BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

10/18/2017

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 October 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.

2. Roll Call

Members Present: Ms. Antonucci, Mr. Bierach, Ms. Carr, Ms. DeCeglie, Mr. Guarneri, Mr. Kerwin, and Ms. Ruocco
Members Absent: Mr. Reynoso and Mr. Schaffer
Also Present: Patricia Capitelli, Superintendent of Schools
Vincent Varcadipane, School Business Administrator/Board Secretary
Mr. Raymond B. Reddin, Board Attorney

3. Donation Presentation

Patrolman Danny DiBlasio thanked the board and the school for their dedication to the Totowa Police Department and stated the Totowa PBA Local 80 wanted to give back to the school. Each year Totowa PBA Local 80 holds a food truck festival, Patrolman Pasquariello organizes the event. Patrolman DiBlasio stated they wanted to donate part of the proceeds to the Totowa Board of Education. Patrolman DiBlasio presented a check in the amount of $2,500.00 from the PBA Local 80 to the Totowa Board of Education. Ms. Capitelli thanked the Totowa PBA Local 80 on behalf of the Board of Education, Administration, Faculty, and students. Ms. Capitelli stated that we have a wonderful relationship with the Totowa PBA Local 80 and appreciate everything they do for us.

4. 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.

5. Public to be Heard

There was no public to be heard.

6. Professional Days

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

7. Annual District Report of Vandalism, Violence, and Substance Abuse and Public Hearing on School Violence

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Annual District Report of Vandalism, Violence, and Substance Abuse submitted to the New Jersey State Department of Education as per attached.

8. 2017-2018 Nursing Services Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2017-2018 District Nursing Services Plan as per attached.

9. 2017-2018 QSAC Statement of Assurance

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the QSAC Statement of Assurance for the 2017-2018 School Year as per attached.

10. Policy Revision 2700 - Services to Nonpublic School Students

The Superintendent presents to the Board the second read of the revisions to mandated Policy 2700 - Services to Nonpublic School Students

11. Policy & Regulation Revision 7100 - Long Range Facilities Planning

The Superintendent presents to the Board the second read of the revisions to mandated Policy & Regulation 7100 - Long Range Facilities Planning.

12. Policy & Regulation Revision 7101 - Educational Adequacy of Capital Projects

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

13. Policy & Regulation Revision 7102 - Site Selection and Acquisition

The Superintendent presents to the Board the second read of the revisions to Policy & Regulation 7102 - Site Selection and Acquisition.

14. Policy Revision 7130 - School Closing

The Superintendent presents to the Board the second read of the revisions to Policy 7130 - School Closing.

15. Policy Revision 7300 - Disposition of Property

The Superintendent presents to the Board the second read of the revisions to Policy 7300 - Disposition of Property.

16. Policy Revision 7300.2 - Disposition of Land

The Superintendent presents to the Board the second read of the revisions to Policy 7300.2 - Disposition of Land.

17. Regulation Revision 7300.3 - Disposition of Personal Property

The Superintendent presents to the Board the second read of the revisions to Regulation 7300.3 - Disposition of Personal Property.

18. Regulation Revision 7300.4 - Disposition of Federal Property

The Superintendent presents to the Board the second of the revisions to Regulation 7300.4 - Disposition of Federal Property.

19. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Bus Evacuation Drills to be held at Memorial School and Washington Park School on Tuesday, October 24, 2017, at 9:15 A.M. with First Student, supervised by Mr. Compel (Memorial School) and Mr. O'Brien (Washington Park School). The rain date is scheduled for Wednesday, October 25, 2017.

20. Bus Evacuation Drill

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Bus Evacuation Drills for the Special Education bus as follows:

Memorial School - Station Wagon Services - Route 1091B - Tuesday, November 14, 2017

21. Bus Evacuation Drill

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Bus Evacuation Drill for the Special Education bus as follows:

Memorial School - Totowa School Bus - Tuesday, October 24, 2017

22. 2017 Special Education Data

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve submission of the 2017 Special Education Data released to NJSMART via the New Jersey State Department of Education on or about Friday, October 27, 2017.

23. Special Olympics - *Project Unify Youth Summit*

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the Totowa School District to participate in the Special Olympics *Project Unify Youth Summit* on Friday, November 3, 2017, at Paramus High School. Approximately twenty (20) seventh and eighth grade students will attend under the supervision of Mr. Brett Scully. Transportation will be provided by the Totowa school bus.

24. Release of Targeted Review

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the Release of the Targeted Review - Indicator 12, Early Childhood Transition Data Report to the New Jersey State Department of Education on Friday, October 13, 2017.

25. Field Trip - Passaic Valley Holiday Show

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a field trip for kindergarten through fourth grade students to Passaic Valley High School for the Holiday Show. The show will take place on Tuesday, December 5, 2017, from 9:30 A.M. to approximately 11:15 A.M. Transportation will be provided by the Totowa Board of Education.

26. Use of Facilities - P.T.O. Holiday Gift Shop

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

Holiday Gift Shop Setup Thursday, November 30, 2017	Washington Park School All Purpose Room 6:00 P.M. to 9:00 P.M.
Holiday Gift Shop Friday, December 1, 2017	Washington Park School All Purpose Room 2:00 P.M. to 10:00 P.M.

The P.T.O. is also requesting the use of tables, chairs, access to refrigerators, and pizza warmers.

27. Use of Facilities - Lunchtime Celebrations - Halloween

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O. Lunchtime Celebrations Committee to use the WPS Cafeteria on Tuesday, October 31, 2017 for serving Halloween snacks to 5th through 8th grade students.

28. Use of Facilities - P.A.L. Hockey

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa Hockey program for practice as follows:

Memorial School Gymnasium

Mondays, Tuesdays, Thursdays & Fridays	6:00 p.m. - 9:00 p.m.

The program will run from Monday, November 13, 2017, through Friday, January 12, 2018. The PAL understands that school related and prior approved activities have priority over the use of the facilities.

29. Acceptance of Donation - The Karam Family

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the donation of a collection of fiction and non-fiction children's books from the Karam Family to the Totowa School District.

30. Visitation - Senator Kristin Corrado

The Superintendent, in consultation with the Administrative Teams, recommends the Board approve Senator Kristin Corrado to address the 8th grade class on Friday, November 3, 2017. Senator Corrado will expand the students' knowledge of elections and discuss what the position of a state senator entails.

31. Instructional Minutes

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Instructional Minutes for the 2017-2018 School Year as per attached.

32. Use of Facilities - P.A.L. Basketball

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa PAL Basketball for practice as follows:

Washington Park School Gymnasium & All-Purpose Room
Monday thru Friday 6:00 P.M. - 9:00 P.M.

Memorial School Gymnasium
Monday thru Friday 6:00 P.M. - 9:00 P.M.

The programs will run from Wednesday, November 1, 2017, through Friday, March 16, 2018. The PAL understands that school related and prior approved activities have priority over the use of the facilities. Please note that V.I.T.A.L. Men's Basketball already has the use of the Memorial School Gym on Wednesdays from 5:00 P.M. to 7:00 P.M.

Motion for approval of items 6-32

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

33. Informational

Fire Drills

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

Washington Park School	Memorial School
Wednesday, September 13, 2017(Shelter in Place)	*Wednesday, September 13, 2017 (FD)*
Friday, September 15, 2017 (FD)	*Wednesday, September 20, 2017(Evac O.S.)*

Violence and Vandalism Report

Senior Luncheon

QSAC

Dates for Your Information

Oct. 19	Title I: Parent Meeting - WPS Cafe 6:00 P.M.
Oct. 20	Kindergarten Safety Town
Oct. 26	Breast Cancer Walk - WPS 3:30 P.M.
Oct. 31	Halloween Celebrations
Nov. 6	Inview Testing - Grades 2-7
Nov. 7	Inview Testing - Grades 2-7
Nov. 7	Youth Week Elections
Nov. 7	First Marking Period Closes
Nov. 8	Regional In-Service - Schools Closed
Nov. 9-10	NJEA Convention - Schools Closed
Nov. 13	Second Marking Period Begins
Nov. 14	Student/Faculty Volleyball Game - WPS 7:00 P.M.
Nov. 15	Special Ed Parent Meeting - WPS 6:30 P.M.
Nov. 15	Board of Education Meeting - WPS 7:00 P.M.

Use of Facilities - November

Nov. 6	PTO	Executive Board Meeting (WPS)
Nov. 18	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

34. Committee Reports

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

35. 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 and legal matters. The discussion will last approximately (30) thirty to forty-five (45) minutes and no action will be taken.

Motion for approval of item 35

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

The Board returned from executive session at 8:13 P.M. Mr. Kerwin left the meeting at this time.

36. Substitute Teachers

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

Priority I

Ketterer, John M.
Kober, Marilyn
Martinez, Karina
Wells, Barbara RN

Priority II

Anglin, Boswell
Bamforth, Erica L.
Bekefi, Jesse
Fasoli, Maria
Giglio, Christina M.
Laham, Salwa
Marriott, Justin
Mason, Rocio
Obeidallah, Nisreen
Reveron, Rosario
Rosa Ricky
Saleh, Iman Said
Youssef, Nardeen K.

37. Appointment - Custodial Engineer

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. William Grotz as Custodial Engineer for the 2017-2018 school year. Mr. Grotz will begin on or about Monday, October 23, 2017, 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.

38. Approval - Family Medical Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve Ms. Mary Mulligan as a Family Medical Leave Replacement for Mr. Joseph D'Amelio beginning Monday, October 16, 2017, for an undetermined amount of time. Ms. Mulligan will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

39. Maternity/Child Care Leave of Absence - Alexis Puluse

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

Ms. Puluse, will begin her maternity/child care leave on Monday, December 4, 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-5 on guide for the 2018-2019 school year.
3. A. She will use forty-four (44) accumulated sick/personal days from Monday, December 4, 2017, through Friday, February 9, 2018.
   B. Leave will start on Monday, February 12, 2018.
   C. FMLA will be invoked from Monday, February 12, 2018, through approximately Friday, March 23, 2018, - six (6) weeks. Benefits will be retained in accordance with FMLA. She will return to work on Monday, March 26, 2018.
   D. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Puluse for any further additional time absent outside the FMLA 12 week period.

40. Appointment - Educational Support Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Katty Tavarez Bautista as an Educational Support Aide for the 2017-2018 School Year. Ms. Bautista, holds a Bachelor's Degree in clinical psychology, will be paid $17.25 per hour.

41. 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 (January - February) - Language Arts
Nancy Trotto (December) - Language Arts
Coshetty Vargas - Math

42. Termination - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the termination of Ms. Megan Stotz, Maternity Leave Replacement for Ms. Rachael Isenhour, effective Friday, October 13, 2017.

Motion for approval of items 36-42

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

43. Approval of Minutes- September 27, 2017 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of September 27, 2017 as presented.

Motion for approval of items 43

MOTION: Ms. Antonucci
SECONDED: Ms. Carr
VOTE: Unanimous (Mr. Guarneri Abstained)

44. 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.

45. 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 2017, as presented.

46. 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 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.

47. 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 2017, as presented.

48. 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 2017, as presented.

49. 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 2017, as presented.

50. 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 2017, as presented.

51. 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 2017, as presented. (See Attachment #1 Monthly Transfer Report)

52. 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 2017, as presented.

53. 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 912092217	1166	$ 3,819.88
Pomptonian	Invoice 912092917	1167	$ 10,419.68
State of NJ	Invoice 1555101	1168	$ 966.00

54. Approval of 2017-2018 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2017-2018 school year transportation contract with Northern Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
1028B	Glenview Academy	Station Wagon	$ 8,325.00 + $333.00	9/1/17 – June 2018
1039B	New Bridges	Station Wagon	$22,860.00 +$914.40	9/7/17 – June 2018
1091B	WPS/Memorial School	Station Wagon	$38,160.00 +$1,526.40	9/7/17 – June 2018
1238F	PG Chambers	Jersey Kids	$57,585.60 +$2,087.57	9/7/17 – June 2018

55. Approval of 2017-2018 Annual Contracts, One to One Assistant

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the annual 2017-2018 contracts for a one to one assistant with Bergen County Special Services School District. The contracts are for student #O-17 and student #O-28 at a rate of $48,000.00 each.

56. Approval of 2017-2018 Purchasing Manual (Revised)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the 2017-2018 Purchasing Manual (Revised). (See attachment #2)

57. 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)

58. Approval to Cancel Stale Dated Checks

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the cancelation of stale dated checks in the amount of $10,400.92 from the Warrant Account as per the attached list. (Attachment #4)

Motion for approval of items 44-58

MOTION: Ms. Antonucci
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Bierach and Ms. DeCeglie abstained from P.O. 18-1176 on #44 Bills List)

59. Old Business

There was no old business.

60. New Business

There was no new business.

61. Hearing and Petition of Citizens

Ms. Carla Grant of 88 Grant Ave, Totowa NJ 07512 stepped forward. Ms. Ruocco read the following statement. "For the record please state your name and address. We appreciate you coming forward here tonight. Please speak clearly. You do have three minutes to speak and please note we as a board take all concerns, views, and or statements very seriously. However, we may or may not have the opportunity to address your concerns at this time. The floor is yours Ms. Grant."

Ms. Grant wanted to state a concern she has with the school district. She was told by another parent that there was a bus accident where the bus driver was given a ticket by the police and the parents were not notified. This parent claims administration told her it was no big deal. Ms. Grant went on to state that her concerns regarding communication are lacking in all areas and that the parents are not being communicated with properly.

Ms. Ruocco asked if there were any other citizens that wished to be heard. No other citizens stepped forward at this time.

62. Other Matters of a Timely Nature

There were no other matters of a timely nature.

63. Adjournment

Upon motion by Ms. DeCeglie and seconded by Mr. Guarneri this meeting was adjourned at 8:28 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary