

**WALDWICK BOARD OF EDUCATION**  
**Waldwick, New Jersey**

**REORGANIZATION MEETING/REGULAR MEETING MINUTES**  
**JANUARY 2, 2024**

**CALL TO ORDER - OPENING STATEMENT/ADEQUATE NOTICE OF MEETING**

Board Secretary John Griffin called the meeting to order at 7:00 P.M. and stated that this is a RE-ORGANIZATION/REGULAR MEETING of the Waldwick Board of Education for which adequate notice has been given pursuant to the Open Public Meetings Act, Chapter 231, Laws of 1975. In addition to providing the annual notice of board meetings required under Section 13 of the Act, a separate written advance notice of this meeting under Section 3(d) of the Act specifying the time, date, location and, to the extent known, the agenda of the meeting was posted at the School Administration Building, the Waldwick Public Library, and hand delivered to the Waldwick Borough Clerk on Thursday, December 22, 2023. It is posted on the District website. This is an official meeting.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

PRESENT:           Trustee Christine Figliuolo  
                      Trustee Julie Mangler  
                      Trustee Mary Beth Nappi  
                      Trustee Troy Seifert  
                      Trustee Daniel Marro, Sr.  
                      Trustee Amy Weiner

ABSENT:           Trustee Andrew Frey

ALSO PRESENT:   Dr. Paul Casarico, Superintendent of Schools  
                      Mr. John Griffin, School Business Administrator/Board Secretary

**REPORT ON ANNUAL ELECTION**

Board Secretary Griffin reported the certified results of the November 7, 2023 Election as follows - Candidates for Two (2) Full three (3) year terms:

Amy Weiner	1,222
------------	-------

**ADMINISTER OATHS OF OFFICE**

Board Secretary Griffin swore in Amy Weiner for a full three year term.

**ELECTION OF PRESIDENT**

Board Secretary Griffin asked for nominations for the position of Board President.

Name: Daniel Marro

Nominated by Trustee Mangler, seconded by Trustee Figliuolo:

**ROLL CALL VOTE**

	YES	NO	ABSTAIN	ABSENT
Trustee Figliuolo	<b>X</b>			
Trustee Frey				<b>X</b>
Trustee Mangler	<b>X</b>			
Trustee Nappi	<b>X</b>			
Trustee Seifert	<b>X</b>			
Trustee Marro	<b>X</b>			
Trustee Weiner	<b>X</b>			

Board President Marro assumes the chair.

**ELECTION OF VICE PRESIDENT**

Name: Troy Seifert

Nominated by Trustee Nappi, seconded by Trustee Mangler:

**ROLL CALL VOTE**

	YES	NO	ABSTAIN	ABSENT
Trustee Figliuolo	<b>X</b>			
Trustee Frey				<b>X</b>
Trustee Mangler	<b>X</b>			
Trustee Nappi	<b>X</b>			
Trustee Seifert	<b>X</b>			
Trustee Marro	<b>X</b>			
Trustee Weiner	<b>X</b>			

**Resolutions 1 through 19 are:**

Offered by Trustee Nappi, seconded by Trustee Seifert:

**1. DESIGNATION OF DEPOSITORIES**

BE IT RESOLVED that the following financial institutions be designated as official depositories for the funds of the Waldwick Board of Education through June 30, 2025:

- A. Valley Bank - Including electronic transfers between bank accounts at Valley Bank only as per Auditor's recommendation
- B. State of New Jersey Cash Management Fund

**2. DESIGNATION OF NEWSPAPERS**

BE IT RESOLVED that the following newspaper be designated as official publications of the Waldwick Board of Education:

- A. The Record
- B. The Ridgewood News

**3. APPOINTMENTS –**

**A. BOARD AND SPECIAL EDUCATION COUNSEL**

WHEREAS the law firm of Cornell Merlino, McKeever & Osborne, LLC, 238 St. Paul Street, Westfield, NJ, 07090, has expertise and experience to provide professional services to the Waldwick Board of Education for the period July 1, 2023 through June 30, 2024, therefore

BE IT RESOLVED that the Waldwick Board of Education re-appoints the law firm of Cornell Merlino, McKeever & Osborne as the board attorney. The firm is to be compensated as follows:

Special Education – matters of the firm shall be billed at the hourly rate of \$170.00 for Partners, Counsel and Senior Associates, and

General Legal - matters of the Firm shall be billed at the hourly rate of \$170.00 for work by Partners, Counsel and Associates.

