

MINUTES
BOARD OF EDUCATION
CALDWELL-WEST CALDWELL

REGULAR PUBLIC MONTHLY MEETING
FEBRUARY 8, 2021

The President announced that the Caldwell-West Caldwell Board of Education Regular Public Monthly Meeting held on February 8, 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, Ed.D
Kaitlin Jones
Deborah Muscara
Christopher Conklin, Ed.D
Alyna Jacobs

II. PLEDGE OF ALLEGIANCE

III. COMMUNICATIONS

There were none.

IV. SUPERINTENDENT’S REPORT

Each Elementary Principal gave a report on the status of their school goals.

V. PRESIDENT’S REPORT

The Board President welcomed Dr. Conklin, who gave a few remarks about coming to Caldwell-West Caldwell in July as the new Superintendent.

VI. 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.

VII. COMMITTEE REPORTS

A. Curriculum

Mrs. Grosso moved; Mr. D'Ambola seconded, a motion to approve item numbers 1. through 9. on this evening's Agenda under Curriculum.

1. Enrollment Report January 31, 2021. (Attached)

2. Expense Reimbursements

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

Amanda Leach	Social Media & Cyberbullying Issues in Schools	\$100.00 (virtual)
Frank Lincoln	Social Media & Cyberbullying Issues in Schools	\$100.00 (virtual)
Michael Fess	Garden State Basketball Coaching Clinic	\$100.00 (virtual)
Karen Tufo	NJIDA and NJSHA Conference	\$115.00 (virtual)

3. Amend 2021-2022 School Calendar

Amend the 2020-2021 school year district calendar as follows:

Wednesday, September 1, 2021, 10-month staff reports full day;
Thursday, September 2, and Friday, September 3, 2021 schools closed; and
Tuesday, September 7, and Wednesday, September 8, 2021, schools closed in observance of Rosh Hashanah.

4. 12-Month Employees' Calendar (Attached)

12-month Employees' Calendar for the 2021-2022 school year.

5. Summer Programs

Summer Enrichment programs as follows:

Kindergarten Camp by Little Scholars LLC	June 28 – July 23, 2021
Young Explorers Program	June 28 – July 23, 2021
Summer Enrichment Camp	June 28 – July 23, 2021
Extended Day Program	June 28 – July 23, 2021

6. Special Education Extended School Year Programs

Special Education Extended School Year program to be held at the Harrison School, Monday through Thursday, effective July 1 through July 29, 2021.

Special Education Extended School Year ABA program to be held at the Harrison School, Monday through Thursday, effective July 1 to August 5, 2021.

7. Amend Special Education Out of District Placement and Tuition Rate

Amend the out of district placement and tuition rate for student #1701047 from Chancellor Academy, Pompton Plains, NJ, at a tuition rate of \$71,187.00, effective September 8, 2020 to June 30, 2021 to the DCF Cherry Hill School Campus, Cherry Hill, NJ, at a tuition rate of \$20,379.15, effective December 16, 2020 to June 30, 2021.

This student is in a residential placement, and the district is only responsible for the educational portion. The tuition will be withheld by the NJDOE from our State aid and will be transferred to DCF Cherry Hill School Campus to pay for his education.

8. Special Education Out of District Placement and Service

Student #9904835 to attend Barnstable Academy, Oakland, NJ, at a tuition rate of \$26,812.50, plus transportation at a rate of \$5,472.50, for a total of \$32,285.00, effective January 19 through June 30, 2021.

9. Harassment, Intimidation, and Bullying Incident

Affirm the Administration's determination concerning Harassment, Intimidation, and Bullying Investigation #0275 for the period January 1 – January 31, 2021 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, Mrs. Grosso, Mr. Cipoletti
Abstain – Mrs. Lanfrank due to technical difficulties
Nays – None

B. Personnel

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

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

1. Certificated Staff

a. Retirements

Service Retirement for Maura Lincoln, Teacher of Social Studies, Grover Cleveland Middle School, effective June 30, 2021.

Service Retirement for Thomas Lamont, Teacher of Physical Education, James Caldwell High School, effective June 30, 2021.

Service Retirement for Suzanne Broffman, Teacher of Social Studies, James Caldwell High School, effective June 30, 2021.

Service Retirement for Joseph Licavoli, Teacher of Social Studies, James Caldwell High School, effective June 30, 2021.

Service Retirement for Gary Garamella, Teacher of Health and Physical Education, James Caldwell High School, effective June 30, 2021.

b. Amended Leaves of Absence

Amend the Disability Leave of Absence, with pay, for Christine Donovan, Elementary Teacher, Jefferson Elementary School, from February 22 to April 9, 2021 to February 17 to April 9, 2021, followed by a Family Medical Leave of Absence, without pay, from April 12 to June 24, 2021.

Amend the Disability Leave of Absence, with pay, for Rachel Kelly, Teacher of Health and Physical Education, Grover Cleveland Middle School, from February 26 to April 9, 2021 to February 26 to March 31, 2021, followed by a Family Medical Leave of Absence, without pay, from April 1 to June 24, 2021.

Amend the Medical Leave of Absence, with pay, for Jean Ferlauto, Elementary Teacher, Jefferson Elementary School, from November 6, 2020 to February 5, 2021 to November 6, 2020 to March 24, 2021, followed by a Family Medical Leave of Absence, without pay, from March 25 to June 24, 2021.

c. Amended Appointment

Amend the appointment of Emily Sproull, Temporary Replacement (for Kaitlyn Ferges) Elementary Teacher, Washington Elementary School, BA+16 Guide, Step 1, at a salary of \$53,000, from September 1, 2020 to June 30, 2021 to September 1, 2020 to March 31, 2021.

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, 2020 to January 29, 2021 to November 23, 2020 to February 26, 2021.

d. Grant Funds and Appointments

The following teachers as instructors for the SMART Support Program, at a rate of \$44 per 45-minute session to be paid from the Federal ESSA Title I Grant (Account #20-231-100-104-000-015), effective for the 2020-2021 school year:

Wilson Elementary School

Ariele Rivera

Jefferson Elementary School

James Curran

Erin Christman

Christine Donovan

Kristen DelVecchio

Grover Cleveland Middle School

Amanda Beodeker
Consuelo Cirilo
Trevor McLaughlin
Erica Thacker

e. **Appointments**

The following teachers as instructors for the Washington Support Program, at a rate of \$44 per 45-minute session, effective for the 2020-2021 school year:

Washington Elementary School

Carly Conrad
Peter Protogiannis
Brianna Reggiani

Lanna Lebet, Elementary Teacher, to complete reading assessments at a rate of \$36 per hour, effective January 8 to February 26, 2021.

Emily Sproull, Elementary Teacher, Washington Elementary School, BA+16 Guide, Step 1, at a salary of \$53,000 (to be pro-rated), effective April 1 to June 30, 2021.

Emily Sproull, Elementary Teacher, Washington Elementary School, BA+16 Guide, Step 2, at a salary to be determined, effective September 1, 2021 to June 30, 2022.

f. **Appointment – Additional Assignment**

The following teacher to cover an additional Spanish class:

<u>First Name</u>	<u>Last Name</u>	<u>School</u>	<u>Assignment Period</u>	<u>Rate of Pay</u>
Maritza	Viera-Ferrer	JCHS	1/21/21 to 3/19/21	\$2,060

g. **Appointments – Extracurricular-Athletic**

Ryan Smith, Head Baseball Coach, Level I, at a rate of \$9,614, effective for the 2020-2021 school year.

Jacqueline Finnegan, Outdoor Spring Track – Assistant Coach, Level I, at a rate of \$6,698, effective for the 2020-2021 school year.

Ryan Boggio, .5 JV Baseball Coach, Level I, at a rate of \$3,349, effective for the 2020-2021 school year.

Nicholas Bechtler, .5 JV Baseball Coach, Level I, at a rate of \$3,349, effective for the 2020-2021 school year.

The following spring coaches for the 2020-2021 school year. Stipends are conditional on the length of the season and whether the season actually takes place. In the event that a season is either canceled, reduced, or modified, stipends will not be paid or will be pro-rated to be commensurate with the percentage of the season that is completed.

FIRST NAME	LAST NAME	POSITION	LEVEL	AMOUNT
Joe	Collura	Outdoor Spring Track - Head Coach/Boys Coord	Level III	11,816
Sara	Schechter	Outdoor Spring Track - Girls Coordinator	Level III	8,714
Stephanie	Parisi	Outdoor Spring Track - Assistant Coach	Level III	7,126
Jacqueline	Finnegan	Outdoor Spring Track - Assistant Coach	Level I	6,698
Sherilyn	Ferrari	Outdoor Spring Track - Assistant Coach	Level III	7,126
Ryan	Smith	Baseball - Head Coach	Level I	9,614
James	Philips	Baseball - Asst Varsity	Level III	7,126
Ryan	Boggio	Baseball - (.5) JV Coach	Level I	3,349
Nicholas	Bechtler	Baseball - (.5) JV Coach	Level I	3,349
Robert	Cifelli	Baseball - Freshman Coach	Level II	6,912
Mike	Teshkoyan	Softball - Head Coach	Level III	10,228
Amanda	Best	Softball - Asst Varsity	Level III	7,126
Mickayla	Romero	Softball - JV Coach	Level II	6,912
John	Timan	Lacrosse (Boys) - Head Coach	Level III	10,228
Kyle	Huff	Lacrosse (Boys) - Assistant Coach	Level III	7,126
Nick	Esposito	Lacrosse (Boys) - JV Coach	Level III	7,126
Evan	McLaughlin	Lacrosse (Boys) - Freshman (.5) Coach	Level II	3,456
Angela	Giampino-Vasi	Lacrosse (Girls) - Head Coach	Level III	10,228
Diana	Reyes	Lacrosse (Girls) - JV Coach	Level III	7,126
Nicole	Rubino	Lacrosse (Girls) - Assistant Coach	Level III	7,126
Ron	Masson	Tennis (Boys) - Head Coach	Level III	8,354
Jake	Cohen	Tennis (Boys) - Assistant Coach	Level II	5,653
Frank	Lattoz	Golf - Head Coach	Level III	5,933
Christopher	Terranova	Volleyball Head Coach	Level I	9,614
Jennifer	Alves-Filho	Volleyball Assistant (.5) Coach	Level I	3,349
Rachel	Kelly	Volleyball Assistant (.5) Coach	Level III	3,563

Volunteer Coaches

Michael Teshkoyan	Freshman Girls Basketball
Jacqueline Finnegan	Winter Track
Louis Castellano	Wrestling
Michael Zarillo	Baseball
Trevor McLaughlin	Lacrosse (Boys)
Rachel McNamara	Lacrosse (Girls)
Frank Davide	Track
Conor Cunningham	Track
Joseph Licavoli	Golf

h. Appointments -Schedule C- Extracurricular – Non-Athletic

Schedule C – Extracurricular Non-Athletic Stipends for the 2021 JCHS spring musical production as follows:

<u>First Name</u>	<u>Last Name</u>	<u>School</u>	<u>Position</u>	<u>Level</u>	<u>Rate of Pay</u>
Gregory	Paradis	JCHS	Spring Production	Level II	\$6,905
Gregory	Paradis	JCHS	Choral	Level III	\$3,290
Inez	Morrissey	GCMS	Set Production	Level III	\$2,135
Adriana	Piercy	JCHS	Choreographer	N/A	\$2,499
Kristine	Kuligowski	JCHS	Lighting Designer	N/A	\$1,224

i. Professional Development Workshop

Leslie Moran, School Nurse, Jefferson Elementary School, and Lila Kurzum, School Nurse, Grover Cleveland Middle School, to conduct a CPR and AED training workshop on February 9 and February 23, 2021, for a total of 3 hours each, at a rate of \$67.00 per hour for each.

j. Glucagon Delegate

Robert Dubas	JCHS
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k. Epi-pen Delegate

Allison Kelley	Lincoln
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l. Compliance Positions

Deborah Muscara, Interim Business Administrator/Board Secretary, to the following Compliance Positions, effective January 1 to June 30, 2021:

Purchasing Agent Compliance Officer
 Public Agency Compliance Officer (PACO)
 Custodian of Public Records: (OPRA)

m. **Substitute Teacher**
Nicholas Bechtler County Substitute

n. **Position Creation**
Create the following position:

Elementary Teacher Leader

o. **Job Description** (Attached)
New job description:

Elementary Teacher Leader

2. **Non-Certificated Staff**

a. **Resignation**
Accept the resignation of Susan Puzzo, Special Education Aide, Jefferson Elementary School, effective January 28, 2021.

b. **Amended Contract Approval** (Attached)
Amend the Negotiated Agreement Between the Board of Education Caldwell-West Caldwell and the Caldwell-West Caldwell Educational Secretaries Association, effective July 1, 2020 to June 30, 2023.

c. **Amended Leave of Absence**
Amend the Family Medical Leave of Absence, without pay, for Terrance McCartney, Custodian, Grover Cleveland Middle School, from December 3, 2020 to January 22, 2021 to December 3, 2020 to February 26, 2021.

d. **Appointments**
Kerry Ryan, Interim Confidential Secretary to the Superintendent, Harrison School, at a rate of \$62,000 (to be pro-rated), effective February 1 to June 30, 2021.

Lauren Capozzi, Special Education Aide, Grover Cleveland Middle School, at a rate of \$14 per hour, effective February 3 to June 30, 2021.

Extend the appointment of Daniel Simon, Custodian, James Caldwell High School, effective February 3 to June 30, 2021, after completion of the 90-day probationary period.

Wayne Rasa, Maintenance-Mechanic, District, at a salary of \$53,000, effective date pending criminal history background approval.

e. **Appointments - Extra-Curricular – Non-Athletic**
Following musicians to perform in the 2021 James Caldwell High School spring musical production, for four appearances (to include 2 dress rehearsals and 2 shows), at a rate of \$390.00 for each musician, for a total of \$1,170.00:

Matthew Troyano	Guitar
Garrett Bell	Drums
Jasmine Bloch-Krepfels	Bass

f. Employment Contracts

Superintendent to send employment contracts for the 2020-2021 school year to ten and twelve-month Secretaries.

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

Nays – None

C. Finance

Mr. D’Ambola moved; Mrs. Grosso seconded, a motion to approve item numbers 1. through 15. on this evening’s Agenda under Finance.

1. Certification of Funds

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, 2020 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.



Deborah Muscara

2. Secretary’s Report – December 31, 2020/Treasurer’s Report – General Fund - December 31, 2020

Mr. D’Ambola reviewed the total receipts, total expenditures and cash balances as of these dates, and requested that the reports be filed in the Secretary’s Office.

3. Transfers (Attached)

Appropriation Transfers to the 2020-2021 Budget – December 31, 2020.

4. Bills and Claims Schedule

Mr. D’Ambola stated that Schedule #7 – January 31, 2021 has been distributed to the Board.

The President and Secretary are authorized to sign individual warrants in the amount of \$4, 852,715.73.

5. Sick Day Payout

Payment for unused sick days, at a rate of \$70 per day, payable to the Estate of the following deceased employee, as per contract:

Deceased Employee Name	No. of Sick Days	Total Amount
Mark Teshkoyan	186	\$13,020

6. **District Purchasing Agent**
 Deborah Muscara, as the Caldwell-West Caldwell Board of Education Qualified Purchasing Agent, effective January 1 through June 30, 2021, with the authorization to negotiate and award contracts up to \$44,000 without soliciting competitive quotations subject to the provisions of N.J.S.A. 18A:18A-1 et seq., N.J.S.A. 18A:18A-3a and N.J.A.C. 5:34-5 et seq.

7. **Parental Transportation Contract**
 Parental Contract for Student Transportation, of student #9905823 to New Beginnings School, Fairfield, New Jersey, for a contractual amount of \$125.00 per diem, direct reimbursement, effective February 4 to June 30, 2021.

8. **Budget Calendar** (Attached)
 Budget calendar for the 2021-2022 school year, to be adjusted as needed.

9. **Donation**
 Donation from Home Depot, Pine Brook, NJ for approximately 1000 small individual hand sanitizer bottles for staff use.

10. **Amendment to Energy Savings Implementation Contract**
 First Amendment to the Energy Savings Implementation Contract to reduce the value of the original agreement to \$2,715,696 resulting in a balance of \$221,079.61 to be available for use by the Caldwell-West Caldwell School District.

11. **ROD Grant**
 Closeout of the Jefferson School ROD Grant Project in the amount of \$116,644.67 to be transferred back to the Capital Reserve Account.

12. **Cabling Contract**
 Renewal of the cabling contractor of Distinctive Voice and Data of Little Falls, NJ in the amount of \$15,000.00 for ad hoc data cabling. The current year called for more data cabling to support the various live-streaming projects throughout the district.

13. **Grover Cleveland Middle School LED Sign**
 Purchase of a LED Sign with K & J Accessories, Inc. of Boonton, NJ for the Grover Cleveland Middle School in the amount of \$15,763.00. Proposals were requested with K & J Accessories, Inc. providing the lowest quote as follows:

K & J Accessories, Inc.	\$15,763.00
Pacific Digital Signs	\$16,000.00
Mega Led Technology	\$21,103.00

14. Settlement Agreement (Attached)

BE IT RESOLVED, that the Stipulation of Settlement Agreement in the matter of student #769, under Office of Administrative Law Docket No. EDS, 06521-20, is hereby approved and accepted by the Board of Education,

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

15. Interlocal Service Agreement (Attached)

BE IT RESOLVED, that the Interlocal Service Agreement between the Borough of Caldwell and the Caldwell-West Caldwell School District for use of the indoor swimming pool facility at the Caldwell Community Center by the JCHS Swim Team, for the 2021 interscholastic swim season, effective February 1 through March 27, 2021 at a cost of \$11, 600 is hereby approved by the Board of Education,

BE IT FURTHER RESOLVED, that Deborah Muscara, Interim Business Administrator/Board Secretary is hereby authorized to execute the Agreement, sign the Hold Harmless Agreement and obtain a Certificate of Insurance on behalf of the Board of Education.

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

Nays – None

D. Buildings, Grounds, and Capital Improvements

Mr. Elko moved; Mr. D’Ambola seconded, a motion to approve item number 1. on this evening’s Agenda under Buildings, Grounds, and Capital Improvements.

1. Use of School Facilities

Caldwell Little League to use the Grover Cleveland Middle School and Washington School fields from March 1 thru June 30, 2021 on Sundays from 8am to dusk, Mondays-Fridays from 4pm to dusk, and Saturdays 8am to dusk, pending receipt of application.

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

Nays – None

VIII. PUBLIC HEARING

Mr. Cipoletti moved; Mrs. Grosso seconded, a motion to adjourn the Regular Public Monthly Meeting at 7:35 PM 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 compliant 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 – Messrs. D’Ambola, Elko, Mmes. Grosso, Lanfrank, Mr. Cipoletti

Nays – None

SUBMITTED BY:



Deborah Muscara, Interim Business Administrator/Board Secretary