BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

01/18/2017

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 18, 2017.

1. Call To Order

President Ruocco called the meeting to order at 7:05 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.

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.

2. Roll Call

Members Present:	Ms. Carr, Ms. DeCeglie, Mr. Ferraro, Mr. Guarneri, Mr. Reynoso, Ms. Ruocco, and Mr. Schaffer
Members Absent:	Mr. Bierach, and Mr. Kerwin
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.

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 December 2016

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

7. 2016-2017 Electronic Violence and Vandalism Reporting System (EVVRS)

The Superintendent, in consultation with the Administrative Team, recommends the Board approve submission of the 2016-2017 biannual Electronic Violence and Vandalism Reporting System to the New Jersey State Department of Education as per the attached.

8. HIB Investigations, Trainings and Programs (HIB - ITP) Data Collection

The Superintendent, in consultation with the Administrative Team, recommends the Board approve submission of the biannual HIB Investigations, Trainings and Programs (HIB - ITP) Data Collection to the New Jersey State Department of Education as per the attached.

9. Special Education Medicaid Initiative (SEMI) Program

The Superintendent, in consultation with the Supervisor of Special Education, recommends the Board approve submission of a waiver from participation in the Special Education Medicaid Initiative (SEMI) Program for the 2017-2018 school year based on the Totowa School District having less than forty (40) eligible students enrolled.

10. ABA Home Programming

The Superintendent, in consultation with the Supervisor of Special Education, recommends the Board retroactively approve ABA Home Programming for the 2016-2017 school year at the rate of $50 per hour for the ABA instruction and $80 per hour for the Behaviorist Consultations as follows:

Student #20956 - Two (2) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #19018 - Two (2) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #19003 - One (1) 120-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #20161 - Four (4) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #20171- Two (2) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #20181 - Two (2) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #20909 - Two (2) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

11. Home Instruction

The Superintendent, in consultation with the Supervisor of Special Education, recommends, the Board retroactively approve home instruction for student #21275 beginning on Monday, January 9, 2017, for an undetermined amount of time as follows:

Instruction will not exceed ten (10) hours per week to be provided by AnnaMaria Kaca.

Occupational Therapy for one (1) hour per week to be provided by AJL Therapy for Kids, at the rate of $125 per hour.

Physical Therapy for one (1) hour per week to be provided by Pat Chesney, at the rate of $80 per hour.

Speech Therapy for one and one-half (1.5) hours per week to be provided by Kaitlin Nieglos at the rate of $49.46 per hour.

12. Job Description Revisions

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised Instructional Aide, Educational Support Aide and Special Education Classroom Aide job descriptions. (see attached)

13. Policy & Regulation Revision 1510 - Americans with Disabilities Act

The Superintendent presents to the Board the first read of the revisions to the mandated Policy & Regulation 1510 - Americans with Disabilities Act.

14. Policy Adoption 2415.30 - Title I - Educational Stability for Children in Foster Care

The Superintendent presents to the Board the first read of the new mandated Policy 2415.30 - Title I - Educational Stability for Children in Foster Care.

15. Policy & Regulation Adoption 2418 - Section 504 of the Rehabilitation Act of 1973 - Students

The Superintendent presents to the Board the first read of the new mandated Policy 2418 - Section 504 of the Rehabilitation Act of 1973 - Students.

16. Policy & Regulation Revision 5116 - Education of Homeless Children

The Superintendent presents to the Board the first read of the revised Policy & Regulation 5116 - Education of Homeless Children.

17. Policy Adoption 5330.04 - Administering an Opioid

The Superintendent presents to the Board the first read of new Policy 5330.04 - Administering an Opioid Antidote.

18. Policy & Regulation Revision 8330 - Student Records

The Superintendent presents to the Board the first read of the revised mandated Policy & Regulation 8330 - Student Records.

19. 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, January 31, 2017 in the Washington Park School Cafeteria at 7:00 P.M.

20. Field Trip

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following seventh and eighth grade field trip:

Volunteer for Special Olympics of NJ Mountain Creek, Vernon, NJ

Tuesday, February 7, 2017

This will be a group of approximately twenty-five (25) students who will leave Washington Park School approximately 9:00 A.M. and return to Washington Park School approximately 4:00 P.M. Transportation costs will be funded by the Special Olympics. Mr. Scully, Ms. Emerick, and Ms. Kristen Schermerhorn will be the chaperones.

21. 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 27, 2017
6:00 P.M. to 8:00 P.M.

The P.T.O. is also requesting the use of two (2) tables and six (6) chairs.

22. 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.

Motion for approval of items 5-22

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

23. Informational

Fire Drills

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

Washington Park School	Memorial School
Friday, December 16, 2016(AS)	*Friday, December 16, 2016(AS)*
Wednesday, December 21, 2016(FD)	*Wednesday, December 21, 2016(FD)*

Official 2015-2016 District and School Grades Report Issued by the New Jersey State Department of Education

QSAC

Technology Plan

Toni's Kitchen Donations

St. Francis of Assisi Spelling Bee

Upcoming Events

Dates for Your Information

Jan. 24	Kindergarten Roundup - MS 7:00 P.M.
Jan. 25	Kindergarten Roundup Snow Date - MS 7:00 P.M.
Jan. 27	2nd Marking Period Closes
Jan. 30	3rd Marking Period Begins
Feb. 3	Paperless Report Cards Issued
Feb. 8	Unplugged Concert - MS 7:00 P.M.
Feb. 15	Board of Education Meeting - WPS 7:00 P.M.

Use of Facilities - February

Feb. 6	PTO	Executive Board Meeting (WPS)
Jan. 31-Feb. 2	PTO	Book Fair (MS / WPS)
Feb.	PAL	Basketball and Hockey (WPS / MS)
Weds.	VITAL	Men's Basketball (MS)

Attachments:

Correspondence:

Robert H. Davis, Interim Executive County Superintendent of Schools - Ms. Capitelli (Congratulations - Technology Plan for Digital Learning Review)

Anne Mernin, Director of Outreach - Toni's Kitchen - Diane Emmolo & Washington Park School

News Articles:

Totowa Community, Santa Light Up Night at Holiday Event

Newsletters:

Totowa Torch - November - December 2016

The Smart Dog - December 2016 Volume 4, Issue 3

Reports:

Discipline Report

24. 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 7:14 p.m.

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

Motion for approval of item 24

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

The Board returned from executive session at 7:58 p.m.

25. Substitute Teachers

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

Priority I
Diaz, Jose
Vasilic, Stana

Priority II
Cifelli-Soto, Jennifer
Grundy, Ayse Bernadette
Montesano, Christina

26. Maternity/Child Care Leave of Absence - Sevilay Karca

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

Ms. Karca will begin her maternity/child care leave Wednesday, February 22, 2017 through the remainder of the 2016-2017 school year as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-7 on guide for the 2017-2018 school year.
3. A. She will use nineteen (19) accumulated sick/personal days from Wednesday, February 22, 2017, through Monday, March 20, 2017.
   B. Leave will start on Tuesday, March 21, 2017.
   C. FMLA will be invoked from March 21, 2017 through approximately June 20, 2017 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Karca for any further additional time absent outside the FMLA 12 week period.

27. Maternity/Child Care Leave - Tina DeRose

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a maternity/child care leave of absence for Tina DeRose. Ms. DeRose will begin her maternity/child care leave Monday, March 27, 2017 through the end of the the 2016-2017 school year. She will use approximately fifty-four (54) accumulated sick/personal days and will return to work on Tuesday, September 5, 2017.

28. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Mr. Steve Rodriguez as a Maternity Leave Replacement for Ms. Sevilay Karca beginning Monday, February 13, 2017 through the remainder of the 2016-2017 school year. Mr. Rodriguez will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

29. Appointment - Educational Stability for Children in Foster Care Contact Person

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Lauren Terranova as Educational Stability for Children in Foster Care Contact Person for the Totowa School District.

30. Appointment - District Homeless Liaison

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Nicki McGrane as the District Homeless Liaison for the Totowa School District.

Motion for approval of items 25-30

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

31. Approval of Minutes- December 14, 2016 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of December 14, 2016 as presented.

Motion for approval of items 31

MOTION: Ms. DeCeglie
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Ferraro and Mr. Schaffer Abstained)

32. 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.

33. 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 2016, as presented.

34. 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 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.

35. Acceptance of Bank Reconciliations – December

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Bank Reconciliations for the month of December 2016, as presented.

36. Acceptance of Board Secretary Report – December

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Board Secretary Report for the month of December 2016, as presented.

37. 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 2016, as presented.

38. 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 2016, as presented.

39. 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 2016, as presented. (See Attachment #1 Monthly Transfer Report)

40. 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 2016, as presented.

41. 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 912120916	1123	$ 15,068.31
Pomptonian	Invoice 912121616	1124	$ 6,827.74
Pomptonian	Invoice 912122316	1125	$ 10,875.05
Pomptonian	Invoice 912010617	1126	$ 14,050.88
BFA Foodservice Equip	Invoice 126926	1127	$ 2,756.94

Check# 1111 was inadvertently deposited by Pomptonian Food Services. The check was supposed to be for Advanced Septic Services Inc. for $175.00. The funds were returned to the Board of Education by Pomptonian in the form of a check #13115. Advanced was then issued a new check #1122 for the invoice previously approved and listed earlier.

42. Approval of Expenditures for the Provision of Security Services Nonpublic

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the expenditures for the provision of security services for St. Francis of Assisi. (See Attachment #2) St. Francis of Assisi was allocated $10,650.00 for security services, technology, and equipment. Any amount spent over the allocated amount will be reimbursed to the Totowa Board of Education by St. Francis of Assisi. The purchases will be made once approved and payment soon thereafter.

Motion for approval of items 32-42

MOTION: Mr. Reynoso
SECONDED: Mr. Guarneri
VOTE: Unanimous (Ms. DeCeglie and Mr. Schaffer abstained on P.O. 17-1379 on #32 bills list)

43. Old Business

There was no old business.

44. New Business

There was no new business.

45. Hearing and Petition of Citizens

There were no citizens to be heard.

46. Other Matters of a Timely Nature

There were no other matters of a timely nature.

47. Adjournment

Upon motion by Mr. Reynoso and seconded by Mr. Schaffer this meeting was adjourned at 8:05 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary