs and complete one of the phases of the project at the best cost to the district. I will be setting up a Buildings and Grounds Committee in the very near future to discuss the various options that are available to the district and the time line and plans that it will take to accomplish these goals.
4. Our Robotics Club participated in another Robotics Competition at Memorial School in South Hackensack last Wednesday afternoon. Even though our students did not have the highest score, we were extremely proud of all of the students who took part in the activity. We should be very pleased that we have student interest in this technological activity. Much thanks to Mrs. Garrabrandt for running the club.
5. This year marks our 150th Annual Picnic for the children in Carlstadt. I will be attending a meeting this Thursday evening, March 10th at 6:30 at Boro Hall to offer any assistance that I can since the plan is to hold the festivities on Lindbergh Field and utilize our kitchen to assist with preparing some of the food for the celebration.
6. Victor Fonseca contacted me today to let me know that he was again able to schedule the Bergen County Pipes and Drums to visit our school on March 16th. Let me tell you, this group is outstanding. They march around the school and also play for the students in our cafeteria.
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.

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. I met with the finance committee to discuss the preliminary budget. At this point in time, we will not have to reduce any staff or programs. We have an additional finance committee meeting scheduled for next Monday to further discuss and make any changes to the budget prior to approving. The preliminary budget needs to be approved by the board prior to submission to the county. The preliminary budget will be recommended for approval at our next meeting on March 22nd.
2. We will need to set a date between April 25th and May 9th for the public hearing on the budget. We are currently scheduled for a board meeting on Monday, May 2nd. I would like to suggest this meeting to accommodate the hearing.
3. Included on the agenda is a motion to acknowledge a donation. The district appreciates the unsolicited donation from Nancy Bednarz.
4. Our new part time custodian started today. All necessary paperwork has been completed and is on file.
5. As I had previously stated, we are all very pleased with the results of the lighting project. The next phase will include upgrading all the classrooms in the building. I will be setting up a meeting with our lighting representative and the B&G committee to develop a timeline on the next phase of lighting improvements in the school.
6. We held a B&G committee meeting last week and prior to our board meeting. I would like to ask if any of the board members present at the committee meeting would like to discuss.
7. I would like to thank the majority of you for filing your disclosure statements.

Reminder – 2016 Personal/Relative and Financial Disclosure Statements must be filed by every school official, which includes board members and certain administrators. Newly elected or newly appointed school officials must file the Disclosure Statement within 30 days of taking office or assuming a position. Officials who have previously filed in the District, the deadline is April 30. We are still waiting for a few sitting members to file. I would like to encourage everyone to complete their forms as soon as possible. Failure to file a statement by the deadline may subject you to disciplinary action up to and including removal pursuant to N.J.S.A. 18A:12-25.

You should receive an email from the School Ethics Commission for instructions for filing the Disclosure Statements. Please check your spam folder if you have not received it. Please do not delete this email. If you require any assistance to file, please contact me.

MRS. LAHULLIER, SO ENDS MY REPORT.

3. Upon the recommendation of the Superintendent of Schools the Board awards the renewal of contract for cafeteria services to T.J. Rocco Enterprises, LLC to act as the food service management company for the 2016-2017 school year according to the management fees and guarantees as follows:

MANAGEMENT FEE(S) / GUARANTEES

1) Management Fee:

The Food Service Management Company shall receive, in addition to the costs of operation, a management fee of \$32,000 to compensate the Food Service Management Company for management costs. This fee shall be billed in 10 monthly installments of \$3200 per month as a cost of operation from September 1, 2016 to June 30, 2017. The Local Education Agency guarantees the payment of such costs and fee to the Food Service Management Company.

And

A per meal management fee shall apply to all special function and/or vended meals receipts deposited in the Local Education Agency's account. Special function and vended meals receipts deposited into the Local Education Agency's account shall be divided by \$1.00 to arrive at a meal equivalent. The fee charged for special function and vended meals will be \$.09 per meal equivalent. Total amount due is payable within 30 days of the invoice date

2) Guarantee

RETURN (PROFIT)

The Food Service Management Company guarantees that the bottom line on the operational financial report for the current school year will be a profit of \$32,000. If the actual bottom line is below this amount, the Food Service Management Company will subsidize the bottom line in an amount not to exceed 100 percent (100%) of the FSMC's annual \$32,000 Fee. The FSMC reserves the right to recover any such reimbursement made during the current contract year from that year's profit on a monthly basis.

3) Guarantee Conditions

The guarantees are contingent upon the requirements stated below.

- i. Adoption of Proposed Student and Faculty Price List
- ii. The number of serving day for lunch is as stated in the RFP:
Elementary - 170
- iii. The number of serving day for breakfast is as stated in the RFP:
Elementary - 170
- iv. Reimbursement rates for the current year are not less than previous year.
- v. Value of USDA donated food for the current year are not less than previous year.
- vi. Enrollment remains constant
- vii. No significant changes in the State of New Jersey or Federal regulations that adversely affect sales, participation, and the economic efficiency of the food service program
- viii. Local Education Agency is responsible for kitchen equipment maintenance and repair, small wares purchases, cleaning of floors in dining room and kitchen area and cleaning of exhaust system and hood
- ix. All equipment is in working order to properly facilitate school nutrition program.
- x. No change in school policy that significantly affects operating expenses

President closes hearing of citizens.

ANY ACTION ARISING FROM HEARING OF CITIZENS N/A

RECESS INTO EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act and Carlstadt board policy reserve the right within the constraints of state law to sit in executive session; and
WHEREAS, there now exists a need for this board to meet in an executive session; now, therefore, be it
RESOLVED, that the Carlstadt Board of Education hold an executive session for the purpose of personnel and litigation and be it further
RESOLVED, that the public will be informed either later this evening after reconvening the public meeting; or at a future public meeting, said date is not predictable at the present time.

Motion to recess into executive session 7:13pm

Moved: Mr. Young **Seconded: Mrs. Allen**
Mr. Acanfora x Mrs. Allen x Mr. Cox x Mrs. Hamilton x
Mr. Lopez x Mr. Offreda x Mr. Riveros x Mr. Young x
Mrs. Lahullier x

Motion to reconvene the work/regular session meeting 7:53pm

Moved: Mrs. Hamilton **Seconded: Mr. Riveros**
Mr. Acanfora x Mrs. Allen x Mr. Cox x Mrs. Hamilton x
Mr. Lopez x Mr. Offreda x Mr. Riveros x Mr. Young x
Mrs. Lahullier x

ADJOURNMENT:

Motion to adjournment meeting at 7:53pm

Moved: Mrs. Hamilton **Seconded: Mr. Riveros**
Mr. Acanfora x Mrs. Allen x Mr. Cox x Mrs. Hamilton x
Mr. Lopez x Mr. Offreda x Mr. Riveros x Mr. Young x
Mrs. Lahullier x

Respectfully Submitted,

Bert Arifaj
School Business Administrator/Board Secretary