

Minutes of the Regular Business Meeting of the Board of Education of the Township of Wyckoff, County of Bergen, New Jersey, held on Monday, October 24, 2016, 7:08 PM, at the Eisenhower Middle School, 344 Calvin Court, Wyckoff, NJ 07481, President Francin presiding:

- I. Members Present: Rob Francin, President
 Lisa Martone, Vice President
 Chris Della Pietra
 Frederic Farcy
 Gina Nico
- Absent: Nick Mamola
 Samir Taneja
- Staff Present: Dr. Richard Kuder, Superintendent
 Alan C. Reiffe, 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 25 members of the staff and community present which included newly appointment Business Administrator, Patricia Salvati.

Dr. Kuder introduced Ms. Salvati to the Board Members and the audience.

Patrick Gunn led the flag salute.

Proclamations/Presentations

Dr. Kuder presented Eagle Scout Patrick Dunn with his framed resolution. He also reviewed Ethan's project in which he created a bird and butterfly garden with an adjacent outdoor classroom for a school for students with special needs.

Ms. Grace White gave an informative presentation with regard to PARCC test results.

Mr. Gary Higgins of Lerch, Vinci & Higgins presented the 2015-2016 Audit Report to the Board. He reviewed the district's fund balance and acknowledged that the Auditor's Management Report had no comments or recommendations. He also acknowledged the excellent job done by Mr. Reiffe and his staff.

Eisenhower School Nurse, Sue Yadoff gave a presentation on the Nursing Services Plan and invited the public to ask questions. There were none.

Mr. Francin thanked Ms. Yadoff and the other school nurses for the services they provide to the district.

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 opened the meeting and invited questions or comments from the public on the agenda items. A Sicomac School teacher asked when the 2016-17 Superintendent Merit Bonus Action Plan would be available to the public.

A community member asked what the advantages of the CogGat testing were and Ms. Grace White responded that the testing is done online and takes only 30 minutes to complete.

III. BOARD PRESIDENT'S REPORT

Mr. Francin spoke about the upcoming School Board Election and mentioned that there are three seats available and three candidates running unopposed.

IV. SUPERINTENDENT'S REPORT

Dr. Kuder reported that there were a total of 2,086 students enrolled in the district as of October 15, 2016. In addition, he noted that there was 1 student suspension and no HIB cases to report.

Dr. Kuder spoke about this year's WEF Run and commented that there were over 1,500 in attendance. He thanked the Wyckoff Education Foundation trustees and everyone who participated.

Dr. Kuder thanked Ms. Susan Yadoff, the District Nurse Coordinator, for her presentation on the Nursing Services Plan. Additionally, he thanked Ms. Grace White, Director of Curriculum for her presentation and analysis of the PARCC test results.

Dr. Kuder acknowledged the retirement of Joann Valente and thanked her for her service as a Sicomac Aide for over 15 years.

In closing, Dr. Kuder congratulated Ms. Patricia Salvati on her appointment as Business Administrator.

V. BUSINESS ADMINISTRATOR'S REPORT

Nothing to report.

VI. ACTION ITEMS

Motion by Lisa Martone seconded by Chris Della Pietra to amend the agenda as follows;

VI.D. INSTRUCTION AND PROGRAM

7. To approve the agreement with the Department of Children and Families, Office of Education for reimbursement of placement costs of Student #739622 to attend Chapel Hill Academy for the period of July 1, 2016 through June 30, 2017.

Roll Call Vote:

Della Pietra —YES Farcy —YES Francin — YES Martone - YES

Mamola – ABSENT Nico – YES Taneja — ABSENT

Motion by Frederic Farcy seconded by Chris Dell Pietra to approve the following Board Agenda items:

A. FISCAL MANAGEMENT

1. Minutes as follows:

- a. September 19, 2016 – Work Session
- b. September 19, 2016 – Regular Business Meeting
- c. September 19, 2016 – Private Executive Meeting
- d. October 14, 2016 – Special Business Meeting

2. To approve the Bill List as follows:

DATE	DESCRIPTION	WARRANT NO.	AMOUNT
09/29/16	Payroll - Net Pay	Wire Transfer	611,132.33
09/29/16	Payroll - Agency	Wire Transfer	452,486.36
09/29/16	Payroll - FICA	Wire Transfer	75,419.60
09/30/16	Bills List	19084-19195	1,206,807.54
10/13/16	Payroll - Net Pay	Wire Transfer	643,815.26
10/13/16	Payroll - Agency	Wire Transfer	463,411.39
10/13/16	Payroll - FICA	Wire Transfer	78,074.18
10/13/16	Payroll - DCRP	Wire Transfer	115.26
10/24/16	Bills List	19196-19318	886,314.20
10/25/16	Health Benefits	Wire Transfer	395,633.70
10/27/16	Payroll - Net Pay	Wire Transfer	610,358.60
10/27/16	Payroll - Agency	Wire Transfer	455,327.76
10/27/16	Payroll - FICA	Wire Transfer	74,405.32

3. **BE IT RESOLVED** that the Board of Education acknowledges and accepts the certification from the Board Secretary that as of month ending September 30, 2016, 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.
4. **BE IT FURTHER RESOLVED** that the Wyckoff Board of Education acknowledges that it receives and accepts the report of the School Business Administrator/Board Secretary for the month ending September 30, 2016 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.

- 5. **BE IT RESOLVED** to approve the budgetary transfers as per attached.
- 6. To approve the acceptance of gifts as per attached.
- 7. To authorize the Superintendent to submit the Chapters 192/193 - Report of Nonpublic Auxiliary and Handicapped Services for 2016-2017 funding.
- 8. To acknowledge the award of the 2016 Bergen County Utilities Authority (BCUA) Environmental Awareness Challenge Grant in the amount of \$1,000 to *Beth Fischer*, PTO Environment Committee Chairperson, Sicomac Elementary School, as per attached.
- 9. To approve the funding Chapter 192/193 services for the 2016-2017 school year as follows:

Program	Initial Entitlement	Prior Funding Approved	Additional Funding This Request	Total Entitlement to Date
Compensatory Education	96,746			96,746
English as a Second Language	2,741		2,741	5,482
Transportation	15,300			15,300
Exam & Class – Initial	28,977			28,977
Exam & Class – Annual	11,191			11,191
Corrective Speech	21,204			21,204
Supplementary Instruction	32,957		5,493	38,450
Total Award	209,116	-	8,234	217,350

- 10. To accept the Comprehensive Annual Financial Report (CAFR) and Auditors' Management Report (AMR), with no audit recommendations, for the fiscal year ending June 30, 2016, as prepared by the firm of Lerch, Vinci & Higgins, Certified Public Accountants, as per N.J.S.A. 18A:23-5.
- 11. To authorize the Business Administrator to sign the Risk Management Consultant Professional Services Agreement appointing Arthur J. Gallagher Risk Management Services, Inc. as the Board's Risk Management Insurance Consultant to the Northeast Bergen County School Board Insurance Group per the attached.

12. To authorize the Business Administrator to sign the BoardDocs End User Agreement between the Wyckoff Board of Education and Emerald Data Solutions, Inc. for a web based paperless board meeting program, board and staff training and support as per attached.
13. To accept and approve the increase in Nonpublic Nursing Aid and Technology Aid for the 2016-2017 school year as follows:

Program	Original Budget Amount	Additional State Aid	Total Entitlement to Date
Nonpublic Nursing	29,160	9,630	38,790
Nonpublic Technology	7,900	2,994	10,894

B. OPERATIONS AND MANAGEMENT

1. To approve the installation by Crystal Clear Glass of dusted vinyl window coating treatments on eighteen Eisenhower hallway windows, at a cost of \$14,800 purchased through the Educational Data Consortium.
2. To approve the proposal for a maintenance inspection on the (3) AERCO Benchmark boilers located at the Sicomac Elementary School and the (3) Benchmark Boilers located at the Eisenhower Middle School at a total cost of \$2,450 as per attached.
3. **WHEREAS**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Wyckoff School district are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Wyckoff School district hereby authorizes the school business administrator to submit the attached Comprehensive Maintenance Plan for Wyckoff School district in compliance with Department of Education requirements.

4. To acknowledge the 2016 Emergency Bus Evacuation Drills which took place in all Wyckoff District Schools between September 20, 2016 and October 6, 2016 as per attached.
5. To amend Item VII.B.3 OPERATIONS AND MANAGEMENT of the September 19, 2016 Regular Business Meeting to read as follows:

To approve the following Eisenhower Middle School STEM Lab change orders in the total amount of \$12,638.97 resulting in an adjusted allowance of \$0

remaining. The total Contract Sum is increased by \$2,638.97 and is now \$379,138.97:

1	8/1/2016	Re-routing of Drain Line Location @ Door # 304	\$5,011.84
2	8/24/2016	Revision of Return and Supply Duct Elevation	\$2,492.25
3	8/24/2016	Change Flooring Back to VET from VCT	\$2,000.00
4	8/24/2016	Repairs and Extension of Ceiling Grid	\$1,431.59
5	8/24/2016	Modification of Door Opening #304 Due to Re-routing of Roof Drain	\$1,703.29

6. To approve the Addendum to Application and Agreement for Use of Public School Facilities by the Torpedoes Soccer Club as per attached.
7. To revoke the following agenda item from the July 18, 2016 Regular Business Meeting Agenda:

ITEM VI.B.1 OPERATIONS AND MANAGEMENT

To approve the following Washington School HVAC change order in the total amount of \$5,250 resulting in an adjusted contract sum of \$807,850.

1	7/13/2016	Additional steel supports on the first floor AC units	\$ 5,250
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8. To revoke the following agenda item from the August 29, 2016 Regular Business Meeting Agenda:

ITEM VI.B.3 OPERATIONS AND MANAGEMENT

To approve the following Washington School HVAC Upgrade Change Order in the total amount of \$13,015 resulting in an adjusted allowance of \$26,735 remaining. The total contract sum is \$802,600.

1	8/27/2016	Cost of supplies and installation of new rails and flash for future a/c work.	\$13,015.00
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9. To approve the following change orders with regard to the HVAC Upgrades at Washington Elementary School:

CO #	Explanation	Amount
GC-01 (Amended)	Additional steel supports on the first floor AC units	5,250
GC-02	Supply and install new rails and flash for the future A/C work	13,015
GC-03	Honeywell Controls Unitary controller and transformer assembly	12,430
(Amended)	Allowance #1	(10,000)
	Allowance #2	(5,000)
	Allowance #3	(45,000)
	Total Change Orders	(29,305)
	Original Contract Sum	802,600
	Adjusted Contract Sum	773,295

C. PERSONNEL

The Superintendent's recommendation in regard to personnel matters:

1. To accept, with regret, the resignation for retirement purposes of *Joanne Valenti*, Special Education Aide, Sicomac School, effective December 31, 2016.
2. To accept, with regret, the resignation of *Vicki Kalpagian*, Special Education Aide, Coolidge School, effective pending the hiring of replacement.
3. To approve the appointment, and submission of proposed contract to the County Office, of *Patricia Salvati*, School Business Administrator/Board Secretary, at an annual prorated salary of \$150,000 for the period February 1, 2017 through June 30, 2017.
4. To approve the appointment of *Katelyn Fabiano*, Leave Replacement Grade 5 Teacher, Coolidge School, B.A. Step 1, \$51,331 pro-rated, with an approximate start date of November 21, 2016 through an approximate end date of June 30, 2017
5. To approve the appointment of *Maritza Torres*, Bilingual Aide, Eisenhower Middle School, \$20.30 per hour, 33.75 hours per week, with an effective start date pending clearance of required documents, through June 30, 2017.
6. To approve the appointment of *Christine Smith*, Leave Replacement Guidance Counselor/Social Worker, Eisenhower Middle School, B.A. Step 1, \$51,331 pro-rated, with an effective start date pending clearance of required documents through an approximate end date pending return of Staff Member #4298 from medical leave.
7. To approve *Beth Lowry* as a Substitute Bus Aide at her hourly rate for the 2016-2017 school year.

8. To approve the parental leave request of Staff Member #4895 with an approximate start date of January 3, 2017 through an approximate end date of June 30, 2017.
9. To approve the parental leave request of Staff Member #4335 with an approximate start date of February 13, 2017 through an approximate end date of June 30, 2017.
10. To approve the parental leave request of Staff Member #5059 with an approximate start date of January 23, 2017 through an approximate end date of June 30, 2017.
11. To approve the extension of the parental leave request of Staff Member #4718 for an additional month with an approximate end date of December 1, 2016.
12. To approve the extension for an additional month of the appointment of *Elizabeth Brown* as a Leave Replacement Grade 5 Teacher, Lincoln School, B.A. Step 1, \$51,331 pro-rated with an approximate end date of December 1, 2016.
13. To affirm the proposed 2016-2017 Superintendent Merit Bonus Action Plans for submission to the Executive County Superintendent of Schools for approval of merit bonus criteria as per attached.
14. To approve the 2016-2017 Substitute List as per attached.

D. INSTRUCTION AND PROGRAM

1. To approve the costs associated with the out-of-district placements as per attached.
2. To approve the Wyckoff School District Nursing Services Plan for the 2016-2017 school year as per N.J.A.C. 6A:16-2.1 through 2.5 as per attached.
3. To approve the adoption and implementation of Grades 6-8 Science Curriculum aligned to the New Jersey Student Learning Standards (NJSLS-S 6-8).
4. To approve the selection and administration of the CogAT test during the 2016-2017 school year as per attached.
5. To approve the Field Trip List for the 2016-2017 school year as per attached.
6. To authorize the Business Administrator to sign the Consulting Services Agreement between the Wyckoff Board of Education and The College of New Jersey for consulting services designed to assist educators in delivering science, technology, engineering and mathematics (STEM) instruction to students, including materials, supplies and digital resources for participants at a total cost of \$1,750.
7. To approve the agreement with the Department of Children and Families, Office of Education for reimbursement of placement costs of Student #739622 to attend Chapel Hill Academy for the period of July 1, 2016 through June 30, 2017.

E. GOVERNANCE

1. To approve in accordance with Board Policies #0147, #3440 and #4440, 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. **WHEREAS**, Patrick Stephen Gunn, attended the Wyckoff Public Schools; and

WHEREAS, Patrick Stephen Gunn began as a Tiger Cub in Pack 198, progressed through the ranks of Wolf, Bear, and Webelo, earned his Arrow of Light Award, bridged to Troop 89 where he held several leadership positions including Den Chief, Assistant Patrol Leader, Guide, and Assistant Senior Patrol Leader; and

WHEREAS, Patrick Stephen Gunn's Eagle Project was creating a bird and butterfly garden with an adjacent outdoor classroom for a school for students with special needs; and

WHEREAS, Patrick Stephen Gunn served with distinction; and

WHEREAS, Patrick Stephen Gunn has demonstrated being trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean and reverent; now

THEREFORE, BE IT RESOLVED, that the members of the Wyckoff Board of Education express their appreciation in recognition of his high standards of performance to Patrick Stephen Gunn for his attainment of the Eagle Scout Award; and

BE IT FURTHER RESOLVED, that the members of the Wyckoff Board of Education present Patrick Stephen Gunn with a framed copy of this resolution as an expression of their appreciation; and

BE IT FURTHER RESOLVED, that a copy of the resolution be recorded in the minutes of this meeting.

4. To approve the 2016 Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials pursuant to N.J.A.C. 6A:16-6.2(b)14.
5. To affirm the accuracy of the responses relative to the Statement of Assurances (SOA) for School Year 2016-2017 as presented by the Superintendent of Schools as per New Jersey Quality Single Accountability Continuum (NJQSAC)

Roll Call Vote:

Della Pietra —YES Farcy —YES Francin — YES Martone - YES

Mamola — ABSENT Nico — YES Taneja — ABSENT

VII. COMMUNICATION FROM PUBLIC - None

VIII. NEW BUSINESS ITEMS – None

Mr. Francin mentioned that a Private Executive Session will be held immediately following the adjournment of the Regular Business Meeting and that no action will be taken.

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:

November 14, 2016

Work Session @ 6:30 pm

Regular Business Meeting @ 7:00 pm

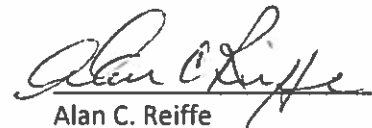
Eisenhower Middle School, 344 Calvin Court, Wyckoff, New Jersey 07481

Anticipated Agenda Items:

- a. Anticipated Opening of STEM Lab
- b. Capital Expenditure Projects Presentation
- c. Summer School Update

X. ADJOURNMENT

The meeting adjourned at 8:05 PM. and the Board went into Private Executive Session.



Alan C. Reiffe

Business Administrator/

Board Secretary