BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

01/20/2016

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 20, 2016.

1. Call to Order

President Ruocco called the meeting to order at 7:00 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. DeCeglie, Mr. Ferraro, Mr. Guarneri, Mr. Kerwin, Mr. Reynoso, Ms. Ruocco, and Mr. Schaffer
Members Absent:	Ms. Carr
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

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. 2015-2016 Electronic Violence and Vandalism Reporting System (EVVRS)

The Superintendent, in consultation with the Administrative Team, recommends the Board approve submission of the 2015-2016 biannual Electronic Violence and Vandalism Reporting System to the New Jersey State Department of Education as per the attached.

7. 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.

8. Restraint Training

The Superintendent, in consultation with the Administrative Team, recommends the Board approve restraint straining to be held on Monday, January 19, 2016 at Washington Park School from 2:00 p.m. to 4:00 p.m. for the following staff members:

Bryan Autore	Debra Barone	Patricia Cusack	Joe D'Amelio
Alycia Desmond	Maria Fasoli	Carly Fleres	Mark Giacchi
Kim Habig	Brittany Hoskins	Jessica Hoskins	AnnaMarie Kaca
Toni Malatesta	Gina McQuin	Maggie Morris	Kaitlin Nieglos
Michael O'Brien	Jessica Paventa	Silvia Povolo	Sam Roca
Brett Scully	Michael Todisco	Erica Wolpert	

9. Smile Train

The Superintendent, in consultation with the Administrative Team, recommends the Board approve 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.

10. Regulation Revision 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals

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

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

11. Project Unify Observation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Susan Colacello and Katelyn Sheridan, Directors of Project Unify within Special Olympics, to observe Brett Scully and our Project Unify program on Monday, January 25, 2016.

12 . Out of District Placement

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board approve placement of Student #0-30 at Lincoln Park School for an initial 30 day transfer in time frame; contract pending. Upon receipt of contract, transportation to be provided by Passaic County Educational Services Commission.

13. 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 Ticket Sales & Basket Drop Off
Washington Park School Front Foyer Monday, February 22, 2016
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.

Motion for approval of items 5-13

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

14. Informational

Fire Drills:

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

Washington Park School	Memorial School
Monday, December 7, 2015(FD)	*Monday, December 7, 2015(FD)*
Thursday, December 17, 2015(LD)	*Thursday, December 17, 2015(LD)*

NJ Dept. of Education 2014-2015 School Self-Assessment for Determining Grades

Upcoming Events

AMTNJ Math in Art Contest

St. Francis of Assisi Spelling Bee

Dates for Your Information

Jan. 26	Kindergarten Roundup - MS 7:00 p.m.
Jan. 27	Kindergarten Roundup Snow Date - MS 7:00 p.m.
Jan. 29	2nd Marking Period Closes
Feb. 1	3rd Marking Period Begins
Feb. 5	Paperless Report Cards Issued
Feb. 10	Unplugged Concert - MS 7:00 p.m.
Feb. 12-15	Mid Winter Recess - Schools Closed
Feb. 17	Board of Education Meeting - WPS 7:00 p.m.

Use of Facilities - February

Feb. 1	PTO	Executive Board Meeting (WPS)
Feb. 2-4	PTO	Book Fair (MS / WPS)
Feb.	PAL	Basketball and Hockey (WPS / MS)
Weds.	VITAL	Men's Basketball (MS)

Attachments:

News Articles:

Washington Park School is given "Play Unified" Award

Newsletters:

The Smart Dog - December 2015 Volume 3, Issue 3

Programs:

Winter Concert - Grade 1
Winter Concert - Grade 2
A Winter Concert - Grades 3-8 WPS

Reports:

Discipline Report

15. Committee Reports

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

16. 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 7:18 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 16

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

The Board returned from executive session at 8:15 p.m.

17. Substitute Teachers

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

Priority I
Crossman, Linda

Priority II
Daly, Kathleen Patricia
Dimova, Svetlana
Face, Jayme Lee
Melnick, Ashley
Samson, Jessica

18. Substitute Teacher

The Superintendent recommends the Board approve the following to receive their substitute teacher certification:

Priority III
Dellanno, Danielle, Totowa

19. Resignation - Berkis Castrol-Espinal

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Berkis Castrol-Espinal, Instructional Aide for the Totowa School District effective January 21, 2016.

20. Appointment - Temporary Elementary Education Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Kelly Salgado as Elementary Education Teacher for the 2015-2016 School Year at a salary of Step-0 $32,000 (prorated) beginning on or about Monday, February 1, 2016, with no sick/personal days or benefits.

21. Appointment - Part-time Speech Music Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Catherine DeLuccia as Part-time Music Teacher for the 2015-2016 School Year at a salary of Step-0 $16,500 (prorated) for seventeen and one-half (17.5) hours per week with no sick/personal days or benefits.

22. Appointment - Temporary Educational Support Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Ryan Gorny as Temporary Educational Support Aide for the 2015-2016 School Year. Mr. Gorny, a graduate of Montclair State University, will be paid $17.25 per hour.

23. Appointment - Temporary Educational Support Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Mervat Roufail as Temporary Educational Support Aide for the 2015-2016 School Year. Ms. Roufail, a graduate of New Jersey City University, will be paid $17.25 per hour.

24. Appointment - Temporary Educational Support Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Michael Todisco as Temporary Educational Support Aide for the 2015-2016 School Year. Mr. Todisco, a graduate of Montclair State University, will be paid $17.25 per hour.

25. Appointment - Temporary Educational Support Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Amerah Elshayeb as Temporary Educational Support Aide for the 2015-2016 School Year. Ms. Elshayeb, a graduate of Montclair State University, will be paid $17.25 per hour.

26. Appointment - Temporary Instructional Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Cristina Romer as a Temporary Instructional Aide for the 2015-2016 School Year. Ms. Romer has an standard Elementary Teacher K-5 certificate. She will be paid at the rate of $18.97 per hour.

27. Leave of Absence - Ashley Gaccione

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve a leave of absence for Ashley Gaccione, from Thursday, January 7, 2016 through Friday, April 1, 2016. She will return to work on Monday, April 4, 2016.

28. Rescind Action- 12/16/2015 Meeting Item # 13 - ABA Home Program Services

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board rescind the action of the December 16, 2015 meeting Item #13 ABA Home Programming Services.

29. 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.

30. Approval - Student Teacher Supervisor

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Patricia Capitelli as student teacher supervisor for Ms. Kelly Hennion.

31. Revision - Maternity/Child Care Leave of Absence - Maureen Saitta

The Superintendent, in consultation with the Administrative Team, recommends the Board approve revisions to the maternity/child care leave of absence for Maureen Saitta as attached:

Ms. Saitta will began her maternity/child care leave Wednesday, November 4, 2015, through Friday, March 18, 2016 as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-6 on guide for the 2016-2017 school year.
3. A. She will use Fifteen (15) accumulated sick/personal days from November 4, 2015 through November 30, 2015.
   B. Leave will start on Tuesday, December 1, 2015.
   C. FMLA will be invoked from December 1, 2015 through March 11, 2016 - twelve (12) weeks. Ms. Saitta will return to work on Monday, March 21, 2016. Benefits will be retained in accordance with FMLA.
   D. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Saitta for any further additional time absent outside the FMLA 12 week period.

32. Revision - Maternity/Child Care Leave of Absence - Trisha DiDio

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

Ms. DiDio will began her maternity/child care leave on Monday, January 11, 2016, through the end of the school year June 2016 as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-10 on guide for the 2016-2017 school year.
3. A. She will use Eighty-seven (87) accumulated sick/personal days from January 11, 2016 through May 20, 2016.
   B. Leave will start on Monday, May 23, 2016.
   C. FMLA will be invoked from May 23, 2016 through June 30, 2016. 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 period.

33. Posting - Part-time LPN/RN

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting with the Passaic County School Nurses Association for the following position: Two (2) part-time LPN/RN employees to work 1:1 with a student in the primary grades with feeding issues. Candidate should be willing to learn ABA (Applied Behavior Analysis). The hours and days are flexible.

Motion for approval of items 17-33

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

34. Approval of Minutes- December 16, 2015 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of December 16, 2015 as presented.

Motion for approval of item 34

MOTION: Mr. Kerwin
SECONDED: Mr. Bierach
VOTE: Unanimous (Mr. Guarneri abstained)

35. 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.

36. 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 2015, as presented.

37. 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 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.

38. 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 2015, as presented.

39. 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 2015, as presented.

40. 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 2015, as presented.

41. 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 2015, as presented.

42. 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 2015, as presented. (See Attachment #1 Monthly Transfer Report)

43. 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 2015, as presented.

44. 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 912121115	1063	$ 10,533.91
Pomptonian	Invoice 912121815	1064	$ 5,186.84
Pomptonian	Invoice 912122515	1065	$ 6,727.55

45. Acceptance of the 2014-2015 Audit

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board accept the Comprehensive Annual Financial Report and Management Report for the period of July 1, 2014 to June 30, 2015, as prepared by Lerch, Vinci & Higgins.

46. Adoption of Corrective Action Plan for the 2014-2015 Audit

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended that the Board adopt the following corrective action plan, (Attachment 2), to address the recommendations contained in the 2014-2015 Audit.

Ms. Capitelli read the following recommendations and corrective action plan.

Recommendations:

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

There are none.

III. School Purchasing Program

There are none.

IV. School Food Services

There are none.

V. Student Body Activities

It is recommended that internal controls over revenue collections in the Washington Park School Student Activity Account be enhanced.

VI. Application for State School Aid

There are none.

VII. Pupil Transportation

There are none.

VIII. Facilities and Capital Assets

There are none.

IX. Miscellaneous

There are none

X. Status of Prior Years' Audit Findings/Recommendations

A review was performed on all prior year's recommendations and corrective action was taken on all.

47. Approval to Dispose of Equipment

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board approve the disposal of the following items.

Washington Park School		**Purchased by**
Monitor 17"	x 1 pcs	
PC-P4	x10pcs	2006
Printer (Broken)	x2pcs	

Memorial School		
Monitor 17"	x 1pcs	
PC-P4	x15pcs	2006

48. Approval of NCLB Title I Part A Amendment

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the amendment to the NCLB Title I Part A 2013-2014 Grant in the amount of $84.00 for professional development for Title I programs. These monies are carry over monies from the 2014-2015 NCLB Title I Part A grant.

49. Approval of NCLB Title II Part A Amendment

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the amendment to the NCLB Title II Part A 2013-2014 Grant in the amount of $916.00 for professional development for Title II programs. These monies are carry over monies from the 2012-2013 NCLB Title II Part A grant.

Motion for approval of items 35-49

MOTION: Ms. DeCeglie
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Bierach abstained on P.O. 16-1402 on #35 bills list, Ms. DeCeglie abstained on P.O. 16-1402 on #35 bills, and Mr. Schaffer abstained on P.O. 16-1402 on #35 bills)

50. Old Business

There was no old business.

51. New Business

There was no new business.

52. Hearing and Petition of Citizens

There were no citizens to be heard.

53. Other Matters of a Timely Nature

There were no other matters of a timely nature.

54. Adjournment

Upon motion by Mr. Ferraro and seconded by Mr. Reynoso this meeting was adjourned at 8:30 P.M.

Respectfully submitted,

Vincent Varcadipane

Vincent Varcadipane
School Business Administrator/Board Secretary