

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

**RE-ORGANIZATION MEETING/REGULAR MEETING MINUTES
JANUARY 7, 2019**

CALL TO ORDER - OPENING STATEMENT/ADEQUATE NOTICE OF MEETING

Board Secretary John Griffin called the meeting to order at 7:30 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 Administration Building, the Waldwick Public Library, and hand delivered to the Waldwick Borough Clerk on Friday, January 4, 2019 and mailed by first class mail to The Record and The Ridgewood News on Friday, January 4, 2019. It is posted on the District website. This is an official meeting.

PLEDGE OF ALLEGIANCE

REPORT ON ANNUAL ELECTION

Mr. Griffin stated that the official results of the November 6, 2018 Election are as follows:

Candidates:

Two (2) Full three (3) year terms:

Andrew Fowler	1683
Domenica Sherry	695
William Byrnes, Jr.	623
Mary Agnes Tutschek	621
Lou R. Manuppelli	470

One (1) Year Unexpired:

Julie Mangler	1956
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School Proposal:

Yes:	1802
No:	1527

ADMINISTER OATHS OF OFFICE - Board Secretary

Mr. Griffin swore in Andrew Fowler and Domenica Sherry for full three year terms and Julie Mangler for one year unexpired term.

ROLL CALL

PRESENT: Trustee Andrew Fowler
Trustee Andrew Frey
Trustee Julie Mangler
Trustee Daniel Marro, Sr.
Trustee Mary Beth Nappi
Trustee Timothy O'Hare
Trustee Domenica Sherry

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

ELECTION OF PRESIDENT - Board Secretary

Name: Daniel Marro

Nominated by Trustee Frey, seconded by Trustee Sherry:

ROLL CALL VOTE

	YES	NO	ABSTAIN	ABSENT
Trustee Fowler	X			
Trustee Frey	X			
Trustee Mangler	X			
Trustee Marro	X			
Trustee Nappi	X			
Trustee O'Hare	X			
Trustee Sherry	X			

Board President Marro assumes the chair.

ELECTION OF VICE PRESIDENT

Name: Andrew Frey

Nominated by Trustee Marro, seconded by Trustee Fowler:

ROLL CALL VOTE

	YES	NO	ABSTAIN	ABSENT
Trustee Fowler	X			
Trustee Frey	X			
Trustee Mangler	X			

Trustee Marro	X			
Trustee Nappi	X			
Trustee O'Hare	X			
Trustee Sherry	X			

TABLED TILL NEXT MEETING:

ESTABLISH/APPOINTMENT OF COMMITTEE CHAIRPERSONS AND DELEGATES

- A. Special Education
- B. Athletics
- C. Technology
- D. Negotiations
- E. Buildings and Grounds Committee
- F. Curriculum Committee
- G. Finance Committee
- H. Negotiations Committee
- I. Policy Committee
- J. Delegate to Bergen County School Boards Association
- K. Delegate to NJ School Boards Association

Resolutions 1 through 18 are:

Offered by Trustee Fowler, seconded by Trustee Mangler:

1. DESIGNATION OF TIME AND PLACE OF MEETINGS

BE IT RESOLVED that all meetings of the Waldwick Board of Education be held at 7:00 p.m. in the Waldwick High School/Middle School Media Center. It should be noted that the Board will go into closed executive session from 7:00 p.m. to 7:30 p.m. The **public portion** of these meetings will commence at 7:30 p.m. as noted in the Annual Schedule of Meetings, and

BE IT FURTHER RESOLVED that the Waldwick Board of Education approves the **attached** Annual Schedule of Meetings for the balance of the 2018-2019 School Year and the beginning of the 2019-2020 school year which shall be appended to the minutes of this meeting.

2. DESIGNATION OF DEPOSITORY

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, 2019:

- A. Capital One Bank

- Including electronic transfers **between** bank accounts at Capital One Bank **only** as per Auditor's recommendation

B. State of New Jersey Cash Management Fund

3. **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

4. **APPOINTMENTS –**

A. **BOARD AND SPECIAL EDUCATION COUNSEL**

WHEREAS the law firm of Sciarrillo 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, 2018 through June 30, 2019, therefore

BE IT RESOLVED that the Waldwick Board of Education re-appoints the law firm of Sciarrillo Cornell Merlino, McKeever & Osborne, designating Anthony Sciarrillo, Esquire 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 \$160.00 for work by Partners, Counsel and Associates and \$150.00 for Junior Associates. Work by law clerks and paralegals shall be billed at the hourly rate of \$110.00.

B. **AUDITOR**

BE IT RESOLVED that the firm of Lerch, Vinci and Higgins, Fair Lawn, NJ, be appointed as auditor for the Board of Education of the Borough of Waldwick for the fiscal year ended June 30, 2019 to be compensated \$22,450 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	\$150-\$175 per hour
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Managers	\$125-\$140 per hour
Senior Accountants/Supervisors	\$ 90-\$115 per hour
Staff Accountants	\$ 75 - \$85 per hour
Other Personnel	\$45 per hour

Professional services in conjunction with Required Supplemental Information (RSI) and Management Discussion and Analysis (MD&A), \$5,500 and if needed: Financial advisory services in connection with the refunding of bonds, \$7,500; 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 8, 2019 through June 30, 2019 and the 2019-2020 school year.

D. ARCHITECT

BE IT RESOLVED that the Waldwick Board of Education appoints Joseph DiCara of DiCara/Rubino Architects, Wayne, NJ, as its architect of record; compensation to be negotiated on a project basis during the period January 8, 2019 through January 6, 2020.

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, 2016 to June 30, 2019 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 8, 2019 through January 6, 2020, 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 8, 2019 through January 6, 2020.

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 8, 2019 through January 6, 2020.

I. AFFIRMATIVE ACTION OFFICER

BE IT RESOLVED that the Board of Education of the Borough of Waldwick appoints Jessica Malangone and Robert Sileo as Affirmative Action Officers for the 2019-2020 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.

5. 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.

6. 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.

7. 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 2019-2020 school year.

8. 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 Capital One Bank, New Jersey. Capital One 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 2018-2019 school year:

<u>ACCOUNT TITLE</u>		<u>SIGNATURE REQUIRED</u>
GENERAL 7047728856	AND	Board President School Business Administrator/ Board Secretary
CAPITAL PROJECTS 7047728864	AND	Board President School Business Administrator/ Board Secretary
PAYROLL AGENCY 7047728880	AND	Board President School Business Administrator/ Board Secretary
NET PAYROLL 7047728872	AND	Board President School Business Administrator/ Board Secretary
U C I TRUST 7047728899	AND	Board President School Business Administrator/ Board Secretary
CAFETERIA 7047728902	AND	Board President School Business Administrator/ Board Secretary
FLEXIBLE SPENDING ACCOUNT 7527022848	AND	Board President School Business Administrator/ Board Secretary
HIGH SCHOOL 7047728929	OR AND	Superintendent School Business Administrator/ Board Secretary H.S. Principal

	OR	M.S. Principal
MIDDLE SCHOOL 7047728937		Superintendent
	OR	School Business Administrator/ Board Secretary
	AND	M.S. Principal
	OR	H.S. Principal
ATHLETIC ACCOUNT 7047884661		Superintendent
	OR	School Business Administrator/ Board Secretary
	AND	H.S. Principal – for HS
	OR	M.S. Principal – for MS
WALDWICK HIGH SCHOOL MEMORIAL STUDENT FUND 7047728910	OR	Superintendent School Business Administrator/ Board Secretary

9. **APPROVAL – PETTY CASH ACCOUNTS 2019-2020 SCHOOL YEAR**

BE IT RESOLVED THAT THE Waldwick Board of Education approves the following 2019-2020 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 2019-2020 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.

10. **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 \$40,000 for the Qualified Purchasing Agent.

11. **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.

12. **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 \$40,000), pursuant to N.J.S.A. 18A:18A-3.

13. **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 2019-2020 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.

14. **APPROVAL – AUTHORIZATION TO PURCHASE FROM CERTAIN STATE CONTRACT AND COOPERATIVE ORGANIZATIONS VENDORS 2018-2019 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 2019-2020 school year with the attached State contract vendors and Educational Data Bid Services, Hunterdon County Education Services Commission, Middlesex County Regional Educational Services Commission, 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.

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

BE IT RESOLVED that the Waldwick Board of Education approves the attached Game Help fees and Officials Fees for the 2019-2020 School year.

16. **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.

17. 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 2018-2019 school year and the 2019-2020 school year:

AXA Equitable	Security Benefit
Great American	Valic
Metropolitan	Vanguard
Lincoln Investment	

18. 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.

PUBLIC COMMENT – None.

TRUSTEE COMMENT – None.

ROLL CALL VOTE

The above resolutions 1 through 18 are approved by roll call vote as follows:

	YES	NO	ABSTAIN	ABSENT
Trustee Fowler	X			
Trustee Frey	X			
Trustee Mangler	X			
Trustee Marro	X			
Trustee Nappi	X			
Trustee O'Hare	X			
Trustee Sherry	X			

**WALDWICK BOARD OF EDUCATION
REGULAR MEETING AGENDA
January 7, 2019**

REPORTS

- A. Superintendent of Schools
Dr. Casarico wished everyone a Happy New Year. He congratulated the three elected Board members and stated that a representative from NJSBA will be at the next meeting for training.
- B. Board President
President Marro thanked the Trustees for electing him President and thanked the public for supporting the Second Question.

APPROVAL OF MINUTES

Offered by Trustee O'Hare, seconded by Trustee Mangler:

December 10, 2018	Closed Executive Session
December 10, 2018	Regular Meeting

Minutes approved by roll call vote as follows:

ROLL CALL VOTE

	YES	NO	ABSTAIN	ABSENT
Trustee Fowler	X			
Trustee Frey	X			
Trustee Mangler	X			
Trustee Marro	X			
Trustee Nappi	X			
Trustee O'Hare	X			
Trustee Sherry			X	

Offered by Trustee O'Hare, seconded by Trustee Nappi:

December 20, 2018	Special Meeting
December 20, 2018	Closed Executive Session

Minutes approved by roll call vote as follows:

ROLL CALL VOTE

	YES	NO	ABSTAIN	ABSENT
Trustee Fowler	X			
Trustee Frey	X			

Trustee Mangler	X			
Trustee Marro	X			
Trustee Nappi	X			
Trustee O'Hare	X			
Trustee Sherry			X	

CONSENT AGENDA

A. Motion to introduce the consent agenda

Offered by Trustee Mangler, seconded by Trustee O'Hare:

89-A-1 through 89-A-16	Administration
89-F-1 through 89-F-4	Finance
89-P-1 through 89-P-8	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 Fowler	X			
Trustee Frey	X			
Trustee Mangler	X			
Trustee Marro	X			
Trustee Nappi	X			
Trustee O'Hare	X			
Trustee Sherry	X			

COMMENTS FROM PUBLIC (ANY SUBJECT)

A resident echoed Dr. Casarico and thanked the Board and new Board of Education Members.

A parent questioned the 2019-20 school calendar and requested to have Rosh Hashanah off in the next school year.

Paul Schatz, the liaison to the Borough Council introduced himself and congratulated the new members.

Chuck Farricker thanked everyone for all the years that he was the liaison.

A resident asked about the website. He wanted to know the status of the second question. He asked about PARCC and commented that he would like his organization, Waldwick United, be allowed to tape BOE meetings. He stated that Waldwick United is going to organize more candidate nights next year.

COMMENTS FROM TRUSTEES (ANY SUBJECT)

Trustee Mangler stated that WHS DECA had nine students participate at Ramapo, what a great opportunity.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 7:57 p.m. on motion of Trustee Nappi, seconded by Trustee Frey.

Respectfully submitted,



JOHN GRIFFIN
Board Secretary