

**MINUTES**  
**BOARD OF EDUCATION**  
**CALDWELL-WEST CALDWELL**

**REGULAR PUBLIC MONTHLY MEETING**  
**JANUARY 11, 2021**

The President announced that the Caldwell-West Caldwell Board of Education Regular Public Monthly Meeting held on January 11, 2021 at 6:00PM via Zoom webinar 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, *The Star Ledger*, Newark, and *NJ TAPinto*, West Essex 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:

Chris D'Ambola  
Chris Elko  
Julianne Grosso Vice President  
Marie Lanfrank  
Dan Cipoletti, President

Administrators Present:

James Heinegg  
Kaitlin Jones  
Debbie Muscara

The meeting opened with a moment of silence for Mark Teshkoyan, James Caldwell High School Industrial Arts Teacher and Softball and Soccer Coach, who recently passed away. Dr. Heinegg spoke about Mr. Teshkoyan and his contributions to the district.

**II. PLEDGE OF ALLEGIANCE**

**III. COMMUNICATIONS**

None

**IV. SUPERINTENDENT'S REPORT**

Kathi Mantell, Senior Partner at Nisivoccia, provided the financial highlights of the June 30, 2020 fiscal year as follows:

Fund balance ended with a balance of \$1.1M with an additional \$251K for Extraordinary Aid. The district achieved a savings of \$1.4M less \$300K for encumbered year end purchases. The balance of \$594K for excess surplus can be used for a one-time purchase for capital projects. At year end, \$1M was deposited to Capital Reserve and \$500K was deposited to Maintenance Reserve. Approximately \$573K remains from unused Capital Projects which will need board action to close out the accounts. Debt Service excess surplus ended at \$4,751. Food Service revenue and Federal subsidies were lower, but the Operating net income still was \$120K. Continuing Education ended with a net position of \$459K. Long term liabilities were reviewed in addition to the auditor's recommendations for account transfers and Student Activities.

**V. PRESIDENT'S REPORT**

Grover Cleveland Students, Summer Barnett and Juliana Procopio, discussed the virtual learning process provided suggestions for improvement.

**VI. APPROVAL OF MINUTES**

Mrs. Grosso moved; Mr. D'Ambola seconded, a motion to approve the Regular Public Monthly Meeting Minutes of December 14, 2020.

ROLL CALL: Ayes – Messrs. D'Ambola, Elko, Mmes. Grosso, Lanfrank, Mr. Cipoletti

Nays – None

**VII. 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.

**VIII. COMMITTEE REPORTS**

**A. Curriculum**

Mrs. Grosso moved; Mr. Elko seconded, a motion to approve item numbers 1. through 3. on this evening's Agenda under Curriculum.

**1. Enrollment for December 31, 2020. (Attached)**

**2. School Safety and Security Plan (Attached)**  
School Safety and Security Plan for the 2020-21 school year.

**3. Harassment, Intimidation, and Bullying Incident**  
Affirm the Administration's determination concerning Harassment, Intimidation, and Bullying Investigation #0274 for the period December 1 – December 31, 2020 as outlined in the confidential report shared with Board of Education members and on file in the Superintendent's Office.

ROLL CALL: Ayes – Messrs. D'Ambola, Elko, Mmes. Grosso, Lanfrank, Mr. Cipoletti

Nays – None

**B. Personnel**

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

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

**1. Certificated Staff**

**a. Retirements**

Service Retirement for Lynn Lockard, Elementary Teacher, Washington Elementary School, effective March 31, 2021.

Service Retirement for Jean Ferlauto, Teacher of the Handicapped, Jefferson Elementary School, effective June 30, 2021.

**b. Amended Appointments**

Amend the appointment of Alissa Mahadeen, Temporary Replacement, Teacher of Students with Disabilities, to teach LLD-1 and LLD-2 students remotely, at a rate of \$280 per day, from November 23 to December 22, 2020 to November 23, 2020 to January 29, 2021.

Amend the appointment of Victoria Maas, Temporary Replacement, Elementary Teacher, Wilson Elementary School, from September 1, 2020 to February 17, 2021 to September 1, 2020 to June 30, 2021.

**c. Amended Leaves of Absence**

Amend the Disability Leave of Absence, with pay, for Rebecca Vecchione, Teacher of the Handicapped, Washington Elementary School, from January 4 to February 26, 2021 to January 7 to February 26, 2021, followed by a Maternity Leave of Absence, without pay, from March 1 to June 24, 2021.

Amend the Disability Leave of Absence, with pay, for Employee #251, Elementary Teacher, Washington Elementary School, from September 2 to January 29, 2021 to September 2 to March 29, 2021, followed by an Unpaid Leave of Absence from March 30 to March 31, 2021.

**d. Leaves of Absence**

Medical Leave of Absence, with pay, for Employee #79, Teacher of Spanish, James Caldwell High School, effective January 19 to March 19, 2021.

**e. Appointments -Schedule C- Extracurricular – Non-Athletic**

Following Schedule C – Extracurricular Non-Athletic Stipends for the 2020-21 school year:

<u>First Name</u>	<u>Last Name</u>	<u>School</u>	<u>Position</u>	<u>Level</u>	<u>Rate of Pay</u>
Gennifer	Otinsky	GCMS	Latin Club	Level II	\$1,942
Peter	Abazia	JCHS	Percussion Ensemble	Level III	\$2,336

**b. Appointment**

James Gardner, Special Education Aide, Washington Elementary School, at a rate of \$14 per hour, effective December 14, 2020 to June 30, 2021.

ROLL CALL: Ayes – Messrs. D’Ambola, Elko, Mmes. Grosso, Lanfrank, Mr. Cipoletti

Nays – None

**C. Finance**

Ms. Muscara reviewed the Corrective Action Plan for the audit year ending June 30, 2020.

Mr. D’Ambola moved; Mrs. Grosso seconded, a motion to approve item numbers 1. through 7. on this evening’s Agenda under Finance.

**1. Treasurer’s Report – November 30, 2020**

Mr. D’Ambola 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.

**2. Bills and Claims Schedule (Attached)**

Mr. D’Ambola stated that Schedule #6 – December 31, 2020 has been distributed to the Board.

The President and Secretary are authorized to sign individual warrants in the amount of \$4,477,992.02

**3. Comprehensive Annual Financial Report (Attached)**

Accept the Annual Audit and Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2020.

**4. Comprehensive Annual Financial Report- Corrective Action Plan (Attached)**

Accept the Corrective Action Plan for fiscal year ended June 30, 2020.

**5. Settlement Agreement**

**BE IT RESOLVED**, that the Stipulation of Settlement Agreement in the matter of student #1700500 is hereby approved and accepted by the Board of Education,

**IT IS FURTHER RESOLVED**, that the Board President are hereby authorized to sign the Settlement Agreement on behalf of the Board of Education.

**6. Special Education Agreement (Attached)**

Special Education Agreement for reimbursement for remote access to curriculum with the Garden Academy for special education students #1001194 and #1001195 at the cost of \$19.75 per hour up to 2 hours per day for each student., per attached.

**7. Vacation Day Payout**

Payment for unused vacation days, at \$629.11 per day, to the following employee, as per contract:

<b>Employee Name</b>	<b>No. of Vacation Days</b>	<b>Total Amount</b>
Thomas Lambe	14.5	\$9,122

ROLL CALL: Ayes – Messrs. D’Ambola, Elko, Mmes. Grosso, Lanfrank, Mr. Cipoletti

Nays – None

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

There was none.

**IX. PUBLIC HEARING**

Mrs. Lanfrank moved; Mr. D’Ambola seconded, a motion to adjourn the Regular Public Monthly Meeting at 6:40 PM.

ROLL CALL: Ayes – Messrs. D’Ambola, Elko, Mmes. Grosso, Lanfrank, Mr. Cipoletti

Nays – None

SUBMITTED BY:



Deborah Muscara, Interim Business Administrator/Board Secretary