

WALDWICK BOARD OF EDUCATION
Waldwick, New Jersey

REORGANIZATION MEETING/REGULAR MEETING MINUTES
JANUARY 2, 2023

CALL TO ORDER - OPENING STATEMENT/ADEQUATE NOTICE OF MEETING

Board Secretary John Griffin opened the meeting 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, 2022. 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 (VIA ZOOM)
Trustee Troy Seifert
Trustee Daniel Marro, Sr.

ABSENT: Trustee Andrew Frey

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

REPORT ON ANNUAL ELECTION

Board Secretary John Griffin reported the official results of the November 8, 2022 Election as follows:

Candidates for Three (3) Full three (3) year terms:

Julie Mangler	1702
Daniel Marro	1741
Mary Beth Nappi	2117

ADMINISTER OATHS OF OFFICE

Board Secretary John Griffin swore in Julie Mangler and Daniel Marro for full three year terms.

ELECTION OF PRESIDENT - Board Secretary

Name: Daniel Marro

Nominated by Trustee Mangler, seconded by Trustee Seifert:

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			

Board President Marro assumes the chair.

ELECTION OF VICE PRESIDENT

Name: Troy Seifert

Nominated by Trustee Figliuolo, seconded by Trustee Marro:

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			
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Resolutions 1 through 19 are:

Offered by Trustee Selfert, seconded by Trustee Mangler:

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, 2024:

- 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, 2022 through June 30, 2023, 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, 2023 to be compensated \$24,600 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-\$190 per hour
Managers	\$135-\$150 per hour
Senior Accountants/Supervisors	\$100-\$125 per hour
Staff Accountants	\$ 80 - \$95 per hour
Other Personnel	\$ 50 per hour

Professional services in conjunction with Required Supplemental Information (RSI) and Management Discussion and Analysis (MD&A), \$5,600 and if needed: GASB 68 \$1,300, GASB 75 \$2,100, financial advisory services in connection with the refunding of bonds, \$7,500; Aud Sum worksheet fee, \$670; 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 4, 2023 through June 30, 2024 and the 2022-2023 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 4, 2023 through January 2, 2024.

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, 2023 to June 30, 2024 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, 2023 through January 2, 2024, 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, 2023 through January 2, 2024.

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, 2023 through January 2, 2024.

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 2023-2024 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 2023-2024 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 2022-2023 school year and the 2023-2024 school year:

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

OR

Superintendent
School Business Administrator/
Board Secretary

8. APPROVAL – PETTY CASH ACCOUNTS 2023-2024 SCHOOL YEAR

BE IT RESOLVED THAT THE Waldwick Board of Education approves the following 2023-2024 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 2023-2024 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 2023-2024 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 2023-2024 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 – GAME HELP FEES

BE IT RESOLVED that the Waldwick Board of Education approves the attached Game Help fees for the 2023-2024 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 2023-2024 school year:

AXA Equitable	Security Benefit
Metropolitan	Valic
Lincoln Investment	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 2023-2024 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			

**WALDWICK BOARD OF EDUCATION
REGULAR MEETING AGENDA
January 2, 2023**

REPORTS

A. Superintendent of Schools - Dr. Casarico gave the Start Strong Testing Report. He also congratulated the returning Board Members for their re-election. He commented that construction was moving along and that he is looking forward to the start of the new calendar year and all the events that the rest of the school year will bring.

B. Board President - President Marro reported that Trustees Nappi and Mangler were judging the DECA competition. He thanked the Board members for a great 2022 year which included the largest referendum project in the town's history.

C. Student Representative - Ms. McGovern stated that winter sports have begun but that they don't get the attention that fall sports get. Marking period changed.

APPROVAL OF MINUTES

Offered by Trustee Mangler, seconded by Trustee Seifert:

December 5, 2022 Regular Meeting

Minutes 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			

CONSENT AGENDA

A. Motion to introduce the consent agenda

Offered by Trustee Seifert, seconded by Trustee Mangler:

23-A-1 through 23-A-21 Administration
23-F-1 through 23-F-3 Finance
23-P-1 through 23-P-9 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	X			
Trustee Frey				X
Trustee Mangler	X			
Trustee Nappi	X			
Trustee Seifert	X			
Trustee Marro	X			

COMMENTS FROM PUBLIC (ANY SUBJECT) - None.

COMMENTS FROM TRUSTEES (ANY SUBJECT) - None.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 7:17 p.m. on motion of Trustee Seifert, seconded by Trustee Mangler.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "John Griffin". The signature is fluid and cursive, with the first name "John" being more prominent than the last name "Griffin".

JOHN GRIFFIN
Board Secretary