

MINUTES
BOARD OF EDUCATION
CALDWELL-WEST CALDWELL

REGULAR PUBLIC MONTHLY MEETING

JANUARY 12, 2015

The President announced that the Caldwell-West Caldwell Board of Education Regular Public Monthly Meeting held on January 12, 2015 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

Board Members Present:

Tom Adams, Vice President
Dan Cipoletti
John King
Marie Lanfrank
Paula Getty, President

Administrators Present:

James Heinegg
Thomas Lambe

II. PLEDGE OF ALLEGIANCE

III. COMMUNICATIONS

IV. APPROVAL OF MINUTES

Mr. Cipoletti moved; Mrs. Lanfrank seconded, a motion to approve the Regular Public Monthly Meeting Minutes of December 8, 2014.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty

Noes – None

V. PUBLIC INPUT ON AGENDA ITEMS

Public participation shall be governed by the following:

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.

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Mrs. Getty moved; Mrs. Lanfrank seconded, a motion to Suspend the Order of the Day for the following presentation:

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty

Noes – None

VII. SUPERINTENDENT’S REPORT

Kathi Mantell and Man Lee from Nisivoccia LLP gave a presentation on the Comprehensive Annual Financial Report for 2013-2014.

Resume the Order of the Day for the Regular Public Monthly Meeting.

VI. MOTIONS BY CONTENT AREA

A. Curriculum

Mr. King moved; Mrs. Lanfrank seconded, a motion to approve item numbers 1. through 12. on this evening’s Agenda under Curriculum.

1. **Enrollment Report for December 31, 2014.** (Attached)

2. **Field Trip Destinations**

District-sponsored field trip destinations for December, January, and February 2015 as follows:

Madrigal Singers/String Consort	Montclair Women’s Club	Montclair, NJ
JCHS Science and Tech Club	Monmouth Regional High School	Tinton Falls, NJ
Lincoln School Grade 1	Grover Cleveland Birthplace	Caldwell, NJ
JCHS Advocacy Club	Millburn High School	Millburn, NJ
Football Team	St. Rocco’s Homeless Shelter	Newark, NJ
GCMS 4-H Ecology Club	Crane’s Mill Community	West Caldwell, NJ
GCMS Resource Room	Caldwell Diner	Caldwell, NJ

3. **Overnight Field Trips**

Overnight field trip for the JCHS Swim Team Qualifiers to Sewell, NJ, to participate in the NJSIAA Individual Meet of Champions, effective February 27 to March 1, 2015.

Overnight field trip for the JCHS Wrestling Team Qualifiers to Atlantic City, NJ, to participate in the NJSIAA Wrestling Individual Championship, effective March 6 to March 8, 2015.

4. **Expense Reimbursements**

Expense reimbursements for attendance at Professional Development Programs approved by the Superintendent as follows:

Elizabeth Dean	Self-Mutilation: An Act of Emotional Survival, West Orange, NJ	\$75.00
Lucian Micu	NJASA Conference: TechSpo 2015 Atlantic City, NJ	\$414.18
Richard Porfido	Annual State Conference: Directors of Athletics Association of New Jersey, Atlantic City, NJ	\$662.00

5. Special Education Out of District Placement

Student #9904764 to attend The Craig School, Mountain Lakes, NJ, at a tuition rate of \$39,640.00, effective September 3, 2014 to June 30, 2015.

6. Special Education Services

P.G. Chambers School, Cedar Knolls, NJ, to provide occupation therapy services for student #9904764, at a rate of \$75.00 per half-hour session for 41 weeks for a total of \$3,075.00, effective September 3, 2014 to June 30, 2015.

Dr. Richard Hahn, Psychiatrist, Harriman, NY, to provide psychiatric evaluation services for student #9904237, at a rate of \$895.00 per evaluation, effective January 5 to June 30, 2015.

Educational Specialized Associates, Caldwell, NJ, to provide Assistive Technology Evaluations, at a rate of \$1,200.00 per evaluation, effective December 1, 2014 to June 30, 2015.

7. Class Creations

Create a one semester Spanish 5A: Fiction and Film Class, grade levels 11 and 12, at James Caldwell High School, effective September 1, 2015.

Create a one semester Spanish 5B: Topics in Latin American History Class, grade levels 11 and 12, at James Caldwell High School, effective September 1, 2015.

Create a one semester Spanish 5C: Conversation and Culture Class, grade levels 11 and 12, at James Caldwell High School, effective September 1, 2015.

8. Extracurricular Club Creation

Create, after a two-year trial period, an Animal Shelter Advocacy Club as an extracurricular activity at James Caldwell High School.

9. Technology Plan

2015-2017 Technology Plan.

10. Summer Program

Special Education Extended School Year summer school program, Monday through Thursday, from July 1-31, 2015.

11. New Adult School Course

New adult school course for the spring 2015 program as follows:

<u>Course</u>	<u>Instructor</u>	<u>Instructor's Fee</u>
Mapquest for the Mind-body Connection	Cara Krafchick	\$30.00

12. Harassment, Intimidation, and Bullying Incidents

Affirm the Administration's determination concerning Harassment, Intimidation, and Bullying Investigations #0136 and 0137 for the period December 1 to December 31, 2014, as outlined in the confidential report shared with Board of Education members and on file in the Superintendent's Office.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty

Noes – None

B. Personnel

The Superintendent recommended the following personnel items to the Board of Education:

Mrs. Lanfrank moved; Mr. King seconded, a motion to approve Certificated Staff item letters a. through h. and Non-Certificated Staff item letters a. and f. on this evening's agenda under Personnel.

1. Certificated Staff

a. Amended Leaves of Absences

Amend the Medical Leave of Absence, on a part-time basis, for Marcia Renzetti, Teacher of Science, PCR #JCHS0053, James Caldwell High School, effective January 1 to February 13, 2015.

Amend a Disability Leave of Absence, with pay, for Caitlin Tobia, Teacher of Students with Disabilities, PCR #JEFF0013, Jefferson Elementary School, from October 13 to December 5, 2014, to October 13 to December 4, 2014 followed by Family Medical Leave of Absence, without pay, from December 6, 2014 to April 20, 2015 to December 5, 2014 to March 5, 2015, followed by a maternity leave of absence, without pay, effective March 6 to April 3, 2015.

Amend a Disability Leave of Absence, with pay, for Cindy Halen, Library Media Specialist, PCR #WILS0028, Wilson Elementary School, from October 13 to December 4, 2014, followed by Family Medical Leave of Absence, without pay, from December 5, 2014 to April 20, 2015 to December 5, 2014 to March 5, 2015, followed by a maternity leave of absence, without pay, from March 6 to May 1, 2015.

b. Amended Appointments

Amend the appointment of Pamela Acocella, Temporary Leave Replacement, Teacher of Students with Disabilities, PCR #JEFF0013, Jefferson Elementary School, at a rate of \$175 per diem, from November 17 to December 23, 2014 to January 5 to January 30, 2015.

Amend the appointment of Allisyn Yanuzzi, Temporary Leave Replacement, Library/Media Specialist, PCR #WIL0028, Wilson Elementary School, BA Guide, Step 1, .80 FTE, at an annual salary of \$38,823 (to be pro-rated), from October 13, 2014 to April 20, 2015 to October 13, 2014 to May 1, 2015.

Amend the appointment of Jacqueline Bayliss, Temporary Leave Replacement, Teacher of Science, PCR #JCHS0053, James Caldwell High School, MA+16 Guide, Step 1, at a rate of \$285 per diem, from November 10 to December 31, 2014 to November 10, 2014 to February 13, 2015.

c. Leave of Absence

Medical Leave of Absence, with pay, for Cindy Kellenberger, Library/Media Specialist, PCR #WASH0028, Washington School, effective April 6 to May 29, 2015.

d. Appointment

Vicky Tsotas, Temporary Leave Replacement, Teacher of Students with Disabilities, PCR #GCMS0013, Grover Cleveland Middle School, BA Guide, Step 1, at a rate of \$243 per diem, effective January 5 to February 24, 2015.

e. Appointments - Extra-Curricular- Athletic 2014-15

Spring coaches for the 2014-2015 school year as follows:

Joe	Collura	JCHS	Outdoor Spring Track-Head Coach	Level III	\$9,993.00
Bridgit	Martin	JCHS	Outdoor Spring Track-Boys Coordinator	Level II	\$8,259.00
Sara	Schecter	JCHS	Outdoor Spring Track-Girls Coordinator	Level III	\$8,514.00
Frank	Davide	JCHS	Outdoor Spring Track-.75 Coach	Level III	\$7,495.00
		JCHS	Outdoor Spring Track-.5 Asst Coach		\$3,481.00
Frank	Lincoln	JCHS	Outdoor Spring Track-.75 Asst Coach	Level III	\$5,222.00
Tom	Lamont	JCHS	Baseball-Head Coach	Level III	\$9,993.00
Tom	Gargiulo	JCHS	Baseball-1.0 Asst Coach	Level III	\$6,962.00
Dan	Romano	JCHS	Baseball-JV Coach	Level III	\$6,962.00
Jeff	Edwards	JCHS	Baseball-Frosh Coach	Level III	\$6,962.00
Mike	Teshkoyan	JCHS	Softball-Head Coach	Level III	\$9,993.00
Mark	Teshkoyan	JCHS	Softball-1.0 Asst. Varsity	Level III	\$6,962.00

f. Administrative Internship

Christina Astorino, Teacher of English, James Caldwell High School, PCR #JCHS0051, James Caldwell High School, to complete an administrative internship as part of her graduate studies, effective January 13 to May 31, 2015.

g. Substitute Teacher

Victor Demaio

h. County Substitutes

Marisa Dente
Jacob Lesniewski
Amanda Provost
Daniel Scanlon
Stephanie Kearney
Tyler Erhard

2. Non-Certificated Staff

a. Resignation

Accept the resignation of Roseanne Alonso, Lunchroom Aide, PCR #JEFF0032, Jefferson School, effective December 23, 2014.

b. Leave of Absence

Medical Leave of Absence, without pay, for Joann Mattei, Shared Aide, PCR #WASH0048, Washington School, effective December 2 to January 19, 2015.

c. Abolishment of Position

Abolish the Resource Room Classroom Aide position at Jefferson School due to a decrease in student enrollment.

d. Position Transfers

Transfer Christine Ansorge-Mathews, PM Discrete Trial Aide, PCR #HARR0048, Harrison School, at a rate of \$21.60, to PM Personal Aide, PCR #JEFF0048, Jefferson School, for student #9905194, at a rate of \$19.80 per hour, effective January 5 to June 30, 2015.

Transfer Elaine McAlister, AM Classroom Aide, PCR #JEFF0048, Jefferson School, to PM Shared Aide, Jefferson School, effective December 19, 2014 to June 30, 2015.

e. Appointments

Dorothy Handy, Assistant Confidential Secretary, PCR #DIST0041, Business Office, at a rate of \$27.20 per hour, not to exceed 10 hours per week, effective January 1 to July 31, 2015.

Angelina Ricci, Custodian, PCR #JCHS0031, James Caldwell High School, Step 0, at an annual salary of \$32,463 (to be prorated), having successfully completed a 90-day probationary period, effective January 1 to June 30, 2015.

Jolyne Askling, AM Shared Aide, PCR #JEFF0048, Jefferson School, at a rate of \$12.00 per hour, effective December 17, 2014 to June 30, 2015.

f. Job Description – Assistant Confidential Secretary

Accept the Assistant Confidential Secretary job description.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty

Noes – None

C. Finance

Mr. Cipoletti moved; Mr. Adams seconded, a motion to approve item numbers 1. through 12. 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 December 31, 2014 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 – December 31, 2014 / Treasurer's Report – November 30, 2014

Mr. Cipoletti reviewed the total receipts, total expenditures and cash balances as of these dates, and requested that the report be filed in the Secretary's Office.

3. Transfers (Attached)

Appropriation Transfers to the 2014-2015 Budget – December 31, 2014.

4. Bills and Claims Schedule

Mr. Cipoletti stated that Schedule #6 – December 31, 2014 has been distributed to the Board.

The President and Secretary are authorized to sign individual warrants in the amount of \$3,812,986.47.

5. Professional Services Contract

Contract with the West Essex YMCA of Livingston, New Jersey, to provide a Before and After-Care Program to the district for the 2015-2016 school year, as per their proposal received on December 19, 2014.

6. Grant Amendment

Amend the Instructional Improvement System (IIS) competitive grant budget submission to the New Jersey Department of Education from \$26,000 to \$20,000 for professional development and from \$60,000 to \$66,000 for chromebooks, effective for the 2014-15 school year.

7. Grant Award

Accept a grant from the New Jersey Department of Education, in the amount of \$70,000, for an Achievement Coaches Program.

8. Natural Gas Contract

Contract with Direct Energy Business Marketing, LLC dba Direct Energy Business, Woodbridge, New Jersey, for the purchase of natural gas, through the bid by the Alliance for Competitive Energy Services, (ACES) Cooperative Pricing System #E8801-ACESCPS. The contract is effective from March 2015 through November 2016 (21-month contract term).

9. Technology Equipment

Accept State Contract pricing for the purchase of Technology infrastructure equipment and mobile devices in conjunction with the lease purchase agreement.

10. Local Government Energy Audit

WHEREAS, the New Jersey Board of Public Utilities, Office of Clean Energy administers the Local Government Energy Audit Program (Program), an incentive program to assist local government agencies to conduct energy audits and to encourage implementation of energy conservation measures; and,

WHEREAS, the Governing Body of the Caldwell – West Caldwell Public School District has decided to apply to participate in the Local Government Energy Audit Program; and,

WHEREAS, the facilities to be audited are in New Jersey, are owned by the Caldwell – West Caldwell Board of Education, are served by a New Jersey regulated public utility, and the Caldwell – West Caldwell Public School District has not already reserved \$100,000 in the Program this year as of this application; and,

WHEREAS, it is acknowledged that acceptance into the Program is dependent on the Scope of Work and cost proposal, and that Program rules will have to be met in order to receive incentive funds; and,

WHEREAS, upon acceptance into the Program, the Caldwell – West Caldwell Public School District will prepare Facility Data Forms and Scopes of Work for each facility to be audited, solicit quotations from the authorized contractors, and submit the Firm Selection Form; and,

WHEREAS, the Caldwell – West Caldwell Public School District understands that energy audit work cannot proceed until an Application Approval Notice is received from the Program; and,

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Caldwell – West Caldwell Public School District approves the submission of an Application for participation in the Local Government Energy Audit Program of the New Jersey Board of Public Utilities.

11. Cooperative Pricing Agreement

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on January 12, 2015, the governing body of the Caldwell-West Caldwell Board of Education, County of Essex, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the **Cooperative Pricing Resolution of the Caldwell-West Caldwell Board of Education and the Hunterdon County Educational Services Commission.**

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

12. Lease Purchase Agreement

WHEREAS, The Board of Education of Caldwell-West Caldwell in the County of Essex, New Jersey (the "Board") seeks to acquire instructional technology (the "Project") at a cost not to exceed \$240,000; and

WHEREAS, the Board intends to finance such Project through a tax-exempt, lease purchase financing in an aggregate amount not exceeding \$240,000 (the "Lease Purchase Financing"); and

WHEREAS, the Board, through the Hunterdon County Educational Services Commission, sought quotes for such Lease Purchase Financing; and

WHEREAS, the Board, on January 6, 2015, received quotes for the Lease Purchase Financing; and

WHEREAS, the quote of US Bancorp Government Leasing & Finance, Inc. ("US Bancorp") was the most advantageous quote to the Board; and

WHEREAS, the Board seeks to execute a lease purchase agreement (the "Lease") for the Lease Purchase Financing with US Bancorp in its capacity as lessor and in accordance with its quote as set forth below; and

WHEREAS, the Board desires to set forth the basic financial terms to be incorporated into the Lease and authorize the preparation, the execution and the delivery of the Lease and certain other agreements necessary or incidental to the transactions contemplated thereby;

NOW, THEREFORE, BE IT RESOLVED By The Board Of Education of Caldwell-West Caldwell in The County of Essex, New Jersey, as follows:

SECTION 1. The Board hereby approves to finance the acquisition and installation of the Project and other related costs and hereby awards the financing to US Bancorp (as defined above). The interest rate per annum, the principal maturities and the other terms of the financing shall be as described in the Lease and shall be consistent with the quote submitted by US Bancorp on January 6, 2015 (the "Quote"). In accordance with the Quote the interest rate shall be 2.00% or as indexed in the Quote.

SECTION 2. The Board hereby authorizes (i) the execution and the delivery of the Lease and other related documents, including an Escrow Agreement, and (ii) the performance by the Board of its obligations under the Lease and the Escrow Agreement, both to be dated the date of respective closing. The Board further authorizes and directs the Board President (or in every instance where the Board President is authorized to execute a document under this Resolution the same such authority shall also be given to the Vice President), and the Business Administrator/Board Secretary to approve any non-material changes, additions or deletions to the Lease and the Escrow Agreement as may be necessary in the judgment of the Board's Bond Counsel. The Lease sets forth, among other things, the lease payments of the Board and their respective amounts. In all respects, the Lease shall be consistent with the terms of this Resolution.

SECTION 3. In exchange for its authorization and execution of the Lease, the Board will receive an aggregate amount not to exceed \$240,000, which will be used to finance the Project and other related costs. Lease payments under the Lease may occur on one or more dates, provided that the final lease payment shall not extend beyond August 15, 2016.

SECTION 4. The Board President and the Business Administrator/Board Secretary are hereby authorized and directed to execute and to deliver on behalf of the Board each of the agreements referred to in Section 2 of this Resolution and such other agreements and certificates as may be necessary to complete the transaction contemplated by the Lease and the Board President and Business Administrator/Board Secretary are hereby authorized and directed to take, on behalf of the Board, such other actions as shall be necessary and appropriate to accomplish the lease purchase financing of the Project in accordance with the terms of the Lease and this Resolution and pursuant to the terms of the agreements and the instruments authorized to be prepared hereby and to accomplish the performance of the obligations of the Board in respect thereof.

SECTION 5. The Board hereby covenants that it will comply with any conditions subsequently imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on the Lease, including, if necessary, the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Lease.

SECTION 6. This Resolution shall take effect immediately upon its adoption.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty

Noes – None

The Superintendent spoke about Kindergarten Registration which will be on February 9-12 for the 2015-2016 School Year.

VIII. PRESIDENT'S REPORT

The President recognized the following Staff and Student achievements:

James Caldwell High School Junior and Clarinet Player Alice Kong and Freshman and Flutist Mina Yi made symphonic band for North Jersey Area Band. Auditions for the 2014-2015 school year took place on December 13 with students from nearly 40 area high schools auditioning. The show is scheduled for January 18 at Mount Olive High School.

Freshman Mina Yi also competed and won the Crescendo International Music Competition held at Caldwell University. The Crescendo International Music Competition is a musical competition held annually for youth between November and February. The competitions, open to all instrumentalists (piano, strings, and winds), duets, ensembles and vocalists, ages 5-21, are held throughout the Northeast, Canada, Germany, Korea, Austria, and Russia. A concert for those who achieved first and second place honors will be held at the Weill Recital Hall at Carnegie Hall between January 18 and February 15.

Rotary Club Donation

The Rotary Club of the Caldwells once again donated dictionaries to our third graders throughout the district this month. Rotary members Samantha McCoy and Jonathan Smith traveled to each of the elementary schools, along with several of the high school Interact Club members and high school Rotary Club co-advisor Cheryl Baut, to distribute the dictionaries.

Athletics

- Senior Allie Nufrio will represent James Caldwell High School at the Annual NJSIAA Women in Sports Ceremony on February 1 at Seton Hall University.
- Seniors Nolan Smith and Ian Davison were selected to the New Jersey Football Coaches Association (NJFCA) Super 100 All-State Team. They will be honored on March 22.
- The Girls' Basketball team placed 2nd in the West Essex Area Holiday Tournament in December.
- The Wrestling Team placed 2nd in the Bloomfield Tournament in December.

IX. PUBLIC HEARING

Mrs. Getty moved; Mrs. Lanfrank seconded a motion to adjourn the Regular Public Monthly Meeting at 8:37PM and meet in Private Executive Session for the purpose of discussing Personnel, Legal, and Miscellaneous 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: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty

Noes – None