**B. AUDITOR**

BE IT RESOLVED that the firm of Lerch, Vinci and Bliss, Fair Lawn, NJ, be appointed as auditor for the Board of Education of the Borough of Waldwick for the fiscal year ended June 30, 2024 to be compensated \$25,400 for the preparation of the basic financial statements and Single Audit section of the Comprehensive Annual Financial Report (CAFR). The fee also includes an audit of the transactions of the Capital Projects Fund (bond referendum projects). Additional fees will be billed as follows:

Partners	\$160-\$200 per hour
Managers	\$135-\$165 per hour
Senior Accountants/Supervisors	\$100-\$135 per hour
Staff Accountants	\$ 80 - \$105 per hour
Other Personnel	\$ 50 per hour

Professional services in conjunction with Required Supplemental Information (RSI) and Management Discussion and Analysis (MD&A), \$5,750 and if needed: GASB 68 \$1,350, GASB 75 \$2,150, financial advisory services in connection with the refunding of bonds, \$7,500; Aud Sum worksheet fee, \$700; fee for preparing Secondary Market Disclosure documents, \$500.

**C. SCHOOL PHYSICIAN**

BE IT RESOLVED that J. Christopher Mendler, M.D. D/B/A Sports Medicine Physicians Associates, LLC be appointed as the school physician at a yearly stipend of \$9,645 for the period January 3, 2024 through June 30, 2025 and the 2024-2025 school year.

**D. ARCHITECT**

BE IT RESOLVED that the Waldwick Board of Education appoints DiCara/Rubino Architects, Wayne, NJ, as its architect for the 2021 Referendum Project; compensation to be negotiated.

**E. INSURANCE AGENT OF RECORD**

BE IT RESOLVED that the Burton Agency be appointed as the insurance agent of record for the period July 1, 2024 to June 30, 2025 in accord with the standard provisions as set forth in the Risk Management Consultant's Agreement as developed by NESBIG.

*Note: All professional appointments will be published in the newspaper of record pursuant to the statutory requirements for same.*

**F. BOARD SECRETARY**

BE IT RESOLVED that the Board of Education of the Borough of Waldwick reappoints John Griffin as Board Secretary effective January 2, 2024 through January 6, 2025, and

BE IT FURTHER RESOLVED that in the absence of the Board Secretary, the Superintendent is appointed as Acting Board Secretary. In the absence of both the Board Secretary and the Superintendent, the Board President is appointed as Acting Board Secretary.

**G. CUSTODIAN OF SCHOOL RECORDS**

BE IT RESOLVED that upon recommendation of the Superintendent, John Griffin, School Business Administrator/Board Secretary is appointed as Custodian of School Records for the period January 2, 2024 through January 6, 2025.

**H. PUBLIC AGENCY COMPLIANCE OFFICER**

BE IT RESOLVED that upon recommendation of the Superintendent, John Griffin, School Business Administrator/Board Secretary is appointed as Public Agency Compliance Officer for the period January 2, 2024 through January 6, 2025.

**I. AFFIRMATIVE ACTION OFFICER**

BE IT RESOLVED that the Board of Education of the Borough of Waldwick appoints Susan Elias and Robert Sileo as Affirmative Action Officers for the 2024-2025 school year at no additional compensation, and

BE IT FURTHER RESOLVED that the Affirmative Action Officers are authorized to conduct annual equity training for all staff.

---

**4. APPROVAL OF POLICIES AND JOB DESCRIPTIONS**

BE IT RESOLVED that all policies of the Waldwick Board of Education as found in the Policy Manual book be adopted.

BE IT RESOLVED that the updated job descriptions as found in the Job Description book on file in the Superintendent office are approved.

**5. APPROVAL OF CODE OF ETHICS**

BE IT RESOLVED that the Waldwick Board of Education approves and acknowledges the attached New Jersey School Board Members Code of Ethics.

**6. APPROVAL OF CURRICULUM GUIDES, TEXTBOOKS, COURSES OF STUDY**

BE IT RESOLVED that the Waldwick Board of Education approves the Curriculum Guides, Textbooks and the Middle School and High School Courses of Study for the 2024-2025 school year.

**7. APPROVAL – BANK ACCOUNT SIGNATURES**

WHEREAS Paul Casarico is the Superintendent of Schools, and

WHEREAS John Griffin is the School Business Administrator/Board Secretary, therefore

BE IT RESOLVED that the Waldwick Board of Education approves facsimile signatures on all checks and establishes the following bank accounts at Valley Bank, New Jersey. Valley Bank is hereby requested, authorized and directed to honor all checks, drafts and other orders for the payment of money drawn in the name of the Board of Education in the following accounts when bearing the true or approved facsimile signature indicated for the balance of the 2023-2024 school year and the 2024-2025 school year:

<u>ACCOUNT TITLE</u>		<u>SIGNATURE REQUIRED</u>
GENERAL	AND	Board President School Business Administrator/ Board Secretary
CAPITAL PROJECTS	AND	Board President School Business Administrator/ Board Secretary

PAYROLL AGENCY	AND	Board President School Business Administrator/ Board Secretary
NET PAYROLL	AND	Board President School Business Administrator/ Board Secretary
U C I TRUST	AND	Board President School Business Administrator/ Board Secretary
CAFETERIA	AND	Board President School Business Administrator/ Board Secretary
SUMMER PAYMENT PLAN	AND	Board President School Business Administrator/ Board Secretary
HIGH SCHOOL	OR AND OR	Superintendent School Business Administrator/ Board Secretary H.S. Principal M.S. Principal
MIDDLE SCHOOL	OR AND OR	Superintendent School Business Administrator/ Board Secretary M.S. Principal H.S. Principal
ATHLETIC ACCOUNT	OR AND OR	Superintendent School Business Administrator/ Board Secretary H.S. Principal – for HS M.S. Principal – for MS
WALDWICK HIGH SCHOOL		Superintendent

MEMORIAL STUDENT FUND

OR

School Business Administrator/  
Board Secretary

**8. APPROVAL – PETTY CASH ACCOUNTS 2024-2025 SCHOOL YEAR**

BE IT RESOLVED THAT THE Waldwick Board of Education approves the following 2024-2025 petty cash accounts as per Board Policy 3451:

<u>Location</u>	<u>Responsibility</u>	<u>Amount</u>
Business Office	School Bus. Admin.	200.00
Crescent School Office	Principal	150.00
Traphagen School Office	Principal	150.00
Child Study Office	Director	150.00
and,		

BE IT FURTHER RESOLVED that the Waldwick Board of Education approves an ATHLETIC ACCOUNT and a HIGH SCHOOL STUDENT ACTIVITY ACCOUNT and a MIDDLE SCHOOL STUDENT ACTIVITY ACCOUNT for the 2024-2025 school year and,

BE IT FURTHER RESOLVED that the Waldwick Board of Education approves a cash box to be kept at Waldwick Middle/High School in the amount of \$200.00 for the purpose of making change for High School and Middle School events, and

BE IT FURTHER RESOLVED that upon recommendation of the Superintendent, the Waldwick Board of Education approves the cafeteria/vending start-up money in the amount of \$375.00.

**9. APPROVAL – APPOINTMENT - JOHN GRIFFIN, BUSINESS ADMINISTRATOR AS QUALIFIED PURCHASING AGENT**

WHEREAS, John Griffin, Business Administrator for the Waldwick Public Schools, holds a certificate to act as a Qualified Purchasing Agent by the State of New Jersey, therefore

BE IT RESOLVED that the Waldwick Board of Education appoints John Griffin as Qualified Purchasing Agent for the school district and duly assigns the authority, responsibility, and accountability for the purchasing of the Board and having the power to prepare advertisements, advertise and prepare bids, and to award contracts pursuant



to 18A:18A-3-a (bid threshold), 18A:18A-37a (quotation), and 18A:18A-7a (emergency purchases), with no change in salary status and

BE IT FURTHER RESOLVED that the Waldwick Board of Education maintains the bid threshold at \$44,000 for the Qualified Purchasing Agent.

**10. APPROVAL – SCHOOL BUSINESS ADMINISTRATOR TO RELEASE CHECKS BETWEEN BOARD MEETINGS**

WHEREAS it occasionally becomes necessary to pay claims and demands for payment against Board funds prior to their approval at a regularly scheduled Board meeting, and

WHEREAS, N.J.S.A 18A:19-4.1 states that a Board of Education may, by resolution, provide for approval of such a demand for payment prior to its presentation to the Board, and

WHEREAS such approvals shall be presented to the Board at their next meeting for ratification, therefore

BE IT RESOLVED that the Waldwick Board of Education hereby authorizes the School Business Administrator to release checks deemed to be in order between regularly scheduled Board meetings, and

BE IT FURTHER RESOLVED that the School Business Administrator is authorized to audit any account and demand to be paid and provide for approval of such account or demand pursuant to N.J.S.A. 18A:19-4.1.

**11. APPROVAL – SCHOOL BUSINESS ADMINISTRATOR AUTHORIZED TO APPROVE PURCHASE ORDERS LESS THAN THE BID THRESHOLD**

BE IT RESOLVED that upon recommendation of the Superintendent, the Waldwick Board of Education designates John Griffin, School Business Administrator as Purchasing Agent and authorizes the School Business Administrator to approve purchase orders when the cost in aggregate does not exceed in a contract year the bid threshold (currently \$44,000), pursuant to N.J.S.A. 18A:18A-3.

**12. APPROVAL - MEMBERSHIP - NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION**

BE IT RESOLVED that the Board of Education of the School District of Waldwick, County of Bergen, State of New Jersey, as provided for in Chapter 172 Laws 1979 (N.J.S.A. 18A: 11-3, et seq.) herewith enrolls Waldwick High School as a member of the New Jersey State Interscholastic Athletic Association for the 2024-2025 school year to participate in the approved interschool athletic program sponsored by the NJSIAA and,

BE IT FURTHER RESOLVED that this resolution shall continue in effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. Pursuant to N.J.S.A.18A: 11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution Bylaws and Rules and Regulations of the NJSIAA.

**13. APPROVAL – AUTHORIZATION TO PURCHASE FROM CERTAIN STATE CONTRACT AND COOPERATIVE ORGANIZATIONS VENDORS 2024-2025 SCHOOL YEAR**

BE IT RESOLVED that upon recommendation of the Superintendent and pursuant to N.J.S.A 18A:18A-10(a) and N.J.A.C. 5:34-7.29(c), the Waldwick Board of Education authorizes purchases for the 2023-2024 school year with the attached State contract vendors and Educational Data Bid Services, Hunterdon County Education Services Commission, Educational Services Commission of New Jersey, and Bergen County Cooperative vendors who agree to sell goods and services to the Board of Education in accordance with all conditions of the individual State Contract and cooperative agreements that may or may not exceed the bid threshold in the aggregate.

**14. APPROVAL – OFFICIALS/GAME HELP FEES**

BE IT RESOLVED that the Waldwick Board of Education approves the attached Officials and Game Help fees for the 2024-2025 School year.

**15. APPROVAL – STANDARD OPERATING PROCEDURE MANUAL**

BE IT RESOLVED that upon recommendation of the Superintendent, the Standard Operating Procedure Manual is approved and available for review in the Business Office.

**16. APPROVAL - TAX SHELTER ANNUITIES**

BE IT RESOLVED that the Waldwick Board of Education approves the following Tax Shelter Annuities to be offered for the balance of the 2022-2023 school year and the 2024-2025 school year:

AXA Equitable  
Metropolitan  
Lincoln Investment

Security Benefit  
Valic  
Vanguard

**17. APPROVAL – RECOGNITION OF OUTSIDE ORGANIZATIONS FOR INSURANCE PURPOSES ONLY**

BE IT RESOLVED that upon recommendation of the Superintendent, the Waldwick Board of Education recognizes Waldwick Music Parents Association, Waldwick High School Athletic Booster Association, Waldwick Junior School Parent-School Organization, Inc., (Waldwick Middle School PSO), Julia A. Traphagen Parent School Organization, Crescent Parent School Organization and the Waldwick Education Foundation for insurance purposes only.

**18. APPROVAL – PARTICIPATION IN SCHOOL EMPLOYEE HEALTH BENEFITS PROGRAM (SEHBP) - NJ DIVISION OF PENSIONS AND BENEFITS – DISTRICT HEALTH BENEFITS**

BE IT RESOLVED that upon recommendation of the Superintendent, the Waldwick Board of Education approves participation in the School Employee Health Benefits Program (SEHBP) through the New Jersey Division of Pension and Benefits as provider of District Health Benefits for the 2024-2025 school year.

**19. APPROVAL - MARSHALL OBSERVATION EQUIVALENCY WAIVER**

BE IT RESOLVED that upon recommendation of the Superintendent, the Waldwick Board of Education approves the Marshall Observation Equivalency waiver on file in the Superintendent's Office.

**PUBLIC COMMENT - None.**

**TRUSTEE COMMENT - None.**

**ROLL CALL VOTE**

The above resolutions 1 through 19 are approved by roll call vote as follows:

**ROLL CALL VOTE**

	YES	NO	ABSTAIN	ABSENT
Trustee Figliuolo	X			
Trustee Frey				X
Trustee Mangler	X			
Trustee Nappi	X			
Trustee Seifert	X			
Trustee Marro	X			
Trustee Weiner	X			

**WALDWICK BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
January 2, 2024**

**REPORTS**

- A. Superintendent of Schools - Dr. Casarico gave the biannual Student Safety Mid-Year Report. He reported that there were no incidents of Violence, Vandalism, Weapons or substance abuse. There were 7 restraints at Traphagen. For HIB at the High School there was 1 investigated and found to not be an HIB. The Middle School had 2 confirmed cases. Traphagen had none and Crescent had 1 case not confirmed. Staff continues to receive training and discipline ranging from lunch and Saturday detentions, suspension and counseling was provided in all cases. He wished everyone a Happy New Year and looks forward to the second half of the school year.
- B. Board President- President Marro reported that Buddy Litchult was in our thoughts as he is very ill. He also commented that there is a construction meeting scheduled for the following day.

**APPROVAL OF MINUTES**

Offered by Trustee Seifert, seconded by Trustee Mangler:

December 4, 2023          Regular Meeting

Minutes approved by roll call vote as follows:

**ROLL CALL VOTE**

	YES	NO	ABSTAIN	ABSENT
Trustee Figliuolo	<b>X</b>			
Trustee Frey				<b>X</b>
Trustee Mangler	<b>X</b>			
Trustee Nappi	<b>X</b>			
Trustee Seifert	<b>X</b>			
Trustee Marro	<b>X</b>			
Trustee Weiner			<b>X</b>	

## **CONSENT AGENDA**

- A. Motion to introduce the consent agenda

Offered by Trustee Mangler, seconded by Trustee Seifert:

34-A-1 through 34-A-21	Administration
34-F-1 through 34-F-2	Finance
34-P-1 through 34-P-13	Personnel

- B. Discussion -- any item on consent agenda -- Board of Education only - None.
- C. Open Floor to public comment on consent agenda items only.- None.
- D. Close public participation.

## **ROLL CALL VOTE**

	YES	NO	ABSTAIN	ABSENT
Trustee Figliuolo	<b>X</b>			
Trustee Frey				<b>X</b>
Trustee Mangler	<b>X</b>			
Trustee Nappi	<b>X</b>			
Trustee Seifert	<b>X</b>			
Trustee Marro	<b>X</b>			
Trustee Weiner	<b>X</b>			

## **COMMENTS FROM PUBLIC (ANY SUBJECT) -**

A parent asked why there were no Special Education co-teachers in first grade at Crescent School.

A resident asked about 34-A-5 the High Impact Grant. Dr. Casarico explained that it is for 3rd-5th grade students for after school tutoring.

**COMMENTS FROM TRUSTEES (ANY SUBJECT)**

Trustee Weiner thanked the people of Waldwick and the Board for welcoming her to the Board.

Trustee Mangler asked what projects the architect was renewed for.

**ADJOURNMENT**

Hearing no further business, the meeting was adjourned at 7:20 p.m. on motion of Trustee Figliuolo, seconded by Trustee Seifert.

Respectfully submitted,



JOHN GRIFFIN  
Board Secretary