BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

12/13/2017

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 December 13, 2017.

1. Call To Order

President Ruocco called the meeting to order at 6:15 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. Kerwin, Mr. Reynoso, Ms. Ruocco, and Mr. Schaffer
Members Absent:	Mr. Guarneri
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 the attached.

6. 2018-2019 Application for State School Aid

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve the submission of the 2018-2019 Application for State School Aid (ASSA) to the New Jersey State Department of Education on Thursday, November 30, 2017.

7. Out of District Placement

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the placement of Student #20159 at Windsor Bergen Academy for the remainder of the 2017-2018 school year beginning on Monday, December 18, 2017, at the rate of $308.49 per day ($35,167.86). Transportation to be provided by Northern Region Educational Services Commission.

8. 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 2017-2018 Updates to the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

9. Passaic County Prosecutors Office Assembly

The Superintendent, in consultation with the Administrative Team, recommends the Board approve an assembly by Ms. Kelly Walsh of the Passaic County Prosecutors Office. Ms. Walsh will present a program on Tuesday, December 19, 2017, for the sixth through eighth grade students on sexting.

10. "Handle with Care"

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve hosting the Handle with Care restraint training for the Passaic County Special Education Programs at Memorial School on Tuesday, January 9, 2018, and Wednesday, January 10, 2018.

11. 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 12, 2018 - Friday, April 13, 2018

12. Fashion Show

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 17th Annual Eighth Grade Fashion Show to be held on Thursday, February 22, 2018, at The Brownstone Restaurant.

13. Acceptance of Donation - Patrick & Ashley Liguori

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the donation of a Yamaha YPC-32 Piccolo from Patrick and Ashley Liguori to the Totowa School District.

14. Equipment Disposal

The Superintendent, in consultation with the Administrative Team, recommends the Board approve disposing of