# BOARD OF EDUCATION
# BOROUGH OF TOTOWA

## MEETING MINUTES

01/17/2018

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 January 17, 2018.

### 1. Call To Order

President Ruocco called the meeting to order at 7:04 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: | Ms. Antonucci, Mr. Bierach, Ms. Carr, Ms. DeCeglie, 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 |
| | Mr. 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

There was no public to be heard.

Ms. Capitelli read a resolution to the Board acknowledging all of their hard work and dedication. The resolution was read in honor of Board recognition month.

**5. Special Education Medicaid Initiative (SEMI) Program**

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve submission of a waiver from participation in the Special Education Medicaid Initiative (SEMI) Program for the 2018-2019 school year based on the Totowa School District having less than forty (40) eligible students enrolled, however, the district will continue to participate with the waiver.

**6. Appointment - School Safety Specialist**

The Superintendent recommends the Board appoint Lauren Terranova as the School Safety Specialist for the 2017-2018 school year.

**7. Augmentative Assistance Device Evaluation**

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the Augmentative Device Evaluation for student #21162 on March 26, 2018, at Children's Specialized Hospital, Mountainside, NJ, at the rate of $713.

**8. Smile Train**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve participation in the fundraiser, *Smile Train,* sponsored by the fourth grade staff and students in conjunction with Nations Night. Smile Train is an international children's charity with a sustainable approach to a single, solvable problem: cleft lip and palate.

**9. Environmental Education Outreach Program**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Turtle Back Zoo Outreach Program to visit the TPK on Friday, April 13, 2018, for two shows at 10:00 A.M. and 11:00 A.M. The topic of the program is "Animal Coverings". The program will be paid for by the Totowa PTO Cultural Arts funds.

**10. Special Education Parent Meeting**

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the change of date for the Special Education Parent meeting from Tuesday, May 8, 2018, to Wednesday, May 9, 2018.

**11. Student Appreciation Day**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Student Appreciation Day at Washington Park School to be held on Friday, June 1, 2018.

**12. Inclement Weather Day**

The Superintendent recommends the Board retroactively approve the following inclement weather day:

Thursday, January 4, 2018

**13. Delayed Opening**

The Superintendent recommends the Board retroactively approve the following delayed opening due to inclement weather:

Friday, January 5, 2018

**14. Bylaw Adoption 0169.02 - Board Member Use of Social Networks**

The Superintendent presents to the Board the first read of the new Bylaw 0169.02 - Board Member Use of Social Networks.

**15. Policy Revision 3437 - Military Leave**

The Superintendent presents to the Board the first read of the revisions to Policy 3437 - Military Leave.

**16. Policy Revision 4437 - Military Leave**

The Superintendent presents to the Board the first read of the revisions to Policy 4437 - Military Leave.

**17. Policy Adoption 5516.01 - Student Tracking Devices**

The Superintendent presents to the Board the first read of the new Policy 5516.01 - Student Tracking Devices.

**18. Regulation Revision 7101 - Educational Adequacy of Capital Projects**

The Superintendent presents to the Board the first read of the revisions to Regulation 7101 - Educational Adequacy of Capital Projects.

**19. Policy Adoption 7425 - Lead Testing of Water in Schools**

The Superintendent presents to the Board the first read of the new Policy 7425 - Lead Testing Water in Schools.

**20. Policy & Regulation Revision 7440 - School District Security**

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation 7440 - School District Security.

**21. Policy & Regulation Revision 7441 - Electronic Surveillance in School Buildings and on School Grounds**

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation 7441 - Electronic Surveillance in School Buildings and on School Grounds.

**22. Policy Revision 8507 - Breakfast Offer Versus Serve (OVS)**

The Superintendent presents to the Board the first read of the revisions to mandated Policy 8507 - Breakfast Offer Versus Serve (OVS).

**23. Policy Revision 8630 - Bus Driver/Bus Aide Responsibility**

The Superintendent presents to the Board the first read of the revisions to mandated Policy 8630 - Bus Driver/Bus Aide Responsibility.

**24. Regulation Revision 8630 - Emergency School Bus Procedures**

The Superintendent presents to the Board the first read of the revisions to mandated Regulation 8630 - Emergency School Bus Procedures.

**25. Policy Adoption 9242 - Use of Electronic Signatures**

The Superintendent presents to the Board the first read of the new Policy 9242 - Use of Electronic Signatures.

**26. Use of Facilities - Tricky Tray**

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

Tricky Tray Basket Drop Off & Ticket Sales
Washington Park School Front Foyer Monday, February 12, 2018
6:00 P.M. to 8:00 P.M.

They are also requesting the use of two (2) tables and four (4) chairs.

**27. Boston Trip Parent Meeting**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Boston Trip Parent Meeting to be held on Tuesday, February 13, 2018, in the Washington Park School Cafeteria at 7:00 P.M.

Motion for approval of items 5-27

MOTION: Ms. DeCeglie
SECONDED: Mr. Schaffer
VOTE: Unanimous

**28. Informational**

**Fire Drills**

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

| Washington Park School | Memorial School |
|---|---|
| *Friday, December 1, 2017(FD)* | *Friday, December 1, 2017(FD)* |
| *Thursday, December 14, 2017* | *Tuesday, December 19, 2017* |
| *(Shelter in Place)* | *(Active Shooter)* |

**1. QSAC**

**2. CUMAC Donations**

**4. Library Initiative**

**6. Education Internship Program**

**Dates for Your Information**

| | |
|---|---|
| Jan. 19 | 2nd Marking Period Closes |
| Jan. 22 | 3rd Marking Period Begins |
| Jan. 23 | Kindergarten Roundup - MS 7:00 P.M. |
| Jan. 24 | Kindergarten Roundup Snow Date - MS 7:00 P.M. |
| Jan. 26 | Paperless Report Cards Issued |
| Feb. 7 | Unplugged Concert - WPS 7:00 P.M. |
| Feb. 13 | Boston Trip Parent Meeting 7th Grade - WPS 7:00 P.M. |
| Feb. 15 | Staff Workshop - 1:20 P.M. Dismissal |
| Feb. 16-19 | Mid-Winter Break - Schools Closed |
| Feb. 21 | Board of Education Meeting - WPS 7:00 P.M. |

**Use of Facilities - February**

| | | |
|---|---|---|
| Jan. 30-Feb. 1 | PTO | Book Fair (MS / WPS) |
| Feb. 5 | PTO | Executive Board Meeting (WPS) |
| Feb. 6 | PTO | Executive Board Meeting Snow Date |
| Feb. 15 | PTO | 3rd & 4th Grade Social (WPS) |
| Feb. | PAL | Basketball (WPS / MS) |
| Weds. | VITAL | Men's Basketball (MS) |

**Attachments:**

**Correspondence:**

Rose A. Peligri, Major Gifts Officer/Community Food Coalition Coordinator - Mr. Compel (Thank you - Donation of Hats, Gloves & Scarves)

**Programs:**

*"A Winter Concert"*

**Reports:**

Discipline Report

**29. Committee Reports**

Ms. Ruocco said committee meetings were not held.

**30. 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 7:15 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately (45) forty five minutes to (1) hour and no action will be taken.

Motion for approval of item 30

MOTION: Ms. DeCeglie
SECONDED: Mr. Schaffer
VOTE: Unanimous

The Board returned from executive session at 8:05 P.M.

**31. Substitute Teachers**

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

Priority I

Reddin, Michael J.

Priority II

Ballou, Elida Lucilarotz
Elsaadany, Mariem
Hamad, Ghadeerg
Havlin, Catherine B.
Hussain, Md Mahmud
Lombardi, Angela
Mainella, Gina
Makthedar, Meera
Valer, Lorena

**32. Appointment - Custodial Engineer**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Fernando Pagan as Custodial Engineer for the 2017-2018 school year. Mr. Pagan will begin on or about Monday, January 22, 2018, at a salary of Step -1 $36,000 (prorated) of the contracted custodial salary guide until June 30, 2018. He will remain on Step-1 for the 2018-2019 school year.

**33. Appointment - Special Education Aide**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively appoint Ms. Phyllis Paventa as a Special Education Aide for the 2017-2018 school year, beginning on Monday, January 8, 2018, at the rate of $16.80 per hour.

**34. Revision to Maternity/Child Care Leave of Absence - Rachael Isenhour**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised maternity/child care leave of absence for Rachael Isenhour.

Ms. Isenhour will began her maternity/child care leave on Tuesday, September 5, 2017, through Friday, March 23, 2018, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-10 on guide for the 2018-2019 school year.
3. A. She will use fourteen (14) accumulated sick/personal days from Tuesday, September 5, 2017, through Friday, September 22, 2017.
   B. Leave will start on Monday, September 25, 2017.
   C. FMLA will be invoked from Monday, September 25, 2017, through approximately Friday, December 15, 2017, - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Ms. Isenhour will be on unpaid leave from Monday, December 18, 2017 through Friday, March 23, 2018. She will return to work on Monday, March 26, 2018.
   E. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Isenhour for any further additional time absent outside the FMLA 12 week period.

**35. Revision - Maternity Leave Replacement**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Cristina Romer as a Maternity Leave Replacement for Ms. Rachael Isenhour beginning on Monday, October 23, 2017, through Monday, March 26, 2018. Ms. Romer will be placed on Step -0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

**36. Revision - Maternity Leave Replacement**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Alyssa DeMauro as a Maternity Leave Replacement for Ms. Marissa Abbaleo beginning Tuesday, September 5, 2017, through Monday, April 9, 2018. Ms. DeMauro will be placed on Step -0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

**37. Approval - Maternity Leave Replacement**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Jaclyn Marotta as a Maternity Leave Replacement for Ms.Tina Fulco beginning Thursday, February 1, 2018, through approximately Friday, June 22, 2018. Ms. Marotta will be placed on Step -0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

**38. Appointment - Special Education Aide**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Brielle M. Johnston as a Special Education Aide for the 2017-2018 school year, beginning on or about Monday, January 29, 2018, at the rate of $16.80 per hour.

Motion for approval of items 31-38

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

**39. Approval of Minutes- December 13, 2017 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of December 13, 2017 as presented.

Motion for approval of items 39

MOTION: Mr. Reynoso
SECONDED: Ms. DeCeglie
VOTE: Unanimous

**40. Approval of Bills List – January**

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

**41. Acceptance of Financial Status Report – June Final**

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of June 2017 final, as presented.

**42. Monthly Financial Certification of the Board Secretary and the Board of Education – June Final**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2016-2017 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.

**43. Acceptance of Board Secretary Report – June Final**

The Superintendent in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Board Secretary Report for the month of June 2017 final, as presented.

**44. Acceptance of Treasurer of School Monies Report – June Final**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of June 2017 final, as presented.

**45. Acceptance of Financial Summary Report – June Final**

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of June 2017final, as presented.

**46. Approval of Line Item Budget Transfers – June Final**

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 June 2017 final, as presented. (See Attachment #1 Monthly Transfer Report)

**47. Acceptance of Revenue Report – June Final**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of June 2017 final, as presented.

**48. Acceptance of Financial Status Report – December**

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of December 2017, as presented.

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

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2017-2018 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 – December**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of December 2017, as presented.

**51. Acceptance of Board Secretary Report – December**

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of December 2017, as presented.

**52. Acceptance of Treasurer of School Monies Report – December**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of December 2017, as presented.

**53. Acceptance of Financial Summary Report – December**

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of December 2017, as presented.

**54. Approval of Line Item Budget Transfers – December**

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 December 2017, as presented. (See Attachment #2 Monthly Transfer Report)

**55. Acceptance of Revenue Report – December**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of December 2017, as presented.

**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.

| Vendor | Description | Check # | Amount |
|---|---|---|---|
| Pomptonian | Invoice 912120817 | 1179 | $ 19,688.37 |
| Pomptonian | Invoice 912121517 | 1180 | $ 6,314.46 |
| Pomptonian | Invoice 912111717 | 1181 | $ 8,945.57 |
| Pomptonian | Invoice 912112417 | 1182 | $ 15,487.07 |

**57. Approval of Payment – Totowa Education Foundation Reimbursement**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve check # 2839 to the Totowa Education Foundation for reimbursement in the amount of $542.50. This amount is a reimbursement for monies collected for the Totowa Kops 4 Kids.

**58. Approval of 2017-2018 IDEA Grant - Amendment**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the 2017-2018 IDEA Grant Amendment. Unexpended monies in the amount of $21,460.00 for basic and $351.00 for Pre-K for nonpublic monies from the 2016-2017 IDEA Grant will be allocated in the amended 2017-2018 IDEA Grant.

**59. Request for Proposal – Memorial School Tunnel Refurbishment**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve to receive bids for the refurbishment of the tunnel located at Memorial School.

**60. Approval of the 2018 School Election and Budget Calendar**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the 2018 School Election and Budget Calendar. (See attachment #3)

**61. Tuition Contract with Prospect Park Board of Education**

The Superintendent, in consultation with the Supervisor of Special Education, recommends the Board retroactively approve the contract with the Prospect Park Board of Education for placement of their student, #21376 in Washington Park School for the 2017-2018 school year at the rate of $81,799.56 plus $80 per hour for Physical Therapist services, $68.16 per hour for Occupational Therapy services, $64.29 per hour for Speech services, and $40.25 per day for a 3:1 aide, if needed. During ESY in the summer of 2017 the following extra service rates apply; $80.00 per hour for Physical Therapist services, $85.00 per hour for Occupational Therapy services, $49.46 per hour for Speech services and $40.25 per hour for a 3:1 aide, if needed.

**62. Approval of Designation of Places to Post Notices for Annual School Election**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following locations to post notices for the School Board Election held on April 17, 2018.

| | |
|---|---|
| Washington Park School | 10 Crews Street |
| Memorial School | 294 Totowa Road |
| Municipal Building | 537 Totowa Road |
| American Legion Hall | 180 Union Blvd. |
| Lincoln Ave. Firehouse | 93 Lincoln Ave. |
| Mitchell Ave. Firehouse | 22 Mitchell Ave. |
| Riverview Firehouse | 440 Riverview Drive |
| Totowa Community Center | 385 Union Blvd. |

**63. Approval of Polling Sites for Annual School Election**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the Passaic County Board of Elections approval to consolidate voting to the following polling site for the Annual School Election held on April 17, 2018.

| | | |
|---|---|---|
| District 1 & 2 | Washington Park School | 10 Crews Street |

Will include residents from districts 1,2,3,4,5,6

**64. Approval of Board Workers and Voting Machines for Annual School Election**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve six board workers at each district and two voting machines at each district for the Annual School Election held on April 17, 2018.

**65. Approval of Polling Hours – Annual School Election**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the polling hours for the Annual School Election to be held on April 17, 2018 from 3:00 P.M. to 8:00 P.M.

**66. Approval of Board Workers' Pay – Annual School Election**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve an hourly pay rate of $14.29 for the Annual School Election held on April 17, 2018.

Motion for approval of items 40-66

MOTION: Mr. Kerwin
SECONDED: Ms. Antonucci
VOTE: Unanimous (Mr. Bierach, Ms. DeCeglie, and Mr. Schaffer abstained from P.O. 18-1379 on #40 Bills List)

**67. Old Business**

There was no old business.

**68. New Business**

There was no new business.

**69. Hearing and Petition of Citizens**

There were no citizens to be heard.

**70. Other Matters of a Timely Nature**

There were no other matters of a timely nature.

**71. Adjournment**

Upon motion by Mr. Schaffer and seconded by Mr. Reynoso this meeting was adjourned at 8:11 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary