

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

**REGULAR PUBLIC MONTHLY MEETING**  
**AUGUST 25, 2015**

The President announced that the Caldwell-West Caldwell Board of Education Regular Public Monthly Meeting held on August 24, 2015 at 7:30PM 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:

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

Administrators Present:

James Heinegg  
Thomas Lambe

**II. PLEDGE OF ALLEGIANCE**

**III. COMMUNICATIONS**

**IV. SUPERINTENDENT'S REPORT**

The Superintendent reported on the 2015 Graduating Class and discussed the following Potential Areas of Focus for 2015-2016:

- Next phase in the 5-year Curriculum Plan
- Support of Professional Learning Communities
- Special Education
- School Safety
- Economic and Ecological Sustainability

**V. PRESIDENT'S REPORT**

**VI. APPROVAL OF MINUTES (Attached)**

Mrs. Getty moved; Mrs. Lanfrank seconded, a motion to approve the Regular Public Monthly Meeting Minutes of June 8, 2015 and Special Public Meeting Minutes of June 29, 2015 and July 16, 2015.

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

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. 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. Expense Reimbursements**

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

Marcia Renzetti	Overview of AP Chemistry AP Chemistry – Transitioning to Inquiry-Based Labs Online	\$300.00
Richard Porfido	Athletic Business Conference & Expo New Orleans, LA	\$324.00
Christine Corliss	PowerSchool University Conference Washington, D.C.	\$1,200.50
Mary Jane Tripucka	Certification and Benefits Issuance Workshop 2015, Morris Plains, NJ	Mileage/\$11.39
Jessica Valentine	NJPSA Charlotte Danielson Teacher Evaluation, Monroe Twp, NJ	\$244.00
John Bertollo	NJPSA Charlotte Danielson Teacher Evaluation, Monroe Twp, NJ	\$244.00
James Devlin	NJPSA Charlotte Danielson Teacher Evaluation, Monroe Twp, NJ	\$244.00
Emily Ackerman	Online Conference “The Art of Education”	\$125.00

**2. Grant Applications**

Accept funding for Non-Public Entitlement Funding for the 2015-2016 school year in the following amounts:

- a. Non-Public Textbooks           \$27,693
- b. Non-Public Nursing           \$43,650
- c. Non-Public Technology       \$12,610

**3. Professional Development Plan (Attached)**

District Professional Development Plan for the 2015-16 school year.

**4. District Crisis Management Plan**

District Crisis Management Plan for the 2015-16 school year.

**5. Automated External Defibrillator Manual (Attached)**

Accept the Caldwell-West Caldwell Automated External Defibrillator Manual effective July 1, 2015 to June 30, 2016.

**6. Extended School Year Out of District Placements**

Amend the ESY out of district placement of student #9902725 to attend The Children's Institute, Verona, NJ, from a tuition of \$6,985.88 to an addition of a Personal Aide allocation in the amount of \$2,750.00, for a total tuition of \$9,735.88, effective July 1 to July 31, 2015.

Amend the ESY out of district placement of student #9905823 to attend PG Chambers School, Cedar Knolls, NJ, from a tuition of \$73,344.60 to an addition of a Personal Aide allocation in the amount of \$5,700.00, for a total tuition of \$79,044.60, effective July 6 to June 30, 2016.

Student #1108 to attend Summit Public Schools, Summit, NJ, at a tuition rate of \$6,068.00, effective July 6 to August 7, 2015.

**7. Special Education Out of District Placements**

Amend the out of district placement of student #0000769 to attend ECLC, Chatham, NJ, at a tuition of \$79,826.00, including an allocation of a Personal Aide in the amount of \$27,398.00, to an allocation of a Personal Aide in the amount of \$28,900.00, for a total tuition of \$81,328.00, effective September 1, 2015 to June 30, 2016.

Student #9904278 to attend the Shepard School, Kinnelon, NJ, at a tuition rate of \$53,249.34, effective September 2, 2015 to June 30, 2016.

Student #0000240 to attend Community High School, Teaneck, NJ, at a tuition rate of \$45,983.00, effective September 8, 2015 to June 30, 2016.

Student #9902191 to attend Hohokus School of Trade and Technical Sciences, Paterson, NJ, at a shared-time tuition rate of \$10,065.00, effective September 8, 2015 to June 30, 2016.

Student #9903278 to attend Hohokus School of Trade and Technical Sciences, Paterson, NJ, at a shared-time tuition rate of \$10,065.00, effective September 8, 2015 to June 30, 2016.

Student #9905517 to attend ECLC, Chatham, NJ, at a tuition rate of \$47,185.20 plus a Personal Aide allocation in the amount of \$26,000.00, effective September 2, 2015 to June 30, 2016.

**8. Special Education Consultative Services**

Amend Dr. Ellen Platt, Platt Psychiatric Associates, LLC, Cedar Grove, NJ, to provide Emergency Psychiatric Evaluations with Expedited Reports from a fee per service of \$690.00 to \$725.00, effective July 1, 2015 to June 30, 2016.

Learning Tree Evaluations and Consulting, Inc., Edison, NJ, to provide bilingual evaluations, at a rate of \$750.00 per evaluation, effective August 15, 2015 to June 30, 2016.

**9. Essex County Vocational School Students**

Student #990204 to attend the Essex County Vocational School, shared time, special education, at a tuition rate of \$4,552.50, effective September 2, 2015 to June 30, 2016.

Student #9903641 to attend the Essex County Vocational School, shared time, regular education, at a tuition rate of \$2,955.50, effective September 2, 2015 to June 30, 2016.

Amend the total Essex County Vocational School tuition from \$22,522.50 to \$30,030.00 for the 2015-2016 school year.

**10. Special Education Services**

Passaic County Educational Services Commission, Wayne, NJ, to provide student #1000573 physical therapy, at a rate of \$95.00 per session, effective September 1, 2015 to June 30, 2016.

Morris-Union Jointure Commission/Developmental Learning Center, Warren, NJ, to provide student #0000126 occupational therapy, physical therapy, and speech, at a fee of \$34,937.50, effective September 1, 2015 to June 30, 2016.

**11. Extracurricular Club Creation**

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

**12. Adult School Course for Fall 2015**

New Continuing Education Adult School course for the 2015-16 fall/winter session as follows:

<u>Course</u>	<u>Instructor</u>	<u>Course Fee</u>
Art Appreciation	Steve McPeters	\$54.00

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty  
Nays – None

**13. Policies and Regulation - First Reading**

First Reading of the following revised policies and regulation:

- P5330 Administration of Medication
- R5330 Administration of Medication
- P5339 Screening for Dyslexia

**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 j. and Non-Certificated Staff item letters a. through c. on this evening's agenda under Personnel.

**1. Certificated Staff**

**a. Resignations**

Accept the resignation of Joanna Glaser, Elementary School Teacher, Jefferson Elementary School, PCR #JEFF0007, effective August 31, 2015.

Accept the resignation of Diana DaCosta, Elementary School Teacher, Wilson Elementary School, PCR #WILS0007, effective August 31, 2015.

Accept the resignation of Debbie Bobilin, Library Media Specialist, James Caldwell High School, PCR #JCHS0028, effective October 15, 2015.

**b. Leave of Absence**

Maternity Leave of Absence, without pay, for Laura de la Riva, Teacher of Mathematics, PCR #GCMS0052, Grover Cleveland Middle School, effective September 1, 2015 to June 30, 2016.

Medical Leave of Absence, with pay, for Mary Ann Ciesla, School Nurse, PCR #LINC0023, Lincoln Elementary School, effective September 1 to September 30, 2015, followed by a Family Medical Leave of Absence, without pay, effective October 1 to October 30, 2015.

**c. Rescind Appointment – Schedule C**

Rescind the appointment of Jane Kinkle as voluntary Ecology Club Advisor, effective September 1, 2015.

**d. Anti-Bullying Specialist Appointments**

Anti-Bully District Coordinator and Specialist for the 2015-16 school year as follows:

Scott	Klepesch	HARR	Anti-Bullying Coordinator	\$1,000
Brianna	Watts	JCHS	Anti-Bullying Specialist	\$1,000
David	Kaczmarek	GCMS	Anti-Bullying Specialist	\$1,000
Krista	Grinkin	JEFF	Anti-Bullying Specialist	\$500
Sharon	Valcarcel	LINC	Anti-Bullying Specialist	\$500
Margarita	Gallina	WASH	Anti-Bullying Specialist	\$500
Brian	Rogoff	WILSON	Anti-Bullying Specialist	\$500

**e. Appointments**

Kaitlyn Temples, Elementary Teacher, Washington Elementary School, PCR #WASH0007, BA Guide, Step 2, at a salary of \$49,756, effective September 1, 2015 to June 30, 2016.

Kevin Paul, Elementary Teacher, Jefferson Elementary School, PCR #JEFF0007, MA Guide, Step 5, at a salary of \$59,616, effective September 1, 2015 to June 30, 2016.

Michelle Kovacs-Schultz, Elementary Teacher, Wilson Elementary School, PCR #WILS0007, MA Guide, Step 1, at a salary of \$54,311, effective September 1, 2015 to June 30, 2016.

Lindsay McBride, Elementary Teacher, Wilson Elementary School, PCR #WILS0007, BA Guide, Step 2, at a salary of \$49,756, effective September 1, 2015 to June 30, 2016.

Marianne Nelson, Elementary Teacher, PCR #WASH0007, Washington Elementary School, MA Guide, Step 1, .45 FTE, at an annual salary of \$25,036, effective September 1, 2015 to June 30, 2016.

Christine Joannidis, Temporary Leave Replacement, Teacher of Mathematics, Grover Cleveland Middle School, PCR #GCMS0052, BA Guide, Step 1, at a salary of \$49,029, effective September 1, 2015 to June 30, 2016.

Jennifer Villegas, Temporary Leave Replacement, Teacher of Spanish, Grover Cleveland Middle School, PCR #GCMS0015, BA Guide, Step 2, at a salary of \$49,756, effective September 1, 2015 to June 30, 2016.

Christi Anthony, Behaviorist, Department of Special Education, MA + 32 Guide, Step 13, .5 FTE, at a salary of \$37,621, effective September 1, 2015 to June 30, 2016.

**f. Voluntary Transfer**

Voluntary transfer for Jennifer Emmolo, from Elementary Teacher, Wilson Elementary School, PCR #WILS0007, to Library Media Specialist, Wilson Elementary School, PCR #WILS0028, effective September 1, 2015 to June 30, 2016.

**g. Appointments – Extracurricular – Athletic**

Robert Dubas, Cross Country .75 Assistant Coach, Level III, at a rate of \$4,999, effective for the 2015-16 school year.

Anita Dubas, Cross Country .75 Assistant Coach, Level III, at a rate of \$4,999, effective for the 2015-16 school year.

**h. Salary Guide Movement**

Move Susan Bergmann, Teacher of Spanish, James Caldwell High School, PCR #JCHS0015, on the salary guide for the successful completion of coursework, from BA Guide, Step 9, to BA+16 Guide, Step 9, at a salary of \$59,581, effective for the 2015-16 school year.

**i. Substitute Teachers (Attached)**

Substitute teachers, effective for the 2015-2016 school year as per attached.

**j. County Substitute Teacher**

Jessica Cutalo, County Substitute  
Kaitlyn Heun, County Substitute

**2. Non-Certificated Staff**

**a. Resignations**

Accept the resignation of Yarek Villamil, full-time Personal Aide, PCR #DIST0048, effective August 14, 2015.

**b. Appointments**

Judy Hennig, Temporary Leave Replacement, Registered Nurse, PCR #LINC0023, Lincoln Elementary School, to provide nursing services, at a rate of \$250 per diem, effective September 8 to October 30, 2015.

Frank Ennis as Construction Manager for the bond referendum projects at an hourly rate of \$83.00, not to exceed \$40,000 per year without further Board approval.

Tina Coppola, Substitute Special Education Aide, at an hourly rate of \$12.00 per hour, effective September 1, 2015 to June 30, 2016.

Allison Doyle, Substitute Special Education Aide, at an hourly rate of \$12.00 per hour, effective September 1, 2015 to June 30, 2016.

**c. Voluntary Transfer - Custodial**

Voluntary transfer of Audrey Kates, Custodian, from James Caldwell High School, PCR #JCHS0031 to Custodian, Washington Elementary School, PCR #WASH0031, at a salary of \$36,222, with a Night Differential Stipend of \$3,030, for a total of \$39,252, effective July 30, 2015.

ROLL CALL: Ayes – Mrs. Lanfrank, Messrs. Adams, Cipoletti, King, Mrs. Getty  
Nays – Mr. King Item #2b only.

**C. Finance**

Mr. Cipoletti moved; Mr. Adams seconded, a motion to approve item numbers 1. through 5. 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 sections) for June 30, 2015 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.

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Thomas J. Lambe

**2. Secretary's Report - June 30, 2015 and Treasurer's Report – June 30, 2015**

Mr. Cipoletti 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)**

Final Appropriation Transfers to the 2014-2015 Budget – June 30, 2015.

**4. Bills and Claims Schedules**

Mr. Cipoletti stated that Schedule #12 – June 30, 2015 and Schedule #1 – July 31, 2015 have been distributed to the Board.

The President and Secretary are authorized to sign individual warrants in the amount of \$4,078,534.95 and \$1,602,998.20.

**5. Increase in Public Bidding Threshold**

**WHEREAS**, Thomas J. Lambe, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

**WHEREAS**, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1, 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

**WHEREAS**, the Caldwell – West Caldwell Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3 (b),

**NOW, THEREFORE, BE IT RESOLVED**, that the governing body of the Caldwell – West Caldwell Board of Education, in the County of Essex, in the State of New Jersey, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, hereby establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Thomas J. Lambe to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount, effective immediately.



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

Nays – Mr. King warrant #B1023 only

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

Mr. Adams moved; Mr. Cipoletti seconded, a motion to approve item number 1. on this evening's Agenda under Buildings, Grounds, and Capital Improvements.

**1. Use of School Facilities**

CWC Soccer Club/JCHS Soccer Booster Club to use Bonnel Field, lower field and snack bar for Soccer Saturday, on Saturday, September 19, 2015 from 8:00 AM to 5:00 PM.

Caldwell-West Caldwell Education Foundation to use the James Caldwell High School parking lot and cafeteria for a 5K Run/Walk on May 21, 2016 from 7:00 AM to 12:00 PM.

Caldwell-West Caldwell Education Foundation to use the James Caldwell High School gymnasium for the Harlem Wizards Basketball Game on March 13, 2016 from 10:00 AM to 3:00 PM.

West Caldwell-Caldwell Recreation Department to use school district facilities as per attached. (Attached)

Washington Elementary School HSA to use the Washington School Blacktop and playground for a Carnival on Friday, September 25, 2015 from 1:30PM to 8:00 PM, with a rain date of Thursday, October 1, 2015.

Washington School Cub Scouts Pack 9 to use the Washington School gymnasium on September 25, 2015 from 6:30 PM to 9:00 PM.

Washington School Cub Scouts Pack 9 to use the Washington School Teacher's Lounge every Friday, beginning on September 18, 2015 through June 2016, from 7:15 PM to 8:30 PM.

Washington School K-Date Ice Cream Social to use the Washington School Black top, on Wednesday, September 2, 2015 from 6:30 PM to 7:30 PM.

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

Nays – None

**IX. PUBLIC HEARING**

Mrs. Getty moved; Mr. Adams seconded, a motion to adjourn the Regular Public Monthly Meeting at 8:20PM. 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

Nays – None