

**AGENDA**

*NOTE: Be advised that the Board may recess into executive session at any time during the meeting.*

**OPENING** - Meeting called to order by President

**ROLL CALL**

Mr. Christiano \_\_\_\_ Mr. Ficetola \_\_\_\_ Mrs. Hamilton \_\_\_\_ Mrs. Lahullier \_\_\_\_  
Mrs. McNeill \_\_\_\_ Mrs. Nunziato \_\_\_\_ Mr. Riveros \_\_\_\_ Mr. Offreda \_\_\_\_  
Mr. Cox \_\_\_\_

Superintendent Mr. Kollinok \_\_\_\_ Ms. Pepe \_\_\_\_ 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:** Diana Silva and Stephen Kollinok Comprehensive Review of Special Education Program

**APPROVAL OF MINUTES:** May 7, 2018 Regular Meeting

Moved Seconded  
Mr. Christiano \_\_\_\_ Mr. Ficetola \_\_\_\_ Mrs. Hamilton \_\_\_\_ Mrs. Lahullier \_\_\_\_  
Mrs. McNeill \_\_\_\_ Mrs. Nunziato \_\_\_\_ Mr. Riveros \_\_\_\_ Mr. Offreda \_\_\_\_  
Mr. Cox \_\_\_\_

**REPORT OF SUPERINTENDENT**

**REPORT OF BUSINESS ADMINISTRATOR/BOARD SECRETARY**

**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: (Mrs. Lahullier)**

1. Upon the recommendation of the Superintendent of Schools, the Board approves to grant tenure to Allison Evans, Director of Curriculum and Instruction, effective the first day of her attendance after July 1, 2018.
2. Upon the recommendation of the Superintendent of Schools, the Board accepts, with regret, the resignation of Amanda Colangelo, Art teacher, effective June 30, 2018.
3. Upon the recommendation of the Superintendent of Schools, the Board approves salary guide placement for tenured staff for the 2018-19 school year; and further that the names and salary/guide placement be shown in the official minute book of the Board (per attached).
4. Upon the recommendation of the Superintendent of Schools, the Board approves salary guide placement for non-tenured staff for the 2018-19 school year; and further that the names and salary/guide placement be shown in the official minute book of the Board (per attached).
5. Upon the recommendation of the Superintendent of Schools, the Board approves the appointment of Denise Stoltz as a special education teacher aide up to 27.5 hours weekly (.79) starting September 1, 2018 through June 30, 2019, Step B, of the Teacher Aide Salary Guide pro-rated for contracted work period \$20,925. This amount will be adjusted upon approval of the 2018-2019 negotiated agreement.
6. Upon the recommendation of the Superintendent of Schools, the Board approves summer hours for all full-time secretaries 8:00 a.m. to 3:30 p.m. with a 30 minute lunch, effective Friday, June 29, 2018.
7. Upon the recommendation of the Superintendent of Schools, the Board approves hiring three custodial assistants for this summer beginning Tuesday, July 1, 2018 and working a maximum of eight weeks at hourly minimum wage.

8. Upon the recommendation of the Superintendent of Schools, the Board approves Susan Cabri as a substitute teacher for the 2017-2018 school year, pending completion of all paperwork.
9. Upon the recommendation of the Superintendent of Schools, the Board approves Robert Vasak as a substitute teacher for the 2017-2018 school year, pending completion of all paperwork.
10. Upon the recommendation of the Superintendent of Schools, the Board approves Michael Skeahan as a substitute teacher for the 2017-2018 school year, pending completion of all paperwork.
11. Upon the recommendation of the Superintendent of Schools, the Board approves Michael Skeahan as a substitute custodian for the 2017-2018 school year, pending completion of all paperwork.
12. Upon the recommendation of the Superintendent of Schools, the Board approves Carol Voelker as a substitute teacher aide for the 2017-2018 school year, pending completion of all paperwork.
13. Upon the recommendation of the Superintendent of Schools, the Board approves Susan Cabri as a substitute teacher aide for the 2017-2018 school year, pending completion of all paperwork.
14. Upon the recommendation of the Superintendent of Schools, the Board approves Christine Connors as a substitute teacher aide for the 2017-2018 school year, pending completion of all paperwork.
15. Upon the recommendation of the Superintendent of Schools, the Board approves Miriam Mina as a substitute teacher aide for the 2017-2018 school year, pending completion of all paperwork.

**Moved** **Seconded**  
**Mr. Christiano** \_\_\_\_ **Mr. Ficetola** \_\_\_\_ **Mrs. Hamilton** \_\_\_\_ **Mrs. Lahullier** \_\_\_\_  
**Mrs. McNeill** \_\_\_\_ **Mrs. Nunziato** \_\_\_\_ **Mr. Riveros** \_\_\_\_ **Mr. Offreda** \_\_\_\_  
**Mr. Cox** \_\_\_\_

**LEGISLATIVE/POLICY COMMITTEE: (Mr. Riveros)**

**Moved** **Seconded**  
**Mr. Christiano** \_\_\_\_ **Mr. Ficetola** \_\_\_\_ **Mrs. Hamilton** \_\_\_\_ **Mrs. Lahullier** \_\_\_\_  
**Mrs. McNeill** \_\_\_\_ **Mrs. Nunziato** \_\_\_\_ **Mr. Riveros** \_\_\_\_ **Mr. Offreda** \_\_\_\_  
**Mr. Cox** \_\_\_\_

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

**Moved** **Seconded**  
**Mr. Christiano** \_\_\_\_ **Mr. Ficetola** \_\_\_\_ **Mrs. Hamilton** \_\_\_\_ **Mrs. Lahullier** \_\_\_\_  
**Mrs. McNeill** \_\_\_\_ **Mrs. Nunziato** \_\_\_\_ **Mr. Riveros** \_\_\_\_ **Mr. Offreda** \_\_\_\_  
**Mr. Cox** \_\_\_\_

**FINANCE COMMITTEE: (Mrs. Hamilton)**

1. Upon the recommendation of the Superintendent of Schools, the Board approves the Board Secretary's report for the month ending April 2018 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 April 2018 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 April 2018 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 April 2018 as presented in accordance with N.J.S.A. 18A:22-8.1 and 18A:22-8.2 within the adopted 2017/2018 budget.
4. Upon the recommendation of the Superintendent of Schools, the Board approves the current bills for May 2018 as presented.
5. Upon the recommendation of the Superintendent of Schools, the Board approves the licensing, right to know and maintenance fee for the 2018-2019 school year with Educational Data Services of \$2,840.
6. Upon the recommendation of the Superintendent of Schools, the Board approves the temperature control service and maintenance agreement with Automatic Temperature Control Services, Inc. for the 2018-2019 school year at a cost of \$6950.
7. 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 2018-2019 school year at an annual cost of \$85,250.
8. 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 2018-2019 school year for an annual fee of \$850.00.
9. 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 2018-2019 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, 2018 to June 30, 2019. The School Food Authority 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.

**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 proposed budget:  
Elementary – 170 Middle School - 170
- iii. The number of serving day for breakfast is as stated in the proposed budget:  
Elementary – 170 Middle School - 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. School Food Authority 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
- xi. The School Food Authority maintains the offer versus serve policy.
- xii. The Food Service Management Company will be held harmless in the event of any labor stoppage within the SFA.
- xiii. The School Food Authority will continue a closed lunch policy.
- xiv. Changes in Districts policies, practices and service requirements, including but not limited to, changes in bell schedules, meal service periods or proposed staffing, will result in an appropriate adjustment.
- xv. Changes in legislation, regulations, reimbursement rates, meal components and quantities required by the National School Lunch Act, the National School Lunch Program will affect the guarantee.

- xvi. The state or federal minimum wage rate and taxes in effect as of date of the proposed budget shall remain consistent throughout the year.
  - xvii. Vendor prices shall remain constant throughout the year.
  - xviii. The number of participating health insurance participants does not exceed the level of participation as stated in the RFP.
  - xix. Total number of school sites qualified for severe need reimbursement shall be as stated in the RFP.
  - xx. Special function sales shall remain at or exceed the levels of the previous year.
  - xxi. In the event of an increase in wages or fringe benefits payable to FSMC's employees as a result of unionizations, the guarantee shall from the date of increase in wages or fringe benefits be adjusted by the actual increase in wage rates and fringe benefits.
  - xxii. There shall be no competitive sales during all service hours.
  - xxiii. Ala carte sales shall be permitted at all locations for the term of the contract.
  - xxiv. The SFA shall not inhibit FSMC from being able to sell any ala carte item meeting USDA smart snack standards.
  - xxv. FSMC shall commence all vending operations and ala carte and snack programs on the first day of the school year and shall continue said operations until the last day of the school year.
10. Upon recommendation of the Superintendent of Schools, the Board approves the renewal with software support contract with Computer Solutions, Inc. for the 2018-2019 school year at an annual cost of \$7,620.
  11. Upon the recommendation of the Superintendent of Schools, the Board concurs with the contract to receive student ID#22934 to attend the Carlstadt Public School with the Lodi Board of Education pro-rated for the 2018-19 School Year in the amount of \$9,399.
  12. Upon the recommendation of the Superintendent of Schools, the Board concurs the contract to receive student ID#22933 to attend the Carlstadt Public School with the Lodi Board of Education pro-rated for the 2018-19 School Year in the amount of \$10,100.40.
  13. Upon the recommendation of the Superintendent of Schools, the Board concurs with the contract to receive student ID#22932 to attend the Carlstadt Public School with the Lodi Board of Education pro-rated for the 2018-19 School Year in the amount of \$9,859.80.
  14. Upon the recommendation of the Superintendent of Schools, the Board approves the renewal of the Honeywell Service Agreement, Inc. for the 2018-2019 school year at an annual cost of \$1,300
  15. Upon the recommendation of the Superintendent of Schools, the Board approves the contract with Fire and Security Technologies for the 2018-2019 school year for inspection/testing and annual maintenance of the fire alarm system and all attached components, at an annual cost of \$6,604.
  16. Upon the recommendation of the Superintendent of Schools, the Board approves the contract with NEC Electrical Contractors, LLC for the 2018-2019 school year for alarm monitoring at an annual cost of \$359.88.

**Moved**

**Seconded**

**Mr. Christiano \_\_\_\_\_ Mr. Ficetola \_\_\_\_\_ Mrs. Hamilton \_\_\_\_\_ Mrs. Lahullier \_\_\_\_\_  
Mrs. McNeill \_\_\_\_\_ Mrs. Nunziato \_\_\_\_\_ Mr. Riveros \_\_\_\_\_ Mr. Offreda \_\_\_\_\_  
Mr. Cox \_\_\_\_\_**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**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**

**RECESS INTO EXECUTIVE SESSION (*if needed*)**

**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 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.

**Moved**

**Seconded**

**Mr. Christiano \_\_\_\_\_ Mr. Ficetola \_\_\_\_\_ Mrs. Hamilton \_\_\_\_\_ Mrs. Lahullier \_\_\_\_\_  
Mrs. McNeill \_\_\_\_\_ Mrs. Nunziato \_\_\_\_\_ Mr. Riveros \_\_\_\_\_ Mr. Offreda \_\_\_\_\_  
Mr. Cox \_\_\_\_\_**

Motion to reconvene.

**Moved** **Seconded**  
**Mr. Christiano** \_\_\_\_ **Mr. Ficetola** \_\_\_\_ **Mrs. Hamilton** \_\_\_\_ **Mrs. Lahullier** \_\_\_\_  
**Mrs. McNeill** \_\_\_\_ **Mrs. Nunziato** \_\_\_\_ **Mr. Riveros** \_\_\_\_ **Mr. Offreda** \_\_\_\_  
**Mr. Cox** \_\_\_\_

**ADJOURNMENT:**

Motion to adjourn meeting.

**Moved** **Seconded**  
**Mr. Christiano** \_\_\_\_ **Mr. Ficetola** \_\_\_\_ **Mrs. Hamilton** \_\_\_\_ **Mrs. Lahullier** \_\_\_\_  
**Mrs. McNeill** \_\_\_\_ **Mrs. Nunziato** \_\_\_\_ **Mr. Riveros** \_\_\_\_ **Mr. Offreda** \_\_\_\_  
**Mr. Cox** \_\_\_\_