



WYCKOFF SCHOOL
DISTRICT
241 MORSE AVENUE
WYCKOFF, NEW JERSEY 07481
WWW.WYCKOFFPS.ORG

January 5, 2017

This is a formal notification that the Reorganization Meeting of the Board of Education of the Township of Wyckoff, County of Bergen, New Jersey, will be held on Monday, January 9, 2017, 7:00 P.M., at the Eisenhower Middle School, 344 Calvin Court, Wyckoff, NJ 07481.

Patricia Salvati, CPA
Acting Board Secretary

**AGENDA FOR REORGANIZATION MEETING
January 9, 2017**

FORMAL ACTION WILL BE TAKEN AT THIS MEETING

I. CALL OF THE MEETING

“The Annual Reorganization Meeting of the Board of Education of the Township of Wyckoff is to be held at the Eisenhower Middle School, 344 Calvin Court, Wyckoff, New Jersey at which time there will be an election of officers, a President and Vice President, the adoption of resolutions stating the meeting place, the time of the meetings, naming of the depository for school funds, and any other business properly brought before the Board at this time.”

A. ANNUAL REORGANIZATION MEETING

1. The Acting Board Secretary to call the meeting to order at 7:00 pm
 - a. Announcement regarding notification of this meeting to the public
“In compliance with the Sunshine Laws of the State of New Jersey, at least 48 hours prior notice of the meeting stating date, time, and location has been sent to *The Ridgewood News*, *The Record*, *The Suburban News*, Wyckoff Patch.com, The Wyckoff Library and the Township Clerk.”

- b. Flag salute
2. Report on Annual School Election of November 8, 2016, and swearing in newly elected Board Members (attachment)
3. Roll call
4. Secretary calls for nominations and election of President
5. President calls for nominations and election of Vice President

B. ANNUAL REORGANIZATION RESOLUTIONS

The following items are considered non-controversial with the Board and will, therefore, be voted as one motion. If a Board Member wishes to have an item voted on separately, it will be removed from the Consent Agenda. Once the consent motion has been introduced and seconded, Board Members may discuss any items on the Consent Agenda.

1. **RESOLVED** that the Wyckoff Board of Education, pursuant to Chapter 231, PAL. (open Public Meetings Act) does hereby proclaim the Public Meetings of the Board of Education will be held in the Multi-Purpose Room of the Eisenhower Middle School, 344 Calvin Court, Wyckoff, New Jersey at 7:00 p.m., as set forth below unless indicated otherwise; and

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary; and

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the *Ridgewood News* and *The Record* as official newspapers to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Wyckoff Board of Education Administration Office and posted on the District website; and

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a

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resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, the Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest, and in order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district; and

BE IT FURTHER RESOLVED that the public participation shall be governed and in accordance with the Wyckoff Township Board of Education Bylaws #0167; and

BE IT FURTHER RESOLVED that the Board of Education will meet on the dates as per the Regular Business, Work Session and Executive Session Meeting Schedule.

2. To adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary to act as the parliamentarian for the period from the date of this Organization Meeting through the date of the next Reorganization Meeting on or before January 8, 2018.
3. To authorize the President to call special meetings of the Board.
4. To approve the adoption of the following:
 - a. Policies
 - b. Regulations
 - c. Job Descriptions
 - d. Curriculum
 - e. Five-Year Curriculum Plan
 - f. Field Trip List
 - g. Textbooks
 - h. QPA Bid Threshold
 - i. Crisis Management Plan
 - j. Safety and Security Plan

5. To approve the designation of the following as depository for Board of Education funds:
 - a. Capital One Bank
6. To authorize that the following Board of Education accounts be maintained at the Capital One Bank, with the authorized signatures for issuing warrants as herein stated:

ACCT NO.	NAME	REQ SIG	SIGNATORIES
7047727809	Current Fund	3	Board President/Vice President (in absence of President); Superintendent; School Business Administrator
7047727906	Payroll Account	2	Board President; School Business Administrator
7047727868	Payroll Agency	2	Board President/Vice President (in absence of President); School Business Administrator
7047727876	SUI Trust Fund	2	Board President/ Vice President (in absence of President); School Business Administrator
7047727884	Cafeteria Account	3	Board President/ Vice President (in absence of President); Superintendent; School Business Administrator
7047727892	Capital Reserve Account	3	Board President/ Vice President (in absence of President); Superintendent; School Business Administrator
7047727914	Board Office Petty Cash	1	School Business Administrator
7047727922	Child Study Team Petty Cash	1	Director of Special Services
7047727930	Eisenhower G.O. Fund	2	Principal; School Business Administrator/or Superintendent
7047727949	Eisenhower Petty Cash	1	Principal
7047727957	Athletic Fund Petty Cash	2	Principal; Athletic Director
7047727965	Washington G.O. Fund	2	Principal; School Business Administrator/or Superintendent
7047727973	Washington Petty Cash	1	Principal

7047727981	Lincoln G.O. Fund	2	Principal; School Business Administrator/or Superintendent
7047728007	Lincoln Petty Cash	1	Principal
7047728015	Sicomac G.O. Fund	2	Principal; School Business Administrator/or Superintendent
7047728023	Sicomac Petty Cash	1	Principal
7047728031	Coolidge G.O. Fund	2	Principal; School Business Administrator/or Superintendent
7047728058	Coolidge Petty Cash	1	Principal
7047728066	Memorial/Award/ Scholarship Fund	1	School Business Administrator/ or Superintendent
7047894993	Wyckoff Board of Ed Compensating Balance	1	School Business Administrator

7. To authorize the Business Administrator to make intra-bank electronic fund transfers to Board of Education accounts.
8. To authorize the Assistant Business Administrator to make intra-bank electronic fund transfers to Board of Education accounts through January 31, 2017.
9. To authorize the Business Administrator to issue checks between Regular Business Meetings upon examination and approval of the claims by a member of the Finance Committee that will be presented to the Board at its next Regular Business Meeting for ratification.
10. To authorize the Business Administrator to issue written bank wire transfers when countersigned by the Board President or Vice President and the Superintendent.
11. To authorize the Business Administrator to make investment decisions, in accordance with N.J.S.A. 18A:20-37 through 39, with the following depositories:

Capital One Bank
12. To designate the *Ridgewood News* as the official newspaper of record, per statutory requirements, and to designate *The Record* as the official alternate newspaper of record to be used for the advertisement of meetings and legal ads and all other necessary public notifications.

13. To approve the following appointments for the period from the date of this Organization Meeting through the date of the next Reorganization Meeting on or before January 8, 2018:
- a. Board Counsel:
 - Fogarty & Hara
 - Sciarrillo, Cornell, Merlino, et al
 - Kirsch, Gartenberg & Howard
 - b. Bond Counsel – McManimon & Scotland, LLC
 - c. Financial Advisor – Phoenix Advisors, LLC
 - d. Board Secretary – Alan C. Reiffe , C.P.A. (through January 31, 2017)
 - e. Board Secretary – Patricia Salvati, C.P.A. (effective February 1, 2017)
 - f. Qualified Purchasing Agent – Alan C. Reiffe, C.P.A. (through January 31, 2017)
 - g. Qualified Purchasing Agent – Patricia Salvati, C.P.A. (effective February 1, 2017)
 - h. Insurance Broker of Record – Arthur J. Gallagher Co. (nee: O’Gorman & Young, Inc.)
 - i. Affirmative Action Officer – Grace White
 - j. Attendance Officer – Debra Herold
 - k. Title IX Coordinator – Robert Famularo
 - l. Section 504 Compliance Officer – Debra Herold
 - m. ADA Coordinator – Debra Herold
 - n. DCF Liaison (formerly DYFS) – Anne Mapes
 - o. Substance Awareness Coordinator – Debra Herold
 - p. School Physician/Medical Inspector – Dr. Terri Smith
 - q. Auditor – Lerch, Vinci & Higgins, LLP
 - r. Architect – Dicara/Rubino Architects
 - s. Public Agency Compliance Officer (PACO) for Affirmative Action – Patricia Salvati, C.P.A.
 - t. Right-to-Know Coordinator – John Doller
 - u. Chemical Hygiene Officer/Toxic Hazard Preparedness Officer – John Doller
 - v. A.H.E.R.A. Designee – John Doller
 - w. Integrated Pest Management Coordinator – John Doller
 - x. Asbestos Management and PEOSA Officer/Coordinator – John Doller
 - y. Safety & Health Designee – John Doller
 - z. Indoor Air Quality Designee – John Doller

- aa. Custodian of Government Records – Patricia Salvati, C.P.A.
 - bb. A member to serve as delegate to the New Jersey School Board Association – Board President or designee – TBD
 - cc. A member to serve as delegate to the Bergen County School Boards Association – Board President or designee – TBD
 - dd. Administrator for the District’s Employees’ 403b and other retirement accounts – OMNI Group
14. To approve the appointment of the Assistant Business Administrator and Superintendent as Acting Board Secretary for emergency purposes.
15. To permit the Business Administrator to participate in the New Jersey State contracting process for the purchase of the following types of goods and services:
- Computers
 - Custodial Supplies
 - Office and Classroom Furniture
 - Office Supplies
 - Peripheral Equipment
 - School Supplies
 - Science Lab Supplies
 - Transportation Equipment
16. To approve the use of facsimile electronic signatures on all warrants.
17. To authorize the Business Administrator to award contracts without soliciting public bids up to the QPA bid threshold, to set quote threshold at 15% of bid threshold amount, and to solicit bids when required.
18. To approve the following Petty Cash Fund Imprest checking accounts with a maximum single expenditure limit of \$150:

NAME OF ACCOUNT	ACCOUNT #	FUNDING AMOUNT
Coolidge Petty Cash	7047728058	\$1,500
Lincoln Petty Cash	7047728007	\$1,500
Sicomac Petty Cash	7047728023	\$1,500
Washington Petty Cash	7047727973	\$1,500
Eisenhower Petty Cash	7047727949	\$2,000
Child Study Team Petty Cash	7047727922	\$1,500
Board Office Petty Cash	7047727914	\$2,500

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Eisenhower Athletic	7047727957	\$2,000
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19. To approve Petty Cash Fund Imprest checking account with a maximum single expenditure limit of \$100.

NAME OF ACCOUNT	ACCOUNT #	FUNDING AMOUNT
Eisenhower Athletic	7047727957	\$2,000

20. To approve Petty Cash Fund Imprest cash drawer accounts with a maximum single expenditure limit of \$25.

LOCATION	FUNDING AMOUNT
Coolidge	\$250
Lincoln	\$250
Sicomac	\$250
Washington	\$250
Eisenhower	\$250
Special Services	\$250
Business Office	\$750

21. To approve the adoption of the State’s Published Uniform Minimum Level Chart of Accounts and to authorize the Business Administrator to record line item transfers in accordance with said chart.
22. To approve the New Jersey School Board Member Code of Ethics as per attached.
23. To approve the Providers for the 403(b) and 457 Plan Agreements and Disability Insurance as per attached.
24. To approve the bonding of the Business Administrator/Board Secretary and Assistant Business Administrator in an amount equal to that required of a Treasurer of School Moneys as stipulated by the State Department of Education.

25. To authorize the district's collection of permitted records as identified by the attached.
26. To approve the 2017 Wyckoff Board of Education Regular Business Meeting and Work Session Calendars as per attached.
27. To authorize LobbyGuard to utilize Family Watch Dog as a third party sex offender matching database.

Moved by _____ Seconded by _____

Roll Call:

Della Pietra _____ Farcy _____ Francin _____ Martone _____
McHugh _____ Murtha _____ Nico _____

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.

III. NEW BUSINESS

A. OPERATIONS AND MANAGEMENT

Motion to approve the following Operations and Management Resolutions:

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1. **WHEREAS**, The Board of Education of Wyckoff in the County of Bergen, New Jersey (the “Board”), desires to proceed with a school facilities project consisting generally of:

HVAC UPGRADE AT CALVIN COOLIDGE ELEMENTARY SCHOOL

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF WYCKOFF IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval. This project is designated “Other Capital” and the Board is not seeking state funding.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project.

Section 4. This resolution shall take effect immediately.

B. **PERSONNEL**

Motion to approve the following Personnel Resolutions:

The Superintendent’s recommendation in regard to personnel matters:

1. To accept, with regret, the resignation for retirement purposes of *Francene Komsa*, School Social Worker/Guidance Counselor, Eisenhower Middle School, effective December 31, 2016.
2. To accept, with regret, the resignation of *Michelle Pruim*, Special Education Aide, Lincoln School, effective January 6, 2017.
3. To accept, with regret, the resignation of *Rachel Anders*, Special Education Aide, Sicomac School, with an approximate effective date of March 3, 2017.
4. To accept, with regret, the resignation of *Sarah Marini*, Special Education Aide, Washington School, with an approximate effective date of January 30, 2017.
5. To amend the effective resignation date for *Jennifer Vernieri*, Grade 2 Teacher, Lincoln School, from January 16, 2017 to January 13, 2017.
6. To approve the appointment of *Felicia Wilgus*, Special Education Aide, Lincoln School, Step I, Tier IV, \$20.30 per hour, 33.75 hours per week, effective date January 10, 2017 through June 30, 2017.
7. To approve the appointment of *Molly Jones*, Special Education Aide, Sicomac School, Step I, Tier IV, \$20.30 per hour, 33.75 hours per week, effective date January 10, 2017 through June 30, 2017.
8. To approve the appointment of *Lorena Ruiz*, Leave Replacement Grade 2 Teacher, Lincoln School, B.A. Step 1, \$51,331 pro-rated, with an approximate effective date of January 16, 2017 through an approximate end date of June 30, 2017.
9. To approve the appointment of *Sarah Marini*, Leave Replacement Grade 2 Teacher, Washington School, B.A. Step 1, \$51,331 pro-rated, with an approximate effective date of February 1, 2017 through an approximate end date of June 30, 2017.
10. To approve the appointment of *Dana Lisowski*, Leave Replacement Grade 4 Teacher, Lincoln School, B.A. Step 1, \$51,331 pro-rated, with an approximate effective date of January 23, 2017, pending clearance of required documents, through an approximate end date of June 30, 2017.

11. To approve the appointment of *Kujtesa Alimi*, Special Education Aide, Washington School, \$20.30 per hour, 33.75 hours per week, with an approximate effective date of February 1, 2017 through an approximate end date of June 30, 2017.
12. To approve the medical leave under FMLA for Staff Member #4500 from January 16, 2017 through an approximate end date of February 28, 2017.
13. To approve the medical leave under FMLA for Staff Member #4338 from February 6, 2017 through an approximate end date of March 17, 2017.

C. GOVERNANCE

Motion to approve the following Policy/Communications/Legislation Resolutions:

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.

IV. ORAL COMMUNICATION FROM PUBLIC

V. 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:

January 30, 2017

BoardDocs Training@ 6:00 pm

Eisenhower Middle School, 344 Calvin Court, Wyckoff, New Jersey 07481

Reorganization Meeting
January 9, 2017

Regular Business Meeting @ 7:00 pm
Eisenhower Middle School, 344 Calvin Court, Wyckoff, New Jersey 07481

Anticipated Agenda Items:

- District Update - Richard Kuder and Grace White

V. ADJOURNMENT

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