



**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

**MEETING MINUTES
12/16/2015**

The Regular Meeting of the Board of Education of the Borough of Totowa was held at Washington Park School Media Center, 10 Crews Street, Totowa, New Jersey on December 16, 2015.

1. Call to Order

President Ruocco called the meeting to order at 6:00 P.M. and led all present in the salute to the flag and remain standing for a moment of silence for our past and present troops.

2. Roll Call

Members Present: Mr. Bierach, Ms. Carr, Ms. DeCeglie, Mr. Ferraro, Mr. Kerwin, Mr. Reynoso

Ms. Ruocco, and Mr. Schaffer

Members Absent: Mr. Guarneri

Also Present: Patricia Capitelli, Superintendent of Schools

Vincent Varcadipane, School Business Administrator/Board Secretary

Also Present: Raymond B. Reddin, Board Attorney

3. Open Public Meeting Notice

The following statement was read by Mr. Varcadipane:

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, the Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Municipal Building and notice was mailed to the North Jersey Herald News and The Record.

4. Public to be Heard

Mrs. Barone of Woodland Park, a girl show White X parent, wanted to come and thank the board for the use of the facilities for Girl Show practices. She also wanted to request if there were other dates past February 6, 2016 that the facilities could be used. Ms. Ruocco informed Mrs. Barone that the board will take her request under consideration.

There was no other public to be heard.



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5. Professional Days

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submitted Professional Days as per the attached.

6. Harassment, Intimidation and Bullying Report for November 2015

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submitted HIB report as per the attached.

7. 2016-2017 Application for State School Aid

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board retroactively approve the submission of the 2016-2017 Application for State School Aid (ASSA) to the New Jersey State Department of Education via the DOENET on Tuesday, December 1, 2015.

8. ABA Home Programming

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board approve two (2) hours of ABA home programming per week at the rate of \$50 per hour and one (1) hour consultation per month at the rate of \$50 per hour for student #PS158 beginning Tuesday, December 21, 2015 for the 2015-2016 school year.

9. ABA Home Programming Consultation

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board retroactively approve the addition of one (1) hour of ABA home programming consultation per month at the rate of \$50 per month for student #15-16-75 beginning Thursday, October 15, 2015 for the 2015-2016 school year.

10. "Handle with Care"

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board approve hosting the Handle with Care restraint training for Passaic County Special Education Programs at Memorial School on Friday, January 8, 2016, Monday, January 11, 2016, Tuesday, January 12, 2016 and Wednesday, January 13, 2016.



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11. Policy & Regulation Adoption 1240 - Evaluation of Superintendent

The Superintendent presents to the Board mandated Policy & Regulation 1240 - Evaluation of Superintendent. (see attached)

The Superintendent recommends the Board approve mandated Policy & Regulation 1240 - Evaluation of Superintendent.

12. Policy & Regulation Adoption 3221 - Evaluation of Teachers

The Superintendent presents to the Board mandated Policy & Regulation 3221 - Evaluation of Teachers. (see attached)

The Superintendent recommends the Board approve mandated Policy & Regulation 3221 - Evaluation of Teachers.

**13. Policy & Regulation Adoption 3222 - Evaluation of Teaching Staff Members,
Excluding
Teachers and Administrators**

The Superintendent presents to the Board Policy & Regulation 3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators. (see attached)

The Superintendent recommends the Board approve Policy & Regulation 3222 - Evaluation of Teaching Staff Members, Excluding Teacher and Administrators.

**14. Policy & Regulation Adoption 3223 - Evaluation of Administrators, Excluding
Principals, Vice Principals, and Assistant Principals**

The Superintendent presents to the Board mandated Policy & Regulation 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals. (see attached)

The Superintendent recommends the Board approve mandated Policy & Regulation 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals.

**15. Policy & Regulation Adoption 3224 - Evaluation of Principals, Vice Principals, and
Assistant Principals**

The Superintendent presents to the Board mandated Policy & Regulation 3224 - Evaluation of



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Principals, Vice Principals, and Assistant Principals. (see attached)

The Superintendent recommends the Board approve mandated Policy & Regulation 3224 - Evaluation of Principals, Vice Principals, and Assistant Principals.

16. Policy Adoption 343.1 - Family Leave

The Superintendent presents to the Board mandated Policy 343.1 - Family Leave. (see attached)

The Superintendent recommends the Board approve mandated Policy 343.1 - Family Leave.

17. Policy Adoption 443.1 - Family Leave

The Superintendent presents to the Board mandated Policy 443.1 - Family Leave. (see attached)

The Superintendent recommends the Board approve mandated Policy 443.1 - Family Leave.

18. Policy Adoption 5337 - Service Animals

The Superintendent presents to the Board new Policy 5337 - Service Animals. (see attached)

The Superintendent recommends the Board approve new Policy 5337 - Service Animals.

19. Policy Adoption 5516 - Use of Electronics Communication and Recording Devices

The Superintendent presents to the Board mandated Policy 5516 - Use of Electronics Communications and Recording Devices (ECRD). (see attached)

The Superintendent recommends the Board approve mandated Policy 5516 - Use of Electronics Communications and Recording Devices (ECRD).

20. Discontinue Services - AJL Therapy

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board retroactively approve the discontinuation of services with AJL Therapy for Kids, who provided Occupational Therapy services at Memorial School. The last date of services was Wednesday, December 16, 2015.

21. Use of Facilities - P.T.O. 3rd & 4th Grade Social



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The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O. Social committees as follows:

3rd & 4th Grade Social - Thursday, March 24, 2016
Washington Park School Cafeteria 6:00 p.m. to 9:00 p.m.

The P.T.O. is also requesting the use of four (4) tables at the event.

22. Spring 2016 Student Teaching Placement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Student Teaching Placement for Ms. Kelly Hennion, a student at St. Joseph's University, beginning on Tuesday, January 19, 2016 through Friday, April 29, 2016. Ms. Hennion will be placed in Ms. Cheryl Zambrano's third grade classroom.

23. Use of Facilities - Girls Show

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the use of the Washington Park School Gymnasium, for Passaic Valley High School

Girls Show White Exercise practice as follows:

Saturday, January 9, 2016 - 8:00 a.m. to 11:00 a.m.
Saturday, January 16, 2016 - 8:00 a.m. to 11:00 a.m.
Saturday, January 23, 2016 - 8:00 a.m. to 11:00 a.m.
Saturday, January 30, 2016 - 8:00 a.m. to 11:00 a.m.
Saturday, February 6, 2016 - 8:00 a.m. to 11:00 a.m.

Passaic Valley High School must provide a Certificate of Insurance indicating the they carry liability insurance with limits of \$1,000,000 (combined bodily injury and property damage limit) and naming the Board of Education as additional insured.

Motion for approval of items 5-23

MOTION: Mr. Kerwin
SECONDED: Mr. Ferraro
VOTE: Unanimous



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24. Informational

Fire Drills

Fire Drills have been held in accordance with Administrative Code as follows:

Washington Park School

Wednesday, November 4, 2015(FD)

Friday, November 20, 2015(A.S.)

Memorial School

Wednesday, November 4, 2015(FD)

Friday, November 20, 2015(A.S.)

Holiday Concerts

Tree Lighting - Concert

PARCC Scores

PVHS Education Foundation Grant

Nations Night

Dates for Your Information

Dec. 18	Paperless Mid-Marking Period Reports Online Gr. 5-8 only
Dec. 22	One Session Day - 1:20 p.m. Dismissal
Dec. 23-31	Winter Recess - Schools Closed
Jan. 1	Winter Recess - Schools Closed
Jan. 4	Schools Reopen
Jan. 18	Martin Luther King Day - 1:20 p.m. Dismissal (Staff Workshop)
Jan. 20	Board of Education Meeting - WPS 7:00 p.m.

Use of Facilities - January

Jan. 4	PTO	Executive Board Meeting (WPS)
Mon.-Fri.	PAL	Basketball and Hockey (WPS / MS)
Sat.	PVHS	Girls Show (WPS)
Weds.	VITAL	Men's Basketball

Attachments:

Correspondence:

Robert E. Corrado - Patricia Capitelli (Boro of Totowa Ordinance No. 18-2015)



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John Sole - Michael R. DeLeon (Thank You - Steered Straight)

News Articles:

Time for Fun and Games

News Articles:

The Smart Dog - November 2015 Volume 3, Issue 2

Reports:

Discipline Report

25. Committee Reports

Ms. Ruocco said committee meetings were held, there was a discussion on personnel and buildings and grounds.

26. Executive Session

A request for executive session was made to discuss personnel matters and other business excluded from the Open Public Meeting by Law. The Board entered executive session at 6:25 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel matters. The discussion will last approximately thirty (30) minutes and no action will be taken.

Motion for approval of item 26

MOTION: Mr. Schaffer

SECONDED: Mr. Ferraro

VOTE: Unanimous

The Board returned from executive session at 7:02 p.m.

27. Substitute Teachers

The Superintendent recommends the Board approve the following substitute teachers submitted by the Substitute Registry:

Priority I

Sanita, Lorena

Waters, Mariel

Priority II



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Christoforatos, Carmela
Cordoba, Nuria
Deluca, Adriana Carmel
Dominianne, Gina M.
Hawks, Dora L.
Nissen-Green, Erin L.
Polanco, Eileen

28. ABA Home Program Services

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board retroactively approve Jessica Paventa as an ABA Home Programming provider for the 2015-2016 school year with payment to be made through Passaic County Educational Services Commission.

29. Appointment - Gifted & Talented Instructors

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board appoint Gifted and Talented Instructors in grades 3- 4 during teacher planning time at the rate of \$25 per period as follows:

Grade 3 Cheryl Zambrano Grade 4 Maria Sagui

30. Appointment - Learning Disabilities Teacher - Consultant

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Amanda Znutas to the position of Learning Disabilities Teacher-Consultant (LDT-C) for the 2015-2016 school year beginning on or about Tuesday, February 16, 2016. She will be placed on MA Step-1 \$55,800 (prorated) of the contracted teacher salary guide.

31. Maternity/Child Care Leave of Absence - Trisha DiDio

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a maternity/child care leave of absence for Trisha DiDio as attached:

Ms. DiDio will begin her maternity/child care leave on or about Monday, February 8, 2016, through Friday, November 11, 2016 as per the following provisions:

1. Leave is granted without pay and benefits



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2. She will remain at Step-11 on guide for the 2017-2018 school year.

3. A. She will use Eighty-eight (88) accumulated sick/personal days from February

8,

2016 through the end of the school year on or about June 22, 2016.

B. Leave will start on Tuesday, September 6, 2016.

C. FMLA will be invoked from September 6, 2016 through November 11, 2016 - ten (10) weeks. Benefits will be retained in accordance with FMLA.

D. Her annual benefit contribution will be charged. Benefit costs will be incurred

by

Ms. DiDio for any further additional time absent outside the FMLA 10 week period.

32. Appointment - Permanent Substitute

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Gabriella Emmolo as a Permanent Substitute for Patricia Costello beginning Monday, January 4, 2016 through the end of the school year on or about Tuesday, June 21, 2016. Ms. Emmolo will be placed on Step-0 \$33,000 (prorated) with no sick/personal days or benefits.

33. Leave of Absence - Jennifer Deleon

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve a leave of absence for Jennifer Deleon, from Wednesday, December 16, 2015 through Friday, April 15, 2016. She will return to work on Monday, April 18, 2016.

34. Approval - LDT-C Internship

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Charisse Torres to complete her LDT-C Internship experience. Ms. Torres will complete ninety (90) hours under the supervision of Barbara Chichele.

35. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Cheryl Law as special education aide for the 2015-2016 school year beginning Thursday, December 17, 2015 at the rate of \$16.80 per hour.

36. Appointment - Substitute School Bus Driver



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The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. John Sole as substitute school bus driver for the 2015-2016 school year. Mr. Sole will be paid a salary of \$20 per hour for time outside of his scheduled hours.

37. Resignation - Jessica Fernandez

The Superintendent recommends the Board accept the resignation of Jessica Fernandez, Resource Teacher for the Totowa School District effective, Friday, December 11, 2015.

38. Appointment - Elementary Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Christina Padula to the position of Resource Teacher for the 2015-2016 school year beginning on Monday, January 4, 2016. Ms. Padula will be placed on BA Step-1 \$51,550 of the contracted teacher salary guide.

39. ABA Home Program Services

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board retroactively approve Carley Fleres as an ABA Home Programming provider for the 2015-2016 school year.

40. Appointment - Substitute Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Valerie D'Ambrosio as a substitute special education aide for the 2015-2016 School Year at the rate of \$16.80 per hour.

Motion for approval of items 27-40

MOTION: Mr. Schaffer
SECONDED: Mr. Reynoso
VOTE: Unanimous

41. Approval of Minutes - November 18, 2015 - Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of November 18, 2015 as presented.



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Motion for approval of item 41

MOTION: Mr. Ferraro
SECONDED: Mr. Kerwin
VOTE: Unanimous (Mr. Reynoso and Mr. Schaffer abstained)

42. Approval of Bills List – December

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the December Bills List as presented.

43. Acceptance of Financial Status Report – November

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of November 2015, as presented.

44. Monthly Financial Certification of the Board Secretary and the Board of Education – October

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2015-2016 budget have not been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

45. Acceptance of Bank Reconciliations – October

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Bank Reconciliations for the month of October 2015, as presented.

46. Acceptance of Board Secretary Report – October

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Board Secretary Report for the month of October 2015, as presented.

47. Acceptance of Treasurer of School Monies Report – October



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The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of October 2015, as presented.

48. Acceptance of Financial Summary Report – October

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of October 2015, as presented.

49. Monthly Financial Certification of the Board Secretary and the Board of Education – November

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2015-2016 budget have not been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

50. Acceptance of Bank Reconciliations – November

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Bank Reconciliations for the month of November 2015, as presented.

51. Acceptance of Board Secretary Report – November

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Board Secretary Report for the month of November 2015, as presented.

52. Acceptance of Treasurer of School Monies Report – November

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of November 2015, as presented.

53. Acceptance of Financial Summary Report – November



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The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of November 2015, as presented.

54. Acceptance of Revenue Report – November

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of November 2015, as presented.

55. Approval of Line Item Budget Transfers – November

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following line item budget transfer for the month of November 2015, as presented. (See Attachment #1 Monthly Transfer Report)

56. Approval of Payment of Cafeteria Invoices

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve payment of the following cafeteria invoices.

<u>Vendor</u>	<u>Description</u>	<u>Check #</u>	<u>Amount</u>
Pomptonian 12,115.11	Invoice 912111315	1059	\$
Pomptonian 5,797.33	Invoice 912112015	1060	\$
Pomptonian 7,187.91	Invoice 912112715	1061	\$
Pomptonian 9,419.05	Invoice 912120415	1062	\$

57. Approval of Substitute Transportation Contract PCESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the two-week substitute transportation contract with Passaic County Education Services Commission, Wayne as follows:



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Route #	School	Contractor	Cost Per Route	Starting Date
WASPK 11/13/15	Washington Park/ Memorial School	Jersey Kids	\$2,010.00 + \$80.40	10/30/15-

58. Approval of Non-Monetary Taxable Item

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommended the Board approve a Non-Monetary taxable item, Apple Computer, to Mr. Colin Monahan.

59. Approval of Temporary Qualified Purchasing Agent

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommended the Board approve Mr. Vincent Varcadipane as the Totowa School District's Temporary Qualified Purchasing Agent.

Motion for approval of items 42-59

MOTION: Mr. Kerwin

SECONDED: Mr. Ferraro

VOTE: Unanimous (Mr. Bierach abstained on P.O. 16-1332 on #42 bills list, Ms. DeCeglie abstained on P.O. 16-1332 on #42 bills, Mr. Reynoso abstained on P.O. 16-1382 on #42 bills, and Mr. Schaffer abstained on P.O. 16-1332 on #42 bills)

60. Old Business

There was no old business.

61. New Business

There was no new business.

62. Hearing and Petition of Citizens

Ms. Ruocco addressed the earlier request for more dates for Girl Show to use the District's facilities. Ms. Ruocco informed Mrs. Barone the school play was earlier this year and they have the use of the facilities. If there are any scheduling changes Mrs. Barone would be notified.



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63. Other Matters of a Timely Nature

There were no other matters of a timely nature.

64. Adjournment

Upon motion by Mr. Schaffer and seconded by Mr. Reynoso this meeting was adjourned at 7:15 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary