BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

11/15/2017

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 November 15, 2017.

1. Call To Order

President Ruocco called the meeting to order at 7:10 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, Ms. Ruocco, and Mr. Schaffer
Members Absent:	Mr. Kerwin and Mr. Reynoso
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. Negotiation Committee

The Board President, Ms. Ruocco, appointed the following board members to the Negotiation Committee:

Mr. Guarneri
Ms. DeCeglie
Mr. Bierach

5. Public to be Heard

Ms. Judith Bassford, President of the Passaic County School Boards Association 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. Bassford.

Ms. Bassford stated that in May 2017 the Passaic County School Boards Association elected new members to their board. Ms. Bassford was present to introduce herself and Catherine Kazan, Vice President, to the board of education. Ms. Bassford proceeded to inform the board that the other members not in attendance tonight were Charles Caraballo, Jeffrey Fischer, and Nancy Schwartz.

Ms. Bassford proceeded to give a little background to the organization and stated that the Passaic County School Boards Association is doing an outreach program to all Passaic County boards of education. The Passaic County School Boards Association is trying to extend an olive branch and get more local board members to attend their meetings and grow their membership. Ms. Bassford stated she wanted to get everyone involved in a positive manner.

Ms. Bassford stated that the role of Passaic County School Boards Association is to enhance the skills and knowledge of Passaic County board members throughout the county. The PCSBA is a forum to exchange information, ideas and a catalyst to expedite action. Meetings can be used as professional development and information of upcoming initiatives and regulations and for local board members to come together. Their next meeting is December 4, 2017 at 6:45pm to 9:00pm at the Brownstone and they wish to welcome all of the board members to come. Ms. Bassford then thanked the board.

Ms. Capitelli thanked Ms. Bassford.

Ms. Catherine Kazan then stepped forward and stated she was from the Wayne Township Board of Education. She stated besides also being the VP of the PCSBA she was also the 40 districts legislative representative for the State Legislative Committee. Ms. Kazan stated that one of the things she is asking for local school boards and PCSBA to reach out to her and or come out to the meeting to state where we feel there might be challenges that need to be addressed at the state level.

Ms. Kazan stated they are in the process of putting together their new action plan because the old one is expiring. Come January there will be a list of items they want to request from Governor Murphy and all of the reelected people in the assembly and the senate. Ms. Kazan stated she already met with Senator Corrado and plans to meet with Assemblyman Rooney and have met with Senator Cardinale. They are willing to listen and want to hear what we need in our school district.

Ms. Kazan stated that all school districts are unique and she might not know what every school district needs but as our representative she would like to know. Ms. Kazan stated that we could go to a PCSBA meeting and let her know our concerns or we could e-mail her at CKazan@wayneschools.com. Ms. Kazan stated she would get back to all e-mails and please let her know what it is we would like her and the organization to lobby for. Ms. Kazan stated that she hopes to see everyone December 4, 2017.

The board thanked them for coming.

6. Professional Days

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

7. Harassment, Intimidation and Bullying Report for October 2017

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

8. Home Instruction

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve home instruction for student #20159 beginning on Tuesday, October 31, 2017, for an undetermined amount of time. Instruction will be ten (10) hours per week to be provided by Mary Ellen Marmo at the rate of $40 per hour.

9. Bus Evacuation Drill

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve Bus Evacuation Drills for the Special Education bus on Monday, November 13, 2017 as follows:

Washington Park School
Destiny 23 Transportation - Route #1248F (Prospect Park Student)
Memorial School
Jersey Kids Transportation - Route #1151F (Clifton Student)

10. Instructional Resource

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the READING A-Z.com resource for ELA grades 3-8.

11. P.T.O. Cultural Arts - *Christmahanukwanzamadan*

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa Cultural Arts Committee as follows:

Pre-K - 2nd Grade - ***Christmahanukwanzamadan*** - Monday, November 27, 2017
Memorial School Auditorium 9:30 A.M. & 10:30 A.M.

12. 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
"Pete the Cat"
Montclair State University, Montclair, NJ Wednesday, May 2, 2018

Grade 1
"Magic School Bus"
Montclair State University, Montclair, NJ Monday, May 21, 2018

Grade 2
"Dragon Loves Tacos"
Montclair State University, Montclair, NJ Friday, May 18, 2018

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

13. Use of Facilities - P.A.L. Football

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

P.A.L. Football - Tuesday, November 7, 2017
Memorial School Gym 6:00 P.M. to 8:00 P.M.

14. Use of Facilities - P.T.O. 5th & 6th Grade Dance

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

5th & 6th Grade Dance - Thursday, March 29, 2018
Washington Park School Gym 6:00 P.M. to 9:30 P.M.

The P.T.O. is also requesting the use of two (2) tables and four (4) chairs at the event.

Motion for approval of items 6-14

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

15. Informational

Fire Drills

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

Washington Park School	Memorial School
Thursday, October 19, 2017(FD)	*Friday, October 6, 2017(FD)*
Friday, October 6, 2017(Evac. O.S.)	*Thursday, October 19, 2017(Evac. O.S.)*

8th Grade Broadway Show

Regional In-Service

Breast Cancer Walk

Student Faculty Volleyball Game

Play Tryouts

InView Testing

Parent/Teacher Conferences

Dates for Your Information

Nov. 16	PTO Fall Fundraiser Order Pickup - WPS
Nov. 16	Parent Meeting - 8th grade Washington D.C. Trip
Nov. 17	Paperless Report Cards Online - Marking Period 1
Nov. 20	PTO Picture Retakes
Nov. 22	One Session Day - 1:20 P.M. Dismissal
Nov. 23-24	Thanksgiving Recess - Schools Closed
Nov. 28-30	Parent/Teacher Conferences - 1:20 P.M. Dismissal
Dec. 1	PTO Holiday Gift Shop - WPS 5:30 P.M.
Dec. 5	PVHS Holiday Show - Grades K-4
Dec. 7	MS Winter Concert Grade 2 - 1:30 P.M.
Dec. 8	MS Winter Concert Grade 1 - 1:30 P.M.
Dec. 12	WPS Winter Concert - 7:00 P.M.
Dec. 13	Paperless Mid-Marking Period Reports Online Gr. 5-8 only
Dec. 13	Board of Education Meeting - WPS 6:00 P.M.

Use of Facilities - December

Dec. 1	PTO	Holiday Gift Shop (WPS)
Dec.	PAL	Basketball and Hockey (WPS / MS)
Weds.	VITAL	Men's Basketball

Attachments:

News Articles:

Totowa School District's One-to-One Initiative

Reports:

Discipline Report

16. Committee Reports

Ms. Ruocco said committee meetings were not held.

17. 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 7:21 p.m.

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

Motion for approval of item 17

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

The Board returned from executive session at 8:06 P.M.

18. Substitute Teachers

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

Priority I

Martinez, Karina
Priore, Donato
Stratton, Michael

Priority II

Ahmed, Norhan
Castillo, Christina
Curl, Geovana B.
Delidogan, Mehmet
Inoa, Melissa
Naher, Mosammat
Santana, Robert

19. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve Ms. Cristina Romer as a Maternity Leave Replacement for Ms. Rachael Isenhour beginning on Monday, October 23, 2017, through approximately Wednesday, February 28, 2018. Ms. Romer will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

20. Revision - Family Medical Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Mary Mulligan as a Family Medical Leave Replacement for Mr. Joseph D'Amelio beginning Monday, October 16, 2017, through Tuesday, November 7, 2017.

21. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Mr. Kevin Sinsimer as a Maternity Leave Replacement for Ms. Alexis Puluse beginning Tuesday, December 19, 2017, through approximately Friday, March 29, 2018. Mr. Sinsimer will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

22. Maternity/Child Care Leave of Absence - Trisha DiDio

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

Ms. DiDio, will begin her maternity/child care leave on Tuesday, January 2, 2018, through Thursday, June 21, 2018, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-11 on guide for the 2018-2019 school year.
3. A. She will use fifty-two (52) accumulated sick/personal days from Tuesday, January 2, 2018, through Friday, March 16, 2018.
   B. Leave will start on Monday, March 19, 2018.
   C. FMLA will be invoked from Monday, March 19, 2018, through approximately Friday, June 15, 2018, - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Ms. DiDio will be on unpaid leave from Monday, June 18, 2018 through Wednesday, June 21, 2018. She will return on Tuesday, September 4, 2018.
   E. Her annual benefit contribution will be charged. Benefit costs will be incurred by

Ms. DiDio for any further additional time absent outside the FMLA 12 week period.

23. Resignation - Educational Support Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Ms. Katty Tavarez Bautista, Educational Support Aide for the Totowa School District, effective Thursday, November 9, 2017.

Motion for approval of items 18-23

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

24. Approval of Minutes- October 18, 2017 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of October 18, 2017 as presented.

Motion for approval of items 24

MOTION: Ms. DeCeglie
SECONDED: Ms. Antonucci
VOTE: Unanimous (Mr. Schaffer Abstained)

25. 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.

26. 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 2017, as presented.

27. 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 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.

28. 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 2017, as presented.

29. 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 2017, as presented.

30. 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 2017, as presented.

31. 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 2017, as presented.

32. 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 2017, as presented. (See Attachment #1 Monthly Transfer Report)

33. 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 2017, as presented.

34. 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 912100617	1169	$ 10,528.91
Pomptonian	Invoice 912101317	1170	$ 15,357.45
Pomptonian	Invoice 912102017	1171	$ 5,044.26
Pomptonian	Invoice 912102717	1172	$ 12,438.48
Johnson Rest Equip Co-NJ	Invoice 18023	1173	$ 2,350.00

35. Approval to Cancel Check

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the cancelation of a duplicated check, number 028264, in the amount of $40.00 from the Warrant Account.

36. Approval of Shared Services Passaic Valley Regional High School

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve to share services with Passaic Valley Regional High School to transport students from Totowa to Wayne Public Schools.

37. Approval to Close Capital Projects Bank Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve closing the Capital Projects Bank account at Valley National Bank and transfer the remaining monies to the Warrant Account.

38. Approval to Open Donations Bank Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve opening a Donations Bank account at Valley National Bank Account.

39. Authorized Check Signatures – Donations Account

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

Donations Account - Ms. Patricia Capitelli, Ms. Lynn Smith and Ms. Lauren Terranova

40. Approval of PaySchools Annual Agreement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the PaySchools 2017-2018 Annual Agreement for the cafeteria POS system. (See Attachment #2)

41. Request for Proposal – Memorial School Tunnel Refurbishment

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve to receive bids for the refurbishment of the tunnel located at Memorial School.

42. Acceptance of the 2016-2017 Audit

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board accept the Comprehensive Annual Financial Report and Management Report for the period of July 1, 2016 to June 30, 2017, as prepared by Lerch, Vinci & Higgins.

43. Adoption of Corrective Action Plan for the 2016-2017 Audit

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends that the Board adopt the following corrective action plan, (Attachment #3), to address the recommendations contained in the 2016-2017 Audit.

Recommendations:

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

There are none.

III. School Purchasing Program

It is recommended that contracts awarded through public advertisement for bids be formally approved by the Board and be made part of the official minutes.

IV. School Food Services

There are none.

V. Student Body Activities

There are none.

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

There were none.

44. Approval of Construction Manager Services

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the construction service agreement with Mr. Joseph Pacelli of Construction Co-Ordinators LLC, Totowa, N.J. for construction management services of $5,000.00. (See attachment #4)

45. Approval of Chapters 192/193 Report of Nonpublic Auxiliary and Handicapped Service 2017-2018 Report

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2017-2018 Report of Nonpublic Auxiliary and Handicapped Services. (See attachment #5)

Motion for approval of items 25-45

MOTION: Ms. Antonucci
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Bierach, Ms. DeCeglie and Mr. Schaffer abstained from P.O. 18-1176 on #25 Bills List)

46. Old Business

Ms. Ruocco stated at our last meeting we had a concerned parent, Ms. Grant, express concern about an incident where a school bus was allegedly involved in an accident. Ms. Grant alluded the bus driver was given a ticket by the police and parents were not notified by the administration of the accident. Upon further investigation the administration determined the incident was very minor and when a bus parked in front of Washington Park School pulled out it scraped a cement planter. While a police officer, while employed by Washington Park School did enter the bus, the bus driver was not issued any summons or tickets. The board also would like to ensure Ms. Grant that if a bus were involved in an accident, that the district would follow the procedures in place that are strictly followed and includes a notification of parents.

47. New Business

There was no new business.

48. Hearing and Petition of Citizens

There were no citizens to be heard.

49. Other Matters of a Timely Nature

There were no other matters of a timely nature.

50. Adjournment

Upon motion by Mr. Schaffer and seconded by Ms. DeCeglie this meeting was adjourned at 8:12 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary