BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

10/19/2016

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 October 19, 2016.

1. Call To Order

President Ruocco called the meeting to order at 7:03 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. Carr, Ms. DeCeglie, Mr. Ferraro, Mr. Guarneri, Mr. Kerwin, Mr. Reynoso, Ms. Ruocco, and Mr. Schaffer
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 attached.

6. 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.

7. 2016-2017 Nursing Services Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2016-2017 District Nursing Services Plan as per attached.

8. 2016-2017 Emergency Management Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2016-2017 Emergency Management Plan.

9. 2016-2017 QSAC Statement of Assurance

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the QSAC Statement of Assurance for the 2016-2017 School Year as per attached.

10. Instructional Minutes

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Instructional Minutes for the 2016-2017 School Year as per attached.

11. Bus Evacuation Drills

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

Memorial School and Washington Park School - First Student Routes 1-8
Thursday, October 27, 2016

12. Update to Uniform State Memorandum of Agreement between Education and Law Enforcement Officials

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2016-2017 Updates to the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

13. Regulation Revision 5600 - Student Discipline / Code of Conduct

The Superintendent presents to the Board the second read of the revisions to Regulation 5600 - Student Discipline / Code of Conduct.

14. Acceptance of Donation - Totowa P.B.A. Local #80 Bike Rack

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the donation of a bike rack to the Totowa School District, that will be installed at Washington Park School, from the Totowa P.B.A. Local #80.

15. 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 Monday, October 31, 2016 for serving Halloween snacks to 5th through 8th grade students.

16. 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, December 1, 2016	Washington Park School All Purpose Room 6:00 p.m. to 9:00 p.m.
Holiday Gift Shop Friday, December 2, 2016	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.

17. NJQSAC District Performance Review - School Year 2016-2017

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the QSAC District Performance Review School Year 2016-2017 School Year as per attached.

18. Use of Facilities - Girls Show

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the use of the Washington Park School Gymnasium, for Passaic Valley High School Girls Show White Exercise practice as follows:

Saturday, December 3, 2016 - 9:00 a.m. to 12:00 p.m.
Saturday, December 10, 2016 - 9:00 a.m. to 12:00 p.m.
Saturday, December 17, 2016 - 9:00 a.m. to 12:00 p.m.
Saturday, January 7, 2017 - 9:00 a.m. to 12:00 p.m.
Saturday, January 14, 2017 - 9:00 a.m. to 12:00 p.m.
Saturday, January 21, 2017 - 9:00 a.m. to 12:00 p.m.
Saturday, January 28, 2017 - 9:00 a.m. to 12:00 p.m.
Saturday, February 4, 2017 - 9:00 a.m. to 12:00 p.m.
Saturday, February 11, 2017 - 9:00 a.m. to 12:00 p.m.
Saturday, February 18, 2017 - 9:00 a.m. to 12:00 p.m.
Saturday, February 25, 2017 - 9:00 a.m. to 12:00 p.m.

All custodial costs must be paid for by the Passaic Valley High School Girls Show White Exercise Team and Passaic Valley High School must provide a Certificate of Insurance indicating that they carry liability insurance with limits of $1,000,000 (combined bodily injury and property damage limit), naming the Board of Education as additional insured.

Motion for approval of items 5-19

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

19. Informational

Fire Drills

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

Washington Park School	Memorial School
Thursday, September 8, 2016(FD)	*Tuesday, September 20, 2016 (FD)*
Monday, September 26, 2016 (Evac. O.S.)	*Monday, September 26, 2016 (Evac. O.S.)*
Thursday, September 29, 2016 (FD)	

Violence and Vandalism Report

Senior Luncheon

Dates for Your Information

Oct. 18	G&T Meeting - WPS Cafe 6:00 p.m.
Oct. 18	ROGATE Meeting - WPS Cafe 6:30 p.m.
Oct. 20	Title I: Parent Meeting - WPS Cafe 6:30 p.m.
Oct. 21	Kindergarten Safety Town
Oct. 26	8th Grade Broadway Trip - "CATS"
Oct. 27	Breast Cancer Walk - WPS 3:30 p.m.
Oct. 31	Halloween Celebrations
Nov. 1	Youth Week Elections
Nov. 2	Student/Faculty Volleyball Game - WPS 7:00 p.m.
Nov. 8	First Marking Period Closes
Nov. 9	Regional In-Service - Schools Closed
Nov. 10-11	NJEA Convention - Schools Closed
Nov. 14	Second Marking Period Begins
Nov. 15	Washington D.C. Trip Parent Meeting - WPS 7:00 p.m.
Nov. 16	Special Ed Parent Meeting - WPS 6:30 p.m.
Nov. 16	Board of Education Meeting - WPS 7:00 p.m.

Use of Facilities - November

Nov. 5	PV Elks	Hoop Shoot (WPS)
Nov. 7	PTO Executive Board Meeting (WPS)	
Nov.	PAL	Basketball and Hockey (WPS / MS)
Weds.	VITAL	Men's Basketball (MS)

Use of Washington Park Field - November

Sat. / Sun. PAL Soccer (9:00 a.m. to dusk)
Mon.- Fri. Soccer (4:00 p.m. to dusk)

Attachments:

Programs:

Back to School Night - Memorial School
Back to School Night - Washington Park School

Reports:

Discipline Report

20. Committee Reports

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

21. 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 7:11 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel matters. The discussion will last approximately twenty (20) minutes and no action will be taken.

Motion for approval of item 21

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

The Board returned from executive session at 7:42 p.m.

22. Substitute Teachers

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

Priority I

Bradford, Nina
McLaughlin, Donna E.

Priority II

Braen, Lindsay
Casanova, Dacier Racquel
Fahmy, Yumna
Kawash, Mohdissa Y.
Khallaf, Ingy
Manfria, Bryan
Manrook, Sarezan
Menchon, Harolina
Rosoline, Nicole Lynn
Schmidt, Valerie A.
Windt, Kaitlyn

23. Appointment - Educational Support Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Steve Rodriguez as a Temporary Educational Support Aide for the 2016-2017 School Year, contingent upon approval of a successful criminal background check. Mr. Rodriguez, a graduate of Rutgers University, has a K-5 Certificate of Eligibility. He will be paid $17.25 per hour.

24. Salary Adjustments

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following salary adjustments. The stipends have been modified to reflect Article III of the agreement By & Between the Totowa Board of Education & the Totowa Education Association July 1, 2015 through June 30, 2018:

AnnaMarie Stabile - $82,492. + $700. = $83,192. (Previously - $82,492.)
Nancy Trotto - $78,136. + $700. = $78,836. (Previously - $78,136.)
Heather Corrado - $88,290. + $1,900. = $90,190. (Previously - $88,290. + $700. = $88,990.)
Bruna Klafter - $83,818. + $1,900. = $85,718. (Previously - $83,818. + $700. = $84,518.)
Cheryl Zambrano - $83,818. + $1,900. = $85,718. (Previously - $83,818. + $700. = $84, 518.)

25. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Mr. Jim Jammal Jr. as a Maternity Leave Replacement for Ms. Erin Gander beginning on or about Tuesday, November 1, 2016 through Friday, March 3, 2017. Mr. Jammal will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

Motion for approval of items 22-25

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

26. Approval of Minutes- September 28, 2016 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of September 28, 2016 as presented.

Motion for approval of items 26

MOTION: Ms. DeCeglie
SECONDED: Mr. Ferraro
VOTE: Unanimous (Mr. Kerwin abstained)

27. 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.

28. Acceptance of Financial Status Report – June Adjusted 2

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of June 2016 Adjusted 2, as presented.

29. Monthly Financial Certification of the Board Secretary and the Board of Education – June Adjusted 2

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.

30. Approval of Line Item Budget Transfers – June Adjusted 2

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 2016 Adjusted 2, as presented. (See Attachment #1 Monthly Transfer Report)

31. Acceptance of Revenue Report – June Adjusted 2

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of June 2016 Adjusted 2, 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 2016, 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 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.

34. Acceptance of Bank Reconciliations – September

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Bank Reconciliations for the month of September 2016, 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 adjusted Board Secretary Report for the month of September 2016, 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 2016, 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 2016, 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 2016, as presented. (See Attachment #2 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 2016, 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 912092316	1002	$	3,581.81
Pomponian	Invoice 912093016	1003	$	9,840.06
Pomptonian	Invoice 912100716	1104	$	9,749.07
Hertz Furniture	AMS-202DCH	1105	$	3,338.00
Bryan Saccal	Invoice 6250	1106	$	250.00

41. Approval of Nonpublic Student Services Chapter 192/193 Completion Report

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2015-2016 Nonpublic Student Services Chapter 192/193 Completion Report. (See attachment #3)

42. Approval of Nonpublic Student Services Chapter 192/193 State Reimbursement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the state reimbursement for the 2015-2016 Nonpublic Student Services Chapter 192/193 in the amount of $84,062.00.

43. 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 #4)

44. Nonpublic Technology

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the agreement to purchase Nonpublic Technology for St. Francis of Assisi in accordance with "Guidelines for Administering the New Jersey Nonpublic Technology Initiative Program". Purchases will be made throughout the year in accordance to the guidance listed above.

Motion for approval of items 27-44

MOTION: Mr. Ferraro
SECONDED: Mr. Reynoso
VOTE: Unanimous (Mr. Bierach abstained on P.O. 17-1195 on #27 bills list, Mr. Schaffer abstained on P.O. 17-1195 on #27 bills list, Ms. DeCeglie abstained on P.O. 17-1195 on #27 bills list)

45. Old Business

There was no old business.

46. New Business

There was no new business.

47. Hearing and Petition of Citizens

There were no citizens to be heard.

48. Other Matters of a Timely Nature

There were no other matters of a timely nature.

49. Adjournment

Upon motion by Mr.. Reynoso and seconded by Mr. Schaffer this meeting was adjourned at 7:46 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary