

Minutes of the Regular Business Meeting of the Board of Education of the Township of Wyckoff, County of Bergen, New Jersey, held on Monday, January 14, 2019 at 7:00 PM, at the Eisenhower Middle School, 344 Calvin Court, Wyckoff, NJ 07481

I. Members Present: Rob Francin, President  
 Lisa Martone, Vice President  
 Chris Della Pietra  
 Renee Kaspar  
 Dan McHugh  
 Tim Murtha (excused himself from the meeting at 8:45 PM)  
 Gina Nico

Absent: None

Staff Present: Dr. Jeffrey Feifer, Interim Superintendent  
 Ms. 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, The Wyckoff Library, and the Township Clerk.

- A. Recognition of Visitors: There were approximately 12 staff members and members of the community present.
- B. The flag salute was led by Rob Francin.

## 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 staff member asked about Item INST.3 and Mr. Francin explained that a Master Scheduling Consultant has been procured because the Board is looking at possible modifications to schedules as enrollment shifts.

## III. BOARD PRESIDENT'S REPORT

Mr. Francin welcomed Ms. Renee Kaspar to the Board and congratulated her on her election. He welcomed Dr. Feifer to the District as the Interim Superintendent and stated that he is looking forward to working with him.

Mr. Francin spoke about the Superintendent Search and the interview process.

Lastly, Mr. Francin announced that the Regular Meeting start time will be changed to 6:30 PM beginning on February 11<sup>th</sup>.

#### IV. INTERIM SUPERINTENDENT'S REPORT

Dr. Barbara Pepe gave a presentation on Summer Academies and reported that the program was extremely successful with 261 registered students for the Summer 2018 session.

Dr. Feifer reported that enrollment as of December 31, 2018 was 1,919 students which represents a decrease of two students since the previous month. Both students were attending Sicomac School.

He also reported that there were no suspensions since the previous Board Meeting.

In honor of School Board Appreciation Month, Dr. Feifer thanked and recognized the Board for the countless hours they devote to the district.

Lastly, Dr. Feifer mentioned that next year's school calendar is in the process of being developed with the FLOW district.

#### V. BUSINESS ADMINSTRATOR'S REPORT

Ms. Salvati reported on the budget calendar for the 2019-2020 School Budget and announced that state aid figures are scheduled to be released on March 7<sup>th</sup>. She mentioned that an additional meeting will be required in March for the purpose of adopting the tentative budget.

#### VI. ACTION ITEMS

Motion by Dan McHugh seconded by Lisa Martone to approve the following agenda items:

##### A. FISCAL MANAGEMENT

1. Minutes as follows:
  - a. December 10, 2018 – Work Session
  - b. December 10, 2018 – Regular Business Meeting
  - c. December 10, 2018 – Private Executive Meeting
2. To approve the Bill List as follows:

DATE	DESCRIPTION	WARRANT NO.	AMOUNT
12/15/18	Payroll - Net Pay	Wire Transfer	715,231.76
12/15/18	Payroll - Agency	Wire Transfer	478,230.27

12/15/18	Payroll - FICA	Wire Transfer	81,106.07
12/30/18	Payroll - Net Pay	Wire Transfer	623,105.26
12/30/18	Payroll - Agency	Wire Transfer	461,226.49
12/30/18	Payroll - FICA	Wire Transfer	73,511.11
12/19/18	Bills List	24008-24083	393,982.03
01/07/19	Bills List	24084-24170	966,426.43
01/15/19	Health Benefits	Wire Transfer	439,819.94

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 November 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 November 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 as per attached.
7. To approve the purchase of a yearbook ad for Eisenhower Middle School and a copy of the 2018-2019 Eisenhower Yearbook.

B. OPERATIONS AND MANAGEMENT

1. To accept the Proposal for Professional Services received from Dicara/Rubino Architects for Phase II AC Upgrades at Lincoln School at a fee of \$59,500 plus reimbursable expenses.

C. PERSONNEL

The Superintendent's recommendation in regard to personnel matters:

1. To accept, with regret, the resignation of *Katherine Leahy*, Grade 7 Mathematics Teacher, Eisenhower Middle School, effective December 31, 2018.
2. To approve the reappointment of *Brittany Boykas*, from Leave Replacement Grade 7 Mathematics Teacher to a tenure track Grade 7 Mathematics Teacher, Eisenhower Middle School, B.A. Step 1, \$51,425 with an effective date of January 1, 2019 through June 30, 2019.
3. To approve the appointment of *Justin Vetrero*, Instrumental Leave Replacement Teacher, B.A. Step 1, \$51,425 pro-rated, with an effective date of January 15, 2019 through June 30, 2019, pending verification of all required documentation.

4. To approve the appointment of *Chelsea Bishay*, Leave Replacement Grade 7 Science Teacher, Eisenhower Middle School, M.A. +30 Step 1, \$61,331 pro-rated, with an approximate effective date of February 4, 2019 through an approximate end date of June 30, 2019, pending verification of all required documentation.
5. To approve the appointment of *Bert Arifaj*, Leave Replacement Assistant Business Administrator, at a per diem rate of \$300, with an approximate effective date of February 28, 2019 through an approximate end date of July 15, 2019, with additional transitional days as needed, pending verification of all required documentation.
6. To approve the appointment of *Margaret Hogan*, Special Education Aide, Sicomac School, Step 1, 6.75 hours per day with an annual salary of \$25,216 pro-rated, with an effective start date pending verification of all required documentation through June 30, 2019.
7. To amend resolution VI.C.6 of the June 18, 2018 Regular Business Meeting to read as follows:

To approve the appointment of *Kathleen Thompson*, Leave Replacement Grade 2 Teacher, Lincoln School, B.A. Step 1, \$51,425 pro-rated, with an effective date of August 28, 2018 through an end date of June 30, 2019.
8. To amend resolution VI.C.14 of the August 20, 2018 Regular Business Meeting to read as follows:

To approve the appointment of *Kelly Wogisch*, Leave Replacement Grade 2 Teacher, Sicomac School, B.A. Step 1, \$51,425 with an approximate effective date of August 28, 2018 through an end date of June 30, 2019.
9. To approve the Parental Leave Request of Staff member #4970 with an approximate effective date of June 12, 2019 through an approximate end date of June 30, 2019.
10. To approve up to forty hours each, at their hourly rate, for *Jessica Lacasse* and *Jennifer Ascrizzi* to perform the duties of a PD Coordinator for the 2018-2019 school year.
11. To approve up to forty hours, at her hourly rate, for *Barbara Pepe* to perform additional NJSLA work for the 2018-2019 school year.
12. To approve five additional hours per week, at her hourly rate, for *Donna Balestra*, to perform her duties as a bus aide.
13. To approve 2.5 additional hours, at his hourly rate, for *Dean Laterra* to ride and monitor the morning and afternoon bus route from January 2, 2019 through January 4, 2019.
14. To approve 10 additional hours at her hourly rate for *Karren Baldessare* to provide ABA training to the parents of Student #101228.
15. To approve the revised Substitute List for the 2018-2019 school year.

16. To approve the revised Field Placements and Student Teacher Assignments List for the 2018-2019 school year.

D. INSTRUCTION AND PROGRAM

1. To approve the costs associated with the out-of-district placements.
2. To approve the new field trip request from Grade 5 Lincoln School to see the Broadway play, *King Kong*, at the Broadway Theater in New York City on June 12, 2019.
3. To approve the contract agreement between Mr. Elliot Merenbloom and the Wyckoff Board of Education for master scheduling services for the 2018-2019 school year, with the extent of the services to be determined by the Interim Superintendent of Schools, for a total amount not to exceed \$9,000 plus reimbursable expenses.

E. 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.

NONE

4. To approve the submission of the Biannual Statement of Assurance Regarding the Use of Paraprofessional Staff for the 2018-2019 school year.
5. To affirm the Superintendent's recommendation regarding HIB Case #2018-502.

VII. COMMUNICATION FROM PUBLIC

A Sicomac parent spoke about the Parent Advisory Group and asked a question about a letter which she received from the previous Superintendent. Dr. Feifer stated that he will look into it.

VIII. NEW BUSINESS ITEMS

There were none.

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. February 11, 2019****Work Session @6:30 pm****Regular Business Meeting @7:00 pm*****Anticipated Agenda Items:***

- a. Memorandum of Agreement
- b. Semi-Annual Report to the Wyckoff Board of Education on HIB, Violence, Vandalism, and Substance Abuse

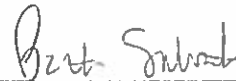
At 7:45 PM the Board took a 10 minute recess and Attorney, Steve Fogarty presented Ethics Training to the Board.

At 8:45 PM Mr. Francin announced that the Board was moving into a Private Executive Session to discuss the Superintendent Search and the upcoming interviews, scheduled for January 19<sup>th</sup>.

Mr. Murtha excused himself from the meeting.

**X. ADJOURNMENT**

At 8:50 PM the Board returned to the Regular Business Meeting and the meeting was adjourned.



---

Patricia A. Salvati  
Business Administrator/Board Secretary