

Minutes of the Regular Business Meeting of the Board of Education of the Township of Wyckoff, County of Bergen, New Jersey, held on Monday, July 16, 2018 at 7:00 PM, at the Wyckoff Board of Education Central Office, 241 Morse Avenue, Wyckoff, NJ 07481

- I. Members Present: Rob Francin, President  
 Lisa Martone, Vice President  
 Chris Della Pietra  
 Frederic Farcy  
 Dan McHugh  
 Tim Murtha
- Absent: None
- Staff Present: Dr. Richard Kuder, Superintendent  
 Patricia A. Salvati, Business Administrator/Board Secretary

In compliance with the New Jersey Open Public Meetings Law, a notice of the meeting stating time, dates and, location has been sent to The Ridgewood News, The Record, The Suburban News, Wyckoff Patch.com, The Wyckoff Library, and the Township Clerk.

Recognition of Visitors: There were 3 community members present.

Richard Kuder led the flag salute.

## II. COMMUNICATION ON AGENDA ITEMS

When recognized by the President, please state your name and address prior to commenting on an agenda item.

All meetings at which the Board transacts official business must be public (18A:10-6).

As stated in Board Policy: "Meetings of the Board are conducted for the purpose of carrying on the business of the schools and, therefore, are not public meetings, but meetings held in public".

Therefore, once oral communication is closed by the President, no other questions or comments will be permitted until the "Oral Communication" portion at the end of the agenda. At that time, questions do not have to be confined to agenda items.

Mr. Francin invited questions or comments from the public.

A parent asked about the status of the nut free policy. Dr. Kuder reported that the Policy Committee is currently working through its investigation and fact finding procedures and that a policy change is possible by October.

### III. BOARD PRESIDENT'S REPORT

Mr. Francin spoke about recent activities in the district and commented on the number of positive tweets concerning Summer Academies.

### IV. SUPERINTENDENT'S REPORT

Dr. Kuder reported that enrollment as of June 30, 2018 was a total of 1,997 students and that there were no suspensions in the month of June.

Dr. Kuder spoke about Summer Academies and also mentioned that the final details are being worked out with regard to the Kinder Krew program being offered in the fall.

### V. BUSINESS ADMINISTRATOR'S REPORT

Ms. Salvati reported that the district received notification of an additional \$120,733 in state aid for the 2018-2019 budget which was received as a result of the revised state aid funding formula.

Ms. Salvati spoke about agenda item #FISC.9 and agenda item #FISC.10.

Lastly, Ms. Salvati announced that the district received the Certificate of Excellence in Financial Reporting Award and thanked the Central Office Staff for their diligence, thoroughness, and attention to detail which led to the district receiving the award.

### VI. ACTION ITEMS

Motion by Lisa Martone seconded by Georgina Nico to approve the following amendments to the agenda:

#### VI.A FISCAL MANAGEMENT

12. **WHEREAS**, on July 13, 2018 the State of New Jersey provided revised State aid notices to school districts for the 2018-2019 school year, and;

**WHEREAS**, the Commissioner has authorized School Boards of Education to appropriate unbudgeted State aid pursuant to N.J.S.A. 18A:22-8.1, and N.J.A.C.6A:23A-13.3(d);

**WHEREAS**, the Wyckoff Board of Education has received an additional amount of \$120,733 in State aid for 2018-2019 and wishes to utilize the funds in the current school year;

**NOW THEREFORE BE IT RESOLVED** that the Wyckoff Board of Education will increase the 2018-2019 appropriations by \$120,733 as follows:

\$70,733 11-000-100-56X Special Education Tuition  
 \$50,000 11-000-217-320 Extraordinary Purchased Services

#### VI.C PERSONNEL

21. To approve 12 additional hours at her hourly rate for *Jackie Pettica* to provide 1:1 aide services for Student #267621 while enrolled in the 2018 Summer Academies.
22. To approve 30 additional hours at her hourly rate for *Morgan Repetto* to provide reading instruction for Students #100422 and #201422 during the 2018 summer.
23. To amend resolution #VI.C.38 of the June 18, 2018 Regular Business Meeting to read as follows:
 

To provide the Summer Academies Director with secretarial/clerical support to be paid at an hourly rate of \$20, not to exceed \$2,000.
24. To accept, with regret, the resignation of *Gina Andrade*, Spanish Teacher, Eisenhower Middle School, effective July 16, 2018.
25. To approve 10 additional hours each, at the summer hourly rate, for *Sue Dobson*, *Maia Mitchell*, *Claudia McLees*, and *Tara Kramer* to attend Cultural Competency Committee meetings during the months of July and August.
26. To approve the appointment of *Mary Percarpio*, Special Education Aide, Eisenhower Middle School, 6.75 hours per day, at an annual salary of \$27,098 effective September 1, 2018 through June 30, 2019, pending verification of all required documentation.

#### Roll Call Vote –

Della Pietra —YES    Farcy —YES    Martone – YES    Murtha – YES  
 Nico – YES    McHugh – YES    Francin — YES

Motion by Tim Murtha seconded by Gina Nico to approve the following agenda items:

#### A. FISCAL MANAGEMENT

1. Minutes as follows:
  - a. June 11, 2018 – Regular Business Meeting
  - b. June 11, 2018 – Private Executive Meeting
  - c. June 18, 2018 – Regular Business Meeting
  - d. June 18, 2018 – Private Executive Meeting
2. To approve the Bill List as follows:

DATE	DESCRIPTION	WARRANT NO.	AMOUNT
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06/30/18	Payroll - Net Pay	Wire Transfer	710,085.03
06/30/18	Payroll - Agency	Wire Transfer	509,739.37
06/30/18	Payroll - FICA	Wire Transfer	87,629.64
07/14/18	Payroll - Net Pay	Wire Transfer	61,254.72
07/14/18	Payroll - Agency	Wire Transfer	12,368.24
07/14/18	Payroll - FICA	Wire Transfer	5,547.31
07/15/18	Payroll - Net Pay	Wire Transfer	73,354.55
07/15/18	Payroll - Agency	Wire Transfer	54,907.41
07/15/18	Payroll - FICA	Wire Transfer	9,228.66
06/27/18	Bills List	22822-22941	366,858.42
06/28/18	Bills List	22942-23014	196,948.27
06/30/18	Bills List	23015-23035	83,887.54
07/16/18	Bills List	23036-23039	145,470.76
07/15/18	Health Benefits		432,719.44

3. **BE IT RESOLVED** to approve the budgetary transfers as per attached.
4. **BE IT RESOLVED** that the Board of Education acknowledges and accepts the certification from the Board Secretary that as of month ending June 30, 2018 no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.
5. **BE IT FURTHER RESOLVED** that the Wyckoff Board of Education acknowledges that it receives and accepts the Board Secretary's and Cash Report for the month ending June 30, 2018 and certifies that the report indicates that no major account or fund is 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.
6. To approve the acceptance of gifts from Washington School PTO as per attached.
7. To authorize the District's collection of permitted records as identified by the attached.

8. To authorize the submission of the Individuals with Disabilities Education Act (IDEA) Application for the 2018-2019 School Year.

9. To accept the funding under the Elementary and Secondary Education Act (ESEA) Application for the 2018-2019 School Year:

Title II Part A - District	\$28,812
Title II Part A – St. Elizabeth	\$ 2,883
Title II Part A – Eastern Christian	\$ 2,956

10. To authorize the refusal of the following funds under the Elementary and Secondary Education Act (ESEA) Application for the 2018-2019 School Year:

Title I Part A	\$ 190
Title III	\$3,837

11. To approve the three year agreement with Systems 3000 Inc. for licensing on Visual Fund Accounting, Visual Personnel, and Visual Payroll software.

12. WHEREAS, on July 13, 2018 the State of New Jersey provided revised State aid notices to school districts for the 2018-2019 school year, and;

WHEREAS, the Commissioner has authorized School Boards of Education to appropriate unbudgeted State aid pursuant to N.J.S.A. 18A:22-8.1, and N.J.A.C.6A:23A-13.3(d);

WHEREAS, the Wyckoff Board of Education has received an additional amount of \$120,733 in State aid for 2018-2019 and wishes to utilize the funds in the current school year;

NOW THEREFORE BE IT RESOLVED that the Wyckoff Board of Education will increase the 2018-2019 appropriations by \$120,733 as follows:

\$70,733	11-000-100-56X	Special Education Tuition
\$50,000	11-000-217-320	Extraordinary Purchased Services

A. OPERATIONS AND MANAGEMENT

NONE

B. PERSONNEL

The Superintendent’s recommendation in regard to personnel matters:

1. To accept, with regret, the resignation of *Amanda Massaro*, Special Education Aide, Lincoln School, effective June 30, 2018.

2. To approve the appointment of Jacqueline Sinnott-Shaffer, Playground Aide, Coolidge School, \$14.50 per hour, 10 hours per week, with an effective date of September 1, 2018 through June 30, 2019, pending verification of all required documentation.
3. To approve the appointment of *Mary Ann Picardi*, Playground Aide, Coolidge School, \$14.50 per hour, 10 hours per week, with an effective date of September 1, 2018 through June 30, 2019, pending verification of all required documentation.
4. To approve the renewal appointment of *Courtney Mottola*, Special Education Aide, Lincoln School, 6.75 hours per day with an annual salary of \$25,216, with an effective date of September 1, 2018 through June 30, 2019, pending verification of all required documentation.
5. To approve an extension to the parental leave request of Staff Member #5264 with a revised approximate end date of January 2, 2019.
6. **BE IT RESOLVED**, that the Board certified on June 18, 2018 that the following qualitative and quantitative criteria have been satisfactorily completed by *Dr. Kuder*:

Goal # 1 Quantitative 3.3% \$5,764.00

In order to improve the quality of the teacher evaluation process, the Superintendent will supervise four pilot projects in the District using the Self-Directed Growth Plan (SDGP) process.

Goal # 2 Quantitative 3.3% \$5,764.00

The Superintendent will increase communication with the parents and community through the development of a more current, functional Superintendent's Section of the District's website. The Superintendent will update the information with blog posts six times during the 2017-2018 school year providing the parents and greater community with District updates, curriculum updates, security, and new items.

Goal # 3 Quantitative 3.3% \$5,764.00

In the 2017-2018 school year, in order to collect data about classroom teacher practices that support differentiation, the Superintendent will collect and analyze data through school and classroom walkthroughs. The Superintendent will create a presentation to the Board, updating them on the District's efforts in this area.

Goal # 4 Qualitative 2.5% \$4,326.50

The Superintendent will develop a Continuity of Operations Plan (COOP) as recommended by the Department of Homeland Security and the New Jersey Department of Education which could be activated in response to an emergency which causes a disruption in facilities or personnel. This Plan will allow for essential functions to be performed during a wide range of emergencies including localized acts of nature, accidents, and technological emergencies.

Goal # 5 Qualitative 2.5% \$4,326.50

The Superintendent will research and assess paperless alternatives to current travel, professional development, and course approval forms and provide a

recommendation to the Board of Education for a change in the 2018-2019 school year.

**BE IT FURTHER RESOLVED**, that a certified resolution and Merit Goal Submittal Form was sent to the Interim Executive County Superintendent of Schools on June 19, 2018 for review and approval prior to payment being made to Dr. Kuder,

**BE IT FURTHER RESOLVED** that the Interim Executive County Superintendent of Schools approved on June 27, 2018 that Dr. Kuder has satisfied the pre-approved criteria and a merit bonus in the amount of \$25,945.00 is authorized for payment, now

**THEREFORE, BE IT FURTHER RESOLVED** that a merit pay bonus payment of \$25,945.00 which is equal to 14.99% of his base salary of \$173,083 shall be made to Dr. Kuder for goal completion and a certified copy of this resolution shall be sent to the County Office for inclusion in Dr. Kuder's employee contract file.

7. To approve the appointment of *Susan Yadoff* to serve as Nurse Coordinator for the 2018-2019 school year at her hourly rate not to exceed 20 hours.
8. To approve the appointment of *Linda Moor* to serve as the Fairleigh Dickinson University (FDU) Orton Program Coordinator for the 2018-2019 school year at her hourly rate not to exceed 20 hours.
9. To approve the appointment of *Donna Flato* to serve as Pre-School Coordinator for the 2018-2019 school year at her hourly rate not to exceed 30 hours.
10. To approve 12 additional hours for *Heather Flanagan* to serve as Technology Teacher to be paid at the summer hourly rate during the months of July and August 2018.
11. To approve two additional hours each, at their hourly rate, for *Christine Brooke*, *Karren Baldassare* to attend Preschool Orientation.
12. To approve 5 additional hours at her hourly rate for *Susan Yadoff*, Nurse Coordinator, to coordinate CPR training during the 2018-2019 school year.
13. To approve 20 additional hours at her hourly rate for *Karren Baldassare* to provide ABA services for Students #102624 and #101228 during the month of August 2018.
14. To approve 16 hours at her hourly rate for *Jaimee Fedele*, District Behaviorist, to provide ABA services for four students during the 2018 Extended School Year ABA program, pending verification of all required documentation.
15. To approve an additional 2 hours and 40 minutes daily, at her hourly rate, for *Jacqueline Sinnott-Shaffer*, Playground Aide, Coolidge School, to assist during morning line up and special area classes during the 2018-2019 school year.
16. To approve additional summer curriculum hours for the following staff members:

*Erica Petela* - 10 hours

*Carol Cocco* - 2 hours

*Cheryl Doughan* - 2 hours  
*Laura Giumarra* - 2 hours  
*Janice Lauber* - 2 hours  
*Monica Montagni* - 2 hours  
*Nancy Perry* - 2 hours  
*Caroline Petermann* - 2 hours  
*Karen Pulgrano* - 2 hours

17. To amend Resolution VI.C.39 of the Regular Business Meeting held on June 18, 2018 to read as follows:

To approve 5 additional hours each, at the summer rate, for *Harold Olejarz* and *Angelo Bonavitacola* to rewire the ETV room.

18. To approve the second reading and adoption of the job description Director of Curriculum and Instruction.
19. To approve the appointment of Grace White, Supervisor of Curriculum and Instruction, as the District Affirmative Action Officer for the 2018-2019 school year.
20. To approve the Student Teaching placement for the 2018-2019 school year following individual:

NAME	COLLEGE	COOPERATING TEACHER	PLACEMENT SCHOOL	DATES
Colleen Gallagher	Ramapo College	Lynn Wiebe	Lincoln	September 2018 – June 2019

21. To approve 12 additional hours at her hourly rate for *Jackie Pettica* to provide 1:1 aide services for Student #267621 while enrolled in the 2018 Summer Academies.
22. To approve 30 additional hours at her hourly rate for *Morgan Repetto* to provide reading instruction for Students #100422 and #201422 during the 2018 summer.
23. To amend resolution #VI.C.38 of the June 18, 2018 Regular Business Meeting to read as follows:
- To provide the Summer Academies Director with secretarial/clerical support to be paid at an hourly rate of \$20, not to exceed \$2,000.
24. To accept, with regret, the resignation of *Gina Andrade*, Spanish Teacher, Eisenhower Middle School, effective July 16, 2018.
25. To approve 10 additional hours each, at the summer hourly rate, for *Sue Dobson*, *Maia Mitchell*, *Claudia McLees*, and *Tara Kramer* to attend Cultural Competency Committee meetings during the months of July and August.



26. To approve the appointment of *Mary Percarpio*, Special Education Aide, Eisenhower Middle School, 6.75 hours per day, at an annual salary of \$27,098 effective September 1, 2018 through June 30, 2019, pending verification of all required documentation.

**C. INSTRUCTION AND PROGRAM**

1. To approve the costs associated with the out-of-district placements as per attached.
2. To approve the Software Licensing Agreement and Product Pricing and Service Schedule for the Atlas Curriculum Management System with Rubicon West, Inc., effective July 1, 2018 through June 30, 2019 at an annual fee of \$6,600.
3. To approve the contract with Gremer West to provide physical therapy services to Wyckoff School District students who require these services, not to exceed \$62,793 for the 2018-2019 school year.
4. To approve the list of Region I Independent Evaluators for the 2018-2019 school year as per attached.
5. To approve the contract agreement between Dr. Jamie Zibulsky and the Wyckoff Board of Education for consultation services to provide support to the District RTI and Intervention Programs for the 2018 – 2019 school year for a total amount not to exceed \$15,000 as per attached.
6. **WHEREAS**, there exists a need for a Professional Development provider; and

**WHEREAS**, the Public School Contracts law (N.J.S.A. 18A:18A et seq.) requires that a Resolution authorizing the awards of contracts for such services be adopted by the Board of Education at a public hearing;

**NOW BE IT RESOLVED**, by the Board of Education as follows:

- a. The Board Secretary is hereby authorized and directed to extend the agreement with Vicki Vinton, effective July 1, 2018 through June 30, 2019; contract on file in the Office of the School Business Administrator.
- b. This contract is extended as a professional service under N.J.S.A. 18A:18A-5 of the Public School Contracts Law, because the contracted services are of a qualitative nature requiring the expertise in professional development to staff.
- c. The term of the contract, as extended, will not exceed the term length maximum prescribed by N.J.S.A. 18A:18A-4.2.
- d. The Board Secretary will place a copy of this Resolution in the official Board of Education Minutes and provide notice of same in accordance with P.L. 2015, c47.

- 7. To approve the contract with *Linda Treanor* to provide Student #000085 with five hours per week of ABA services for the 2018-2019 school year, at the rate of \$45 per hour, for a total not to exceed \$9,450.
- 8. To approve the 2018-2019 Annual Contract between Bergen County Special Services and the Wyckoff Board of Education to provide services to Non-Public Schools under Individuals with Disabilities Act (IDEA) in the amount of \$79,079.
- 9. To approve the Comprehensive Equity Plan Annual Statement of Assurance for the 2018-2019 school year as per attached.
- 10. To approve the contract with Bergen County Special Services Educational Enterprises to provide audiological services during the 2018-2019 school year for Students #141222, #537123, #559625, #113323, and #000053 at a rate not to exceed \$7,520.00.

D. GOVERNANCE

- 1. To approve, in accordance with the provisions of N.J.A.C. 6A:23A-7 and Board Policy #6471, reimbursement for travel and related expenses as per attached, where such travel and related expenses have been previously reviewed by the building principal/supervisor, and the chief school administrator has determined that such travel and related expenses promotes the delivery of instruction or furthers the efficient operation of the school district and is fiscally prudent as per attached.
- 2. To approve the reading/adoption of the attached Wyckoff Township Board of Education Policies and Regulations.
- 3.

Roll Call Vote –

Della Pietra —YES    Farcy —YES    Martone – YES    Murtha – YES  
 Nico – YES    McHugh – YES    Francin — YES

VII. COMMUNICATION FROM PUBLIC

NONE

VIII. NEW BUSINESS ITEMS

IX. ADVANCE PLANNING

All Work Sessions and Regular Business Meetings are held at Eisenhower Middle School, 344 Calvin Court, Wyckoff, New Jersey 07481 unless otherwise noted.

## Future Meeting Dates:

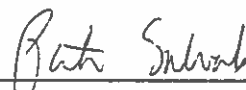
1. August 20, 2018 – Located at the Board of Education Office

241 Morse Avenue, Wyckoff, New Jersey 07481  
Regular Business Meeting @7:00 pm

At 7:15 PM the Board moved to a Private Executive Session to discuss H.I.B. Case #2017-503 and #2017-504.

X. ADJOURNMENT

The Board returned to the Regular Business Meeting at 7:50 PM and the meeting was adjourned.



Patricia A. Salvati

Business Administrator