BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

12/12/2018

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 December 12, 2018.

1. Call To Order

Board Secretary, Mr. Varcadipane called the meeting to order at 6:08 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. DeCeglie, Mr. Guarneri, Mr. Kerwin and Mr. Reynoso
Members Absent:	Ms. Antonucci and Ms. Carr
Also Present:	Patricia Capitelli, Superintendent of Schools Vincent Varcadipane, School Business Administrator/Board Secretary Mr. Raymond B. Reddin, Board Attorney

Ms. Capitelli stated that Ms. Ruocco, Board President, has resigned from the Board of Education effective December 1, 2018. Ms. Capitelli commended Ms. Ruocco for all of her years of service to the Board. Ms. Ruocco was on the Board from 2011 through December 1, 2018. Ms. Ruocco served on a number of committees, as well as Vice President and as President of the Board during her tenure. Ms. Capitelli thanked Ms. Ruocco for all of her hard work.

3. Election of Board President

Mr. Varcadipane opened the floor to nominations for the office of Board President.

Mr. Kerwin said at this time she would like to make a motion to nominate Mr. Guarneri.

Mr. Varcadipane asked Mr. Guarneri if he accepted the nomination.

Mr. Guarneri said yes, he would accept.

Mr. Varcadipane asked for a second.

Ms. Alesandrelli seconded the nomination.

Mr. Varcadipane asked for any further nominations.

There were no other nominations. Mr. Varcadipane asked for a motion to close nominations and accept Mr. Guarneri as Board President.

Mr. Bierach moved to close nominations, Mr. Reynoso seconded closing nominations.

Mr. Varcadipane asked for a roll call.

Vote: Yes: Ms. Alesandrelli, Mr. Bierach, Ms. DeCeglie, Mr. Guarneri, Mr. Kerwin, Mr. Reynoso

4. Election of Board Vice President

Mr. Guarneri opened the floor for nominations for Vice President.

Mr. Bierach nominated Ms. Antonucci for the position of Vice President.

Mr. Varcadipane asked Ms. Antonucci if she accepted the nomination, via conference call.

Mr\s. Antonucci said she would accept the nomination.

Mr. Varcadipane asked for a second on the nomination.

Ms. Alesandrelli seconded the nomination.

Mr. Guarneri asked if there were any other nominations for Vice President.

There were no other nominations. Mr. Guarneri asked for a roll call.

Vote: Yes: Ms. Alessandrelli, Ms. Antonucci, Mr. Bierach, Ms. DeCeglie, Mr. Guarneri, Mr. Kerwin, Mr. Reynoso,

5. 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.

6. Professional Day

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

7. Inclement Weather Day

The Superintendent recommends the Board retroactively approve the following inclement weather day:

Friday, November 16, 2018

8. Appointment - District Liaison to Law Enforcement

The Board appoints Patricia Capitelli as the District Liaison to Law Enforcement for the 2018-2019 school year.

9. 2019-2020 Application for State School Aid

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve the submission of the 2019-2020 Application for State School Aid (ASSA) to the New Jersey State Department of Education on Friday, November 30, 2018.

10. Amendment to Instructional Resource List

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the amendment to theTotowa School District Instructional Resource List for the 2018-2019 school year as per the attached.

11. Pilot Program - LinkIt Assessment Tool

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the piloting of LinkIt Assessment Tool from January 1, 2019 through June 30, 2019.

12. Bus Evacuation Drill Revision

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 Tuesday, November 20, 2018, by Erica Wolpert. This is a re-scheduled drill due to inclement weather closing on Friday, November 16, 2018.

13. Bus Evacuation Drill Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Bus Evacuation Drill for the Special Education bus, with Station Wagon Services Route #172B on Tuesday, November 20, 2018, supervised by Lauren Terranova. This is a re-scheduled drill due to inclement weather closing on Friday, November 16, 2018.

14. Bus Evacuation Drill Revision

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 Tuesday, November 20, 2018, by Lauren Terranova. This is a re-scheduled drill due to inclement weather closing on Friday, November 16, 2018.

15. 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 - Tuesday, February 5, 2019, through Thursday, February 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.

16. Field Trip

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following field trip:

Grade 8
Washington D. C. Thursday, April 4, 2019 - Friday, April 5, 2019

17. Revision - Board of Education Meeting Dates

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised meeting dates as follows:

Wednesday, February 27, 2019 will be on Wednesday, March 6, 2019
Wednesday, March 20, 2019 will be on Wednesday, March 27, 2019

18. Use of Facilities - Totowa Education Foundation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa Education Foundation to us facilities as follows:

Kops-4-Kids - September 10, 2018 through approximately June 20, 2019 (Follows Totowa School Calendar)

Washington Park and Memorial Schools
7:30 A.M. - 9:00 A.M. and 3:00 P.M. - 6:00 P.M.

Kops-4-Kids Summer Program - June 24, 2019 through August 17, 2019

Washington Park School Gymnasium
7:30 A.M. - 6:00 P.M.

Enrichment Classes - September 1, 2018 through June 30, 2019

Washington Park and Memorial Schools
3:30 P.M. - 5:00 P.M.

Summer Enrichment Classes - June 25, 2019 through July 31, 2019

Washington Park and Memorial Schools
Varied classes and times to be determined

Ms. Antonucci entered the meeting at 6:16 P.M.

Motion for approval of items 6-18

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

19. Informational

Fire Drills

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

Washington Park School	Memorial School
Thursday, November 1, 2018(FD)	*Friday, November 2, 2018(FD)*
Tuesday, November 20, 2018(Lockdown-SIP)	*Tuesday, November 20, 2018(Lockdown-SIP)*

Parent/Teacher Conferences

Holiday Concerts

Tree Lighting - Concert

Senior Luncheons

Eighth Grade Fashion Show

Violence, Vandalism, Substance Abuse, & Harassment, Intimidation, and Bullying Report

Bus Evacuation Drills

Dates for Your Information

Dec. 21	One Session Day - 1:20 P.M. Dismissal
Dec. 24-31	Winter Recess - Schools Closed
Jan. 1	Winter Recess - Schools Closed
Jan. 2	Schools Reopen
Jan. 16	Board of Education Meeting - WPS 7:00 P.M.

Use of Facilities - January

Jan. 7	PTO	Executive Board Meeting (WPS)
Mon.-Fri.	PAL	Basketball and Hockey (WPS / MS)
Weds.	VITAL	Men's Basketball

Attachments:

Newsletters:

The Smart Dog
Totowa Torch - November 2018
The Park Press, Volume 13, Issue 1

Programs:

A Winter Concert - Grade 1
A Winter Concert - Grade 2

Reports:

Discipline Report

20. Committee Reports

Mr. Guarneri said committee meetings were not held.

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 6:25 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately fifteen (15) minutes to twenty (20) minutes and no action will be taken.

Motion for approval of item 21

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

The Board returned from executive session at 6:50 P.M.

22. Substitute Teachers

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

Priority II
Amin, Tahsena
Bertino, Anna Lucia
Burgers, Denise
Everett, Susan
Kurz, Nan
Samuel, Ranya Makram
Williams, Charlette

23. Revised - Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revisions to the Medical Leave for Jillian Cox beginning Thursday, November 15, 2018, through Friday, December 14, 2018. She will use nineteen (19) accumulated sick/personal days.

24. 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 Friday, December 14, 2018. Ms. Romer will receive a salary of $33,000 prorated, without benefits.

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

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

Ms. Kochanski will begin her maternity/child care leave Monday, December 10, 2018, 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 thirty-two (32) accumulated sick/personal days from Monday, December 10, 2018, 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.

26. Approval - Substitute Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Angela Siano, as a substitute teacher for Ms. Cristina Kochanski beginning on Thursday, December 6, 2018, through Friday, December 21, 2018, at the rate of $17.25 per hour with no benefits.

27. Resignation - Sarah Miller

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Sara Miller, Physical Therapist for the Totowa School District effective Friday, December 21, 2018.

28. Resignation - Tina Fulco

The Superintendent, in consultation with the Administrative Team, recommends the Board accept with regret the resignation of Tina Fulco, kindergarten teacher, for the Totowa School District effective Friday, December 31, 2018.

29. Rescind - Maternity Leave Replacement

The Superintendent recommends the Board rescind the action of October 17, 2018, Item #8 - Approval - Maternity Leave Replacement.

30. 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 kindergarten from Wednesday, January 2, 2019, through approximately Friday, June 28, 2019. Ms. Marocco will receive a salary of $33,000 prorated, without benefits.

31. Appointment - Part-time Physical Therapist

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Nicole Fennell as part-time Physical Therapist for the 2018-2019 school year at the rate of $80 per hour for approximately twenty (20) to twenty-five (25) hours per week, with no benefits. Any additional hours will require approval by the Superintendent of Schools. Ms. Fennell's appointment is pending a successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History.

Motion for approval of item 22-31

MOTION: Mr. Reynoso
SECONDED: Ms. Antonucci
VOTE: Unanimous

32. Approval of Minutes- November 14, 2018 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of November 14, 2018 as presented.

Motion for approval of item 23

MOTION: Mr. Kerwin
SECONDED: Mr. Bierach
VOTE: Unanimous (Mr. Reynoso abstained)

33. Approval of Bills List – December

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

34. Acceptance of Financial Status Report – November

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

35. Monthly Financial Certification of the Board Secretary and the Board of Education – November

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.

36. Acceptance of Bank Reconciliations – November

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

37. Acceptance of Board Secretary Report – November

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

38. Acceptance of Treasurer of School Monies Report – November

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

39. Acceptance of Financial Summary Report – November

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

40. Approval of Line Item Budget Transfers – November

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

41. Acceptance of Revenue Report – November

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

42. 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 #912110218	1233	$ 11,120.07
Pomptonian	Invoice #912110918	1234	$ 10,149.64
Pomptonian	Invoice #912111618	1235	$ 8,294.91
Pomptonian	Invoice #912112318	1236	$ 1,904.03
Pomptonian	Invoice #912113018	1237	$ 9,282.74
Mrs. Park	Lunch Balance Refund	1238	$ 13.20
Totowa Board of Ed	Custodial Reimbursement	Transfer to Warrant	$2,147.95

43. Approval of Insurance Policy

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve a Delta Dental Insurance Renewal through Michael Atkinson of Fairview Insurance Agency Associates, Inc. The policy is a 1-year renewal at the existing $108.97 premium per employee per month. (See Attachment #2)

44. Approval of Professional Services Contract - Construction Manager

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board approve the construction management agreement with Mr. Joseph Pacelli of Construction Co-Ordinators, Totowa N.J. This agreement is for construction management services for the 2018-2019 school year with a retainer of $5,000.00. (See Attachment #3)

45. Approval of the 2019 School Election and Budget Calendar

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the 2019 School Election and Budget Calendar. (See attachment #4 and attachment #5)

46. Approval of Petty Cash Funds

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the following Petty Cash Accounts revision:

Special Education Office Petty Cash Fund	50.00	Lauren Terranova
Office of Curriculum and Instruction Petty Cash Fund	50.00	Jonathan Kruzel

47. Approval of Totowa Schools Standard Operating Procedures and Internal Controls

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the Totowa Public Schools Standard Operating Procedures and Internal Controls for the 2018-2019 school year. (See attachment #6)

48. Approval of 2018-2019 District Report of Transported Resident Students

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2018-2019 District Report of Transported Resident Students. (See attachment #7)

Motion for approval of items 33-48

MOTION: Ms. Antonucci
SECONDED: Ms. Alesandrelli
VOTE: Unanimous (Mr. Bierach and Ms. DeCeglie abstained from P.O. 19-1327 on #33 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. Antonucci this meeting was adjourned at 6:55 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary