BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

11/14/2018

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 November 14, 2018.

1. Call To Order

President Ruocco called the meeting to order at 7:08 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, Mr. Bierach, Ms. Carr, Ms. DeCeglie, Mr. Guarneri, Mr. Kerwin and Ms. Ruocco
Members Absent:	Ms. Antonucci and Mr. Reynoso
Also Present:	Patricia Capitelli, Superintendent of Schools
	Vincent Varcadipane, School Business Administrator/Board Secretary
	Mr. Raymond B. Reddin, Board Attorney

3. Donation Presentation

Detective Gary Bierach presented the Totowa Board of Education with a check for $1,500.00 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 Day

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

7. Out-of-District Placement

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve placement of Student #21572 at P.G. Chambers School for the 2018 - 2019 school year beginning on Monday, November 5, 2018, at the rate of $81,136.60 prorated. Transportation to be provided by Northern Region Educational Services Commission.

8. Use of Facilities - P.T.O. Book Fair

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa PTO Book Fair committee as follows:

Book Fair - February 5, 6, and 7, 2019
Memorial School All Purpose Room
February 4th - Set up after 4:00 P.M.
February 5th through February 7th during school hours
February 6th 6:00 P.M. - 8:30 P.M.
Washington Park School Gymnasium
February 4th - Set up after 4:00 P.M.
February 5th through February 7th during school hours
February 6th 6:00 P.M. - 8:30 P.M.

The PTO is also requesting the use of tables and chairs.

9. 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 annual Holiday Show. The show will take place on Tuesday, December 11, 2018, from 9:30 A.M. to approximately 11:15 A.M. Transportation will be provided by the Totowa Board of Education.

10. Cultural Arts Field Trips

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following Theatreworks USA cultural arts field trips, sponsored by the PTO:

Kindergarten
"Henry and Mudge"
Montclair State University, Montclair, NJ Thursday, March 14, 2019

Grade 1
"Aesop's Fables"
Montclair State University, Montclair, NJ Wednesday, April 10, 2019

Grade 2
"Magic School Bus"
Montclair State University, Montclair, NJ Wednesday, May 15, 2019

These trips are all part of the Cultural Arts Program and are funded by the Totowa PTO.

11. 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 through Friday 6:00 P.M. - 9:00 P.M.

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

The programs will run from Monday, November 26, 2018, through Friday, March 15, 2019. 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.

12. 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 6, 2018	Washington Park School All Purpose Room 6:00 P.M. to 9:00 P.M.
Holiday Gift Shop Friday, December 7, 2018	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, PA system, access to refrigerators, and pizza warmers.

13. Use of Facilities - P.T.O. Gift Cards

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

Distribution of Gift Cards - Wednesday, December 19, 2018
Washington Park School Main Lobby 5:45 P.M. to 8:00 P.M.

The P.T.O. is also requesting the use of one (1) table and three (3) chairs at the event.

Motion for approval of items 6-13

MOTION: Mr. Kerwin
SECONDED: Ms. DeCeglie
VOTE: Unanimous (Ms. Alesandrelli abstained from item #6 of The Superintendent's Report)

14. Informational

Fire Drills

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

Washington Park School	Memorial School
Wednesday, October 10, 2018(FD)	*Wednesday, October 10, 2018(FD)*
Friday, October 26, 2018(Evac. O.S.)	*Friday, October 26, 2018(Evac. O.S.)*

Regional In-Service

Breast Cancer Walk

Student Faculty Volleyball

InView Testing

Parent/Teacher Conferences

Play Tryouts

Dates for Your Information

Nov. 15	PTO Fall Fundraiser Order Pickup - WPS
Nov. 15	Parent Meeting - 8th grade Washington, D.C. Trip
Nov. 16	Paperless Report Cards Online - Marking Period 1
Nov. 19	PTO Picture Retakes
Nov. 21	One Session Day - 1:20 P.M. Dismissal
Nov. 22-23	Thanksgiving Recess - Schools Closed
Nov. 27-29	Parent/Teacher Conferences - 1:20 P.M. Dismissal
Dec. 5	MS Winter Concert Grade 2 - 1:30 P.M.
Dec. 6	MS Winter Concert Grade 1 - 1:30 P.M.
Dec. 7	PTO Holiday Gift Shop - WPS 5:30 P.M.
Dec. 11	PVHS Holiday Show - Grades K-4
Dec. 11	WPS Winter Concert - 7:00 P.M.
Dec. 12	Board of Education Meeting - WPS 6:00 P.M.

Attachments:

Newsletter:

The Smart Dog - Memorial School Newsletter

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 7:17 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 to one (1) hour and no action will be taken.

Motion for approval of item 16

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

The Board returned from executive session at 8:22 P.M.

Ms. Antonucci joined the meeting at this time.

17. Substitute Teachers

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

Priority II
Bamforth, Erica L.
Mauriello, Danielle
Valenti, MaryAnn

18. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Giovanna Puzo, as a Special Education Aide for the 2018 - 2019 school year, beginning on Thursday, November 15, 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.

19. Approval - Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Medical Leave for Jillian Cox beginning Thursday, November 15, 2018, through Thursday, November 29, 2018. She will use nine (9) accumulated sick/personal days.

20. Approval - Medical Leave Replacement Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Cristina Romer as a Medical Leave Replacement for Ms. Jillian Cox beginning on Tuesday, November 13, 2018, through Thursday, November 29, 2018. Ms. Romer will receive a salary of $33,000 prorated, without sick/personal days, or benefits.

21. Resignation - Arianny P. Marchena

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Arianny P. Marchena, Educational Support Aide, for the Totowa School District effective Tuesday, November 1, 2018.

22. Appointment - Educational Support Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Joseph Segura, as an Educational Support Aide for the 2018 - 2019 school year, beginning on/or about Monday, December 3, 2018, at the rate of $17.25 per hour, pending successful criminal background check, positive references, and approval of his Disclosure and Review of Applicants Employment History.

Motion for approval of item 17-22

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

23. Approval of Minutes- October 17, 2018 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of October 17, 2018 as presented.

Motion for approval of item 23

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

24. Approval of Bills List – November

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

25. Acceptance of Financial Status Report – October

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

26. Monthly Financial Certification of the Board Secretary and the Board of Education – October

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.

27. Acceptance of Bank Reconciliations – October

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

28. Acceptance of Board Secretary Report – October

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

29. Acceptance of Treasurer of School Monies Report – October

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

30. Acceptance of Financial Summary Report – October

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

31. Approval of Line Item Budget Transfers – October

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

32. Acceptance of Revenue Report – October

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

33. 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 #912101218	1229	$ 4,610.64
Pomptonian	Invoice #912101918	1230	$ 15,497.62
Pomptonian	Invoice #912102618	1231	$ 5,083.95
Advanced Septic Service	Invoice #9144	1232	$ 300.00

34. Approval of Chapters 192/193 Report of Nonpublic Auxiliary and Handicapped Service 2018-2019 Report

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2018-2019 Report of Nonpublic Auxiliary and Handicapped Services. (See attachment #2)

35. Approval to Dispose of Textbooks

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

American Nation – Prentice Hall – Teacher Edition – 1984 – 3 Copies
ISBN -0-13-030115-9
American Nation – Prentice Hall – 2 Copies
ISBN – 0-13-063710-6
American Nation – Prentice Hall – Student Edition – 1994 – 5 Copies
ISBN – 0-13-030107-8
American Nation – Prentice Hall – Student Edition – 2005 – 2 Copies
ISBN – 0-13-181715-9
American Nation – Prentice Hall – 2003 -Reading Support – Transparency System
ISBN -0-13-058831-8 6 Copies
American Nation – Prentice Hall – 2003 – Teaching Resources – 2 Sets

All books listed above are Grade 8 in Poor condition

Webster's Deluxe Edition Dictionary & Thesaurus – Nichols Publishing Group - 2003 – Grade 8 in Poor Condition (27 Copies)

World of Language – Silver, Burdett & Ginn Inc. – 1990 – Grade 8 in Poor Condition (8 Copies)

36. Approval to Dispose of Equipment

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

Business Office		**Purchased by**	**Bar Code**
Server	x1pc	2013	
LCD Monitor	x 1pc	2008	
UPS	x 2pcs	2013	
Typewriter	x1pc		
Fax Machine	x1pc	2007	
NEC Printer Cartridge	x 14pcs	2008	
Old Phone	x 5pcs		
MS			
LCD Monitor	x2pcs	2008	
PC-P4	x2pcs	2008	
Old Phone	x 8pcs		

37. Approval of Transparent Energy

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the use of Premiere Energy as a third-party supplier for the purchase of Natural Gas not to exceed .635/th. (See attachment #3)

Motion for approval of items 24-37

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

38. Old Business

There was no old business.

39. New Business

There was no new business.

40. Hearing and Petition of Citizens

There were no citizens to be heard.

41. Other Matters of a Timely Nature

There were no other matters of a timely nature.

42. Adjournment

Upon motion by Ms. DeCeglie and seconded by Ms. Antonucci this meeting was adjourned at 8:26 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary