

**BOARD OF EDUCATION CALDWELL-WEST CALDWELL**

**AGENDA**

**PRIVATE EXECUTIVE SESSION**  
**OCTOBER 8, 2018 AT 7:00 PM**

**SUPERINTENDENT’S OFFICE**  
**GRAY STREET, WEST CALDWELL, NJ**

The purpose of this meeting is to discuss Personnel, Litigation, Miscellaneous, and Old Business matters. This meeting has been advertised and is in compliance with the Open Public Meeting Act and N.J.S.A. 10:4-6, a/k/a “Sunshine Law.” The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.

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**REGULAR PUBLIC MONTHLY MEETING**  
**OCTOBER 8, 2018 AT 7:30 PM**

**HARRISON CONFERENCE ROOM**  
**GRAY STREET, WEST CALDWELL, NJ**

The Caldwell-West Caldwell Board of Education Regular Public Monthly Meeting is in compliance with the Open Public Meetings Act and N.J.S.A. 10:4-6, a/k/a “Sunshine Law.” Notices have been sent to *The Progress*, Caldwell, NJ and *The Star Ledger*, Newark, NJ at least 48 hours in advance of this meeting. Notices have also been posted at the Board of Education Business Office, Harrison School Building, Gray Street, West Caldwell, NJ and have been delivered to the Clerk, Borough of Caldwell, and the Clerk, Township of West Caldwell for posting.

- I. ROLL CALL**  
 Tom Adams, Vice President  
 Dan Cipoletti  
 Chris D’Ambola  
 John King  
 Marie Lanfrank, President

**II. PLEDGE OF ALLEGIANCE**

**III. COMMUNICATIONS**

**IV. SUPERINTENDENT’S REPORT**

- A. State Assessment.

**V. PRESIDENT’S REPORT**

- A. C-WC Education Foundation Grant Awards.

**VI. APPROVAL OF MINUTES**

Approval of Regular Public Monthly Meeting Minutes of September 17, 2018.

**ROLL CALL:**

<input type="checkbox"/> Mr. Adams	<input type="checkbox"/> Mr. Cipoletti	<input type="checkbox"/> Mr. D’Ambola	<input type="checkbox"/> Mr. King	<input type="checkbox"/> Ms. Lanfrank
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abs

**VII. PUBLIC INPUT ON AGENDA ITEMS**

1. Participant must be recognized by the presiding officer and must preface comments by an announcement of their name and address;
2. Statements are to be limited to three minutes’ duration and may only address items on the Agenda;
3. Participant may speak no more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements shall be directed to the presiding officer.

**VIII. COMMITTEE REPORTS**

**A. Curriculum**

Motion to approve item numbers 1. through 8. on this evening's Agenda under Curriculum.

**1. Enrollment Report for September 30, 2018.**

**2. Field Trip Destinations**

Approval of the following district sponsored field trip destinations for October and November 2018:

JCHS Marine Biology	Gateway National Park	Sandy Hook, NJ
Lincoln School K-5	Caldwell Green	Caldwell, NJ
Lincoln School Grade 2	Bloomfield Avenue	Caldwell, NJ
Lincoln School Grade 5	Statue of Liberty and Ellis Island	Jersey City, NJ
Wilson School Grade 1	Alstede Farm	Chester, NJ
KEP A.M./P.M. Sessions	Fairfield Farms	Fairfield, NJ

**3. Expense Reimbursements**

Approval of expense reimbursements for attendance at Professional Development Programs approved by the Superintendent as follows:

Leslie Moran	NJAAP School Heath Conference Somerset, NJ	\$195.00
Brianna Watts	NJ School Conference Edison, NJ	\$99.00
Judy Hennig	Diabetes in School Livingston, NJ	\$75.00
Jessica Abramovich	Special Education Law in NJ Parsippany, NJ	\$199.99
Deanna Larsen	Elementary Music Workshop Mountain Lakes, NJ	\$90.00
Eric Lavin	Teaching Italian Art Montclair State University	\$50.00
Elizabeth Dean	Diabetes Updates and Burnout Morristown, NJ	\$35.00 +parking
Elisabeth Strangeway	NJ Council for Social Studies Conference Rutgers, Piscataway, NJ	\$80.00

Gennifer Otinsky	NJ Council for Social Studies Conference Rutgers, Piscataway, NJ	\$80.00
Kaitlin Jones	Rutgers 2018 Gifted Education Conference New Brunswick, NJ	\$189.00

**4. Out of District Athletic Participation**

Approval of student #9904752 to participate as an individual in athletic competitions, provided that all NJSIAA requirements are satisfied, and all related expenses are assumed by the student’s parents, effective October 1, 2018 to June 30, 2019.

**5. Amended Special Education Out of District Placements’ Tuition Rates and Services**

Approval to amend the tuition rate and out of district service for student #1000868 to attend Essex Junior Academy, Cedar Grove, NJ, from a total tuition rate of \$75,161.12 to \$75,762.00, effective for the 2018-2019 school year. Tuition was amended from \$48,961.12 to \$48,020.00, and the Personal Aide allocation was amended from \$26,200.00 to \$27,742.00.

Approval to amend the tuition rate and out of district service for student #0000769 to attend Bergen County Special Services New Bridges Middle School from a total tuition rate of \$141,180.00 to \$141,370.00, effective for the 2018-2019 school year. Tuition was amended from \$91,260.00 to \$89,370.00, and the Personal Aide allocation was amended from \$49,920.00 to \$52,000.00.

**6. Special Education Out of District Placement**

Approval of student #100588 to attend Windsor Bergen Academy, Ridgewood, NJ, at a tuition rate of \$55,322.73, effective September 4, 2018 to June 30, 2019.

**7. Special Education Consultative Services**

Approval for the Essex Regional Educational Services Commission (ERESC), Fairfield, NJ, to provide Occupational Therapy Services, at a rate of \$90.00 per hour, for student #1108, effective October 1, 2018 to June 30, 2019.

Approval for the North Jersey Behavioral Health Services (NJBHS), Caldwell, NJ, to provide ABA services to the following students, effective September 1, 2018 to June 30, 2019:

<u>Student</u>	<u>Fee</u>
#1700305	\$79,239.00
#1700164	\$79,239.00
#1001194	\$79,239.00
#1001195	\$79,239.00
#1700282	\$79,239.00
<b>Total</b>	<b>\$396,195.00</b>

Approval for of Mary Hybl, Speech Language Pathologist, Summit, NJ, to provide district-wide Speech Language Services, at a rate of \$90.00 per hour, effective October 9, 2018 to June 30, 2019.

**8. H.I.B. Self-Evaluation**

Approval to submit the state-mandated H.I.B. Self-Evaluation to the New Jersey Department of Education.

**ROLL CALL:**

<input type="checkbox"/> Mr. Adams	<input type="checkbox"/> Mr. Cipoletti	<input type="checkbox"/> Mr. D’Ambola	<input type="checkbox"/> Mr. King	<input type="checkbox"/> Ms. Lanfrank
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abs

**9. Policies and Regulations – First Reading**

First Reading of the following revised policies and regulation:

- P5512 – Harassment, Intimidation, and Bullying
- P5561 - Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- R5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

First Reading of the following new policy and regulation:

- P1613 – Disclosure and Review of Applicant’s Employment History
- R1613 – Disclosure and Review of Applicant’s Employment History

**B. Personnel**

The Superintendent makes the following personnel recommendations to the Board of Education:

Motion to approve Certificated Staff item letters a. through k. and Non-Certificated Staff item letters a. through d. on this evening’s agenda under Personnel.

**1. Certificated Staff**

**a. Leave of Absence**

Approval of a Disability Leave of Absence, with pay, for Kate Howe, Teacher of Social Studies, James Caldwell High School, from March 4 to April 12, 2019, followed by a Family Medical Leave of Absence, without pay, from April 15 to June 30, 2019 and September 2 to September 20, 2019.

**b. Amended Appointment**

Schedule C – Extracurricular Non-Athletic Stipend

Approval to amend the appointment of Gregory Paradis, from School Production Advisor (shared), Level III, Grover Cleveland Middle School musical production, at rate of \$2,002, to School Production Advisor (shared), Level III, Grover Cleveland Middle School musical production, at a rate of \$3,500, effective for the 2018-2019 school year; (\$2,002 to come from the Schedule C account and \$1,498 to be paid from other budgetary funds for the 18-19 school year only).

**c. Rescinded Student Field Placement**

Approval to rescind the student field placement of Danielle Hill, School Psychologist Intern, Seton Hall University, at Jefferson Elementary School and Grover Cleveland Middle School, for a total of 300 hours, effective for the 2018-2019 school year.

**d. Appointments**

Approval to appoint Dana Spina, Teacher of English, Grover Cleveland Middle School, Supervisor-Language Arts Support Lab, at a rate of \$44.00 per hour, to a maximum of \$5,000, effective September 1, 2018 to June 30, 2019.

Approval to appoint Mara Labato, Teacher of Mathematics, Grover Cleveland Middle School, Supervisor-Mathematics Support Lab, at a rate of \$44.00 per hour, to a maximum of \$5,000, effective September 1, 2018 to June 30, 2019.

Schedule C – Extracurricular Non-Athletic Stipends

Approval of the following Schedule C – Extracurricular Non-Athletic Stipends for the 2018-19 school year:

Marcia Renzetti	JCHS	Chemistry Olympics (shared)	Level III	\$934
Nicolas Meyer	JCHS	Chemistry Olympics (shared)	Level I	\$878

Approval to appoint Lisa Peluso, Production Advisor (shared), Level III, Grover Cleveland Middle School musical production (replacing Ellen Gianakis), at a rate of \$3,500, effective for the 2018-2019 school year; (\$2,002 to come from the Schedule C account and \$1,498 to be paid from other budgetary funds for the 18-19 school year only).

**e. Appointments - Additional Hours**

Approval for Lauren Crispino, Intervention/Enrichment Coach, Jefferson Elementary School, to provide additional student discipline support at James Caldwell High School, during prep periods and/or outside regular work hours, at a rate of \$44 per hour, effective October 1 to October 5, 2018.

Approval for Frank Lincoln, Teacher of English, James Caldwell High School, to provide additional student discipline support at James Caldwell High School, during prep periods and/or outside regular work hours, at a rate of \$44 per hour, effective October 1 to November 15, 2018.

**f. Mentors**

Approval to appoint the following teachers to mentor new teachers, at a stipend of \$550 (for traditional route candidates) or \$1,000 (for alternate route candidates). Stipends to be paid by new teachers through payroll deductions:

<b>Mentor</b>	<b>School</b>	<b>Mentee</b>	<b># of weeks</b>	<b>CE or CEAS</b>	<b>Stipend</b>
Susan Callaghan	JCHS	Jake Cohen	30	CEAS	declined
Lisabeth Powell	JCHS	Brian Wenzel	30	CE	\$1000
Stephanie Parisi	JCHS	Amanda Cordero	21	CEAS	\$385
Catherine Salvanto	GCMS	Raquel Riggitano	30	CEAS	\$550
Amanda Keenan	GCMS	Bethany Miele	6	CEAS	\$110
Melissa Silverthorne	GCMS	Molly Allister	15	CE	\$500
Michelle Haas	Wilson	Alissa Halloran	30	CEAS	\$550
Tracey Tufano	Lincoln	Laura Flynn	10	CEAS	\$185

**g. Summer Work (Hourly Rate)**

Approval of up to three (3) additional days to enter 504 plan data into the system, for each of the following 10-month guidance counselors:

David Kaczmarek      Susan Corey-Nogales

**h. Curriculum Development-Summer 2018**

Approval of the following teachers to write curriculum, for a maximum of 2 days, at a rate of \$175 per day, to be paid after the curriculum is Board approved:

<b>Curriculum Developer</b>	<b>Course</b>
Ryuichi Saito	<i>6-12 Math Curricular Revisions</i>
Amanda Keenan	<i>6-12 Math Curricular Revisions</i>

**i. Professional Development Workshop**

Approval of Leslie Moran, School Nurse, Jefferson Elementary School, and Lila Kurzum, School Nurse, Grover Cleveland Middle School, to conduct CPR and AED training workshops on October 23 and November 14, 2018, for a total of 3 hours each, at a rate of \$67.00 per hour for each.

**j. Approval as Substitute Teachers**

Heather VanLenten      Teacher of Art  
 Diana Baer              Teacher of Dance, Teacher of Speech Arts & Drama  
 Mary Lockshin          Teacher of Spanish, Teacher of English

**k. Approval as Home Instructor**

Mary Lockshin              Teacher of Spanish, Teacher of English, ESL

**2. Non-Certificated Staff**

**a. Amended Leave of Absence**

Approval to amend the Disability Leave of Absence, with pay, for Thomas Halloran, Custodian, Grover Cleveland Middle School, from February 27 to September 24, 2018 to February 27 to October 12, 2018.

**b. Positions Creation**

Approval to create an AM Classroom Aide position, Washington Elementary School, for the E/LA Resource Class, effective September 24, 2018.

Approval to create AM and PM Shared Aide positions, Washington Elementary School, for student #1000448, effective October 1, 2018.

Approval to create an AM Classroom Aide position, James Caldwell High School, for the English 12 Resource Class, effective September 17, 2018.

Approval to create an AM Shared Aide position, for student #1700696, James Caldwell High School, effective September 17, 2018.

**c. Abolish Position**

Approval to abolish the PM Personal Aide position, James Caldwell High School, for student #9904237, effective September 25, 2018.

**d. Appointments**

Approval to appoint Theresa Garcell, Lunchroom Aide (.2 FTE), Washington Elementary School, at a rate of \$13.20 per hour, effective September 28, 2018 to June 30, 2019.

Approval to appoint Nicole White, Special Education Classroom Aide, Washington Elementary School, at a rate of \$13.20 per hour, effective September 24, 2018 to June 30, 2019.

Approval to appoint Nicole Pappas, Substitute Special Education Aide, at a rate of \$12.00 per hour, effective October 9, 2018 to June 30, 2019.

**Extracurricular**

Approval to appoint Kristine Kuligowski, Lighting Designer, for the James Caldwell High School fall drama, at a rate of \$1,020, and the James Caldwell High School spring musical, at a rate of \$1,020, effective for the 2018-2019 school year.

**ROLL CALL:**

___ Mr. Adams	___ Mr. Cipoletti	___ Mr. D’Ambola	___ Mr. King	___ Ms. Lanfrank
				___ <b>Yes</b> ___ <b>No</b> ___ <b>Abs</b>

**C. Finance**

Motion to approve item numbers 1. through 6. on this evening’s Agenda under Finance.

**1. Certification of Funds**

Motion to certify that, pursuant to N.J.A.C. 6A-23A-16.10(c)(4), after review of the secretary’s monthly financial report (appropriations section) for September 30, 2018 and upon proper consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A-23A-16.10(c)(4), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

\_\_\_\_\_  
 Thomas J. Lambe

**2. Secretary’s Report – September 30, 2018**

Budget Appropriation 2018-2019	\$51,412,927.65
Expended and Encumbered Balance as of September 30, 2018	<u>\$43,617,400.68</u>
Available as of September 30, 2018	\$7,795,526.97

**3. Treasurer’s Report – August 31, 2018**

Total Cash Receipts and Balance	\$7,721,965.44
Total Cash Expenditures	<u>\$2,191,203.63</u>
Total Cash Balance	\$5,530,761.81

**4. Transfers**

a. Approval of Appropriation Transfers to the 2018-2019 Budget – September 30, 2018.

**5. Approval of Bills and Claims Schedules**

a. Approval of Schedule #3 – September 30, 2018. \$13,688,560.36

**6. School Alliance Insurance Fund (SAIF) Safety Incentive Program**

Approval to accept the 2017-2018 fund year Tier 1 Safety Incentive Program award in the amount of \$5,500 (\$4,500 for Tier 1 and a \$1,000 bonus for earning 100 pts.), which will be credited towards the 2018/2019 assessment.

**ROLL CALL:**

___ Mr. Adams	___ Mr. Cipoletti	___ Mr. D’Ambola	___ Mr. King	___ Ms. Lanfrank
				___ <b>Yes</b> ___ <b>No</b> ___ <b>Abs</b>



**D. Buildings, Grounds, and Capital Improvements**

Motion to approve item numbers 1. and 2. on this evening’s Agenda under Buildings, Grounds, and Capital Improvements.

**1. Comprehensive Maintenance Plan and M-1**

Approval to submit the “Annual Maintenance Budget Amount Worksheet” (Form M-1) and the “Comprehensive Maintenance Plan” (Form CMP) as required under N.J.A.C. 6A:26 to the State Board of Education.

**2. Use of School Facilities**

Approval for the Grover Cleveland Middle School Girl Scouts Troop 20210 to use the GCMS Library once a month, beginning on October 4, 2018 through June 6, 2019 from 6:15-8:15 PM.

Approval for the Washington School Girl Scouts Daisy Troop to use the Washington School Art Room once a month on Tuesdays, beginning on October 9, 2018 through June 18, 2019 from 6:00-7:00 PM.

Approval for the Jefferson School Girl Scout Troop to use the Jefferson School Library twice a month on Tuesdays, beginning on October 10, 2018 through May 21, 2019 from 5:00-6:00 PM.

Approval for the Wilson School Brownie Troop 20383 to use the Wilson School Art Room once a month on Fridays, beginning on October 19, 2018 through June 14, 2019 from 4:30-5:30 PM.

Approval for the Washington School Girl Scouts Troop 20256 to use the Washington School Art Room on December 7, 2018 from 3:00-4:30 PM.

**ROLL CALL:**

<input type="checkbox"/> Mr. Adams	<input type="checkbox"/> Mr. Cipoletti	<input type="checkbox"/> Mr. D’Ambola	<input type="checkbox"/> Mr. King	<input type="checkbox"/> Ms. Lanfrank
				<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Abs</b>

**IX. PUBLIC DISCUSSION**

Motion to adjourn the Regular Public Monthly Meeting and meet in Private Executive Session for the purpose of discussing Personnel, Negotiations/Legal, Miscellaneous, and Old Business matters. This meeting has been advertised and is in compliance with the Open Public Meeting Act and N.J.S.A. 10:4-6, a/k/a “Sunshine Law”. The matters discussed will be made public when confidentiality is no longer required and formal action, pursuant to said discussion, shall take place only at a meeting to which the public has been invited.

**ROLL CALL:**

<input type="checkbox"/> Mr. Adams	<input type="checkbox"/> Mr. Cipoletti	<input type="checkbox"/> Mr. D’Ambola	<input type="checkbox"/> Mr. King	<input type="checkbox"/> Ms. Lanfrank
				<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Abs</b>