BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

10/17/2018

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 October 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. Alesandrelli, Ms. Antonucci, Mr. Bierach, Ms. Carr, Ms. DeCeglie, Mr. Guarneri, Mr. Kerwin, Mr. Reynoso and Ms. Ruocco
Members Absent:	None
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. 2018 - 2019 Nursing Services Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2018 - 2019 District Nursing Services Plan as per attached.

7. Policy Adoption 2468 - Independent Educational Evaluations

The Superintendent presents to the Board the second read of the new Policy 2468 - Independent Educational Evaluations.

8. 2018 Special Education Data

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the submission of the 2018 Special Education Data released to NJSMART on or about Friday, November 2, 2018.

9. Instructional Minutes

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Instructional Minutes for the 2018 - 2019 School Year as per attached.

10. Bus Evacuation Drill

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Bus Evacuation Drill for the Totowa School Bus to be conducted at Memorial School on Friday, November 16, 2018, by Erica Wolpert.

11. Bus Evacuation Drill

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Bus Evacuation Drill with Jet Transportation (Prospect Park Student #21654) to be conducted at Washington Park School on Friday, November 16, 2018, by Lauren Terranova.

12. Bus Evacuation Drill

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Bus Evacuation Drill with Prestige Express Transportation Route #B171 (Prospect Park Student #21376) to be conducted at Washington Park School on Friday, November 16, 2018, by Lauren Terranova.

13. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Bus Evacuation Drills at Memorial School on Tuesday, October 16, 2018, at 9:15 A.M. with First Student, Routes 1 - 8, supervised by Mr. Compel.

14. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Bus Evacuation Drills at Washington Park School on Tuesday, October 16, 2018, at 9:15 A.M. with First Student, Routes 1 - 8, supervised by Mr. Bower.

15. Fashion Show

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 18th Annual Eighth Grade Fashion Show to be held on Thursday, February 21, 2019, at The Brownstone Restaurant.

16. Use of Facilities - Passaic Valley Elks Hoop Shoot

The Superintendent recommends the Board approve the use of the Washington Park School Gym by the Passaic Valley Elks Lodge #2111 for their Hoop Shoot being held on Saturday, November 17, 2018, from 10:00 A.M. to 12:00 P.M. The program is open to Totowa, Little Falls, and Woodland Park students ages 8 thru 13.

Motion for approval of items 5-16

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

17. Informational

Fire Drills

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

Washington Park School	Memorial School
Thursday, September 13, 2018(FD)	*Thursday, September 13, 2018 (FD)*
Monday, September 24, 2018 (Evac. O.S.)	*Monday, September 24, 2018(Evac. O.S.)*

Tunnel MS

Back-to-School Night

Week of Respect

8th Grade Broadway Trip

Kindergarten Safety Town

Dates for Your Information

Oct. 23	Title I: Parent Meeting - WPS Cafe 7:00 P.M.
Oct. 25	Breast Cancer Walk - WPS 3:30 P.M.
Oct. 26	Kindergarten Safety Town
Oct. 31	Halloween Celebrations
Nov. 5	Inview Testing - Grades 2 and 5
Nov. 6	Inview Testing - Grades 2 and 5
Nov. 6	Youth Week Elections
Nov. 6	First Marking Period Closes
Nov. 7	Regional In-Service - Schools Closed
Nov. 8-9	NJEA Convention - Schools Closed
Nov. 12	Second Marking Period Begins
Nov. 13	Student/Faculty Volleyball Game - WPS 7:00 P.M.
Nov. 14	Special Ed Parent Meeting - WPS 6:30 P.M.
Nov. 14	Board of Education Meeting - WPS 7:00 P.M.

Use of Facilities - November

Nov. 5	PTO

Executive Board Meeting (WPS)

Nov. 15	PTO	Fall Fundraiser Pickup (WPS)
Nov. 17	PV Elks	Hoop Shoot (WPS)
Nov.	PAL	Hockey (MS)
Weds.	VITAL	Men's Basketball (MS)

Attachments:

Programs:

Back-to-School Night - Memorial School

Back-to-School Night - Washington Park School

Reports:

Discipline Report

18. Committee Reports

Ms. Ruocco said committee meetings were not held.

19. 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 7:10 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately forty (40) minutes and no action will be taken.

Motion for approval of item 19

MOTION: Ms. DeCeglie
SECONDED: Ms. Antonucci
VOTE: Unanimous

The Board returned from executive session at 8:07 P.M.

20. Substitute Teachers

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

Priority I
Kane, Deidre
Priority II
Elsharkawy, Abeer
Frobuccino, Toni
Kinkella, Mariana
Lee, Susan
Sabal, Rahal
Tomasi, Jessica
Windt, Kaitlyn A.
Velasquez, Joseph

21. Approval - Revised Merit Goals

The Board approves the revised Merit Goals of the Superintendent for the 2018 - 2019 school year as per the attached. The Board further approves the submission of the revised Superintendent's Merit Goals Submission forms to the Executive County Superintendent for approval.

22. Appointment - SAT Prep Instructors

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint the following teachers as SAT Prep Instructors for the after school SAT Prep Course at the rate of $30 per hour:

Diane Emmolo - Language Arts
Coshetty Vargas - Math

23. Appointment - Gifted and Talented Instructors

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint the following teachers as after school Gifted and Talented Instructors for students in grades 5 - 8 for the 2018 - 2019 school year at the rate of $30 per hour:

Diane Emmolo - Language Arts
Coshetty Vargas - Math

24. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Stephanie Yennie as a Special Education Aide for the 2018 - 2019 school year, beginning on/or about Monday, October 29, 2018, at the rate of $16.80 per hour, pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History.

25. Approval - Family Medical Leave Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised Family Medical Leave for Andrea Piccirillo beginning Tuesday, September 4, 2018, through Friday, October 26, 2018. Ms. Piccirillo will use thirty-nine (39) accumulated sick/personal days. She will return on Monday, October 29, 2018.

26. Approval - Medical Leave Replacement Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revision to Ms. Cristina Romer as a Medical Leave Replacement for Ms. Andrea Piccirillo beginning Tuesday, September 4, 2018, through approximately Friday, October 26, 2018. Ms. Romer will receive a salary of $33,000 prorated, without sick/personal days, or benefits.

27. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Gina Marocco as a Maternity Leave Replacement for Ms. Kathleen Peterson from Wednesday, January 2, 2019, through Friday, June 28, 2019. Ms. Marocco will receive a salary of $33,000 prorated, with no sick/personal days, or benefits.

28. Approval - Maternity/Child Care Leave of Absence - Cristina Kochanski

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a maternity/child care leave of absence for Cristina Kochanski as follows:

Ms. Kochanski will begin her maternity/child care leave Wednesday, January 2, 2019, through Friday, June 28, 2019, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step - 13 on guide for the 2019 - 2020 school year.
3. A. She will use twenty-two (22) accumulated sick/personal days from Wednesday, January 2, 2019, through Thursday, January 31, 2019.
   B. Leave will start on Friday, February 1, 2019.
   C. FMLA will be invoked from Friday, February 1, 2019, through approximately Friday, May 3, 2019 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Ms. Kochanski will be on unpaid leave from Monday, May 6, 2019, through Friday, June 28, 2019. She will return on Tuesday, September 3, 2019.
   E. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Kochanski for any further additional time absent outside the FMLA 12 week period.

29. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Mr. Nicholas Bresnak as a Maternity Leave Replacement for Ms. Cristina Kochanski beginning Wednesday, January 2, 2019, through Friday, June 28, 2019. Mr. Bresnak will receive a salary of $33,000 prorated, without sick/personal days, or benefits.

Motion for approval of item 20-29

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

30. Approval of Minutes- September 26, 2018 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of September 26, 2018 as presented.

Motion for approval of item 30

MOTION: Ms. Antonucci
SECONDED: Ms. DeCeglie
VOTE: Unanimous (Mr. Bierach, Ms. Carr, Mr. Guarneri and Mr. Reynoso abstained)

31. Approval of Bills List – October

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

32. Acceptance of Financial Status Report – September

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of September 2018, as presented.

33. Monthly Financial Certification of the Board Secretary and the Board of Education – September

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2018-2019 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.

34. Acceptance of Bank Reconciliations – September

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of September 2018, as presented.

35. Acceptance of Board Secretary Report – September

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of September 2018, as presented.

36. Acceptance of Treasurer of School Monies Report – September

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of September 2018, as presented.

37. Acceptance of Financial Summary Report – September

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of September 2018, as presented.

38. Approval of Line Item Budget Transfers – September

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 September 2018, as presented. (See Attachment #1 Monthly Transfer Report)

39. Acceptance of Revenue Report – September

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of September 2018, as presented.

40. 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 #912091418	1223	$ 3,084.92
Pomptonian	Invoice #912092118	1224	$ 19,469.57
Pomptonian	Invoice #912092818	1225	$ 2,973.09
Pomptonian	Invoice #912100518	1226	$ 18,741.14
MAP Restaurant Supplies	Invoice #102064486	1227	$ 532.58
Mrs. Ansioso	Refund Lunch Balance	1228	$ 28.95

41. Approval of 2018-2019 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2018-2019 school year transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
B154	Glenview Academy	Jersey Kids Trans.	$ 10,736.10+429.44	9/6/18-June 2019
B172	Memorial/Washington	Station Wagon	$ 38,160.00+1,526.40	9/6/18-June 2019
B200	PG Chambers	Jersey Kids Trans.	$ 64,800.00+2,592.00	9/10/18-June 2019
B226	Windsor Bergen Academy	Joshua Tours	$ 8,865.00+354.60	9/4/18-June 2019

42. Authorized Check Signatures – WPS Student Activity Accounts

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the authorized check signatures.

Washington Park Student Activity – Ms. Patricia Capitelli, Mr. David Bower, and Ms. Barbara Filan

43. Approval of 2017-2018 Nonpublic Project Completion Report

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2017-2018 Nonpublic Project Completion Report. (See attachment #2)

44. Approval of ESEA - Title I Salary

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title I funds in the amount of $97,484.00 for the salary/benefits for Ms. Jennifer Reeves, Washington Park School Teacher for an Instructional Pull Out Program/Reading Specialist. This amount represents 100% of salary and benefits for Ms. Reeves.

45. Approval of ESEA - Title I Salary

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title I funds in the amount of $48,619.00 for the salary/benefits for Ms. Kathleen Peterson, Washington Park School Teacher for an Instructional Pull Out Program in ELA. This amount represents 59% of salary and benefits for Ms. Peterson.

46. Approval of ESEA - Title II Salary

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title II funds in the amount of $32,430.00 for the salary/benefits for Ms. Mark DePasquale, Washington Park School Teacher to reduce class size grade 7. This amount represents 48% of salary and benefit for Mr. DePasquale.

47. Approval of 2017-2018 Nonpublic Project State Reimbursement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the state reimbursement for the 2017-2018 Nonpublic Projects in the amount of $30,624.00.

48. Comprehensive Facilities Maintenance Plan

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the M-1 form, Comprehensive Facilities Maintenance Plan and LRFP worksheet as per the state monitoring guidelines. (Attachment #3)

Motion for approval of item 31-48

MOTION: Ms. Antonucci
SECONDED: Ms. Alesandrelli
VOTE: Unanimous (Mr. Bierach and Ms. DeCeglie abstained from PO 19-1206 on #31 Bills List)

49. Old Business

There was no old business.

50. New Business

There was no new business.

51. Hearing and Petition of Citizens

There were no citizens to be heard.

52. Other Matters of a Timely Nature

There were no other matters of a timely nature.

53. Adjournment

Upon motion by Mr. Reynoso and seconded by Ms. DeCeglie this meeting was adjourned at 8:13 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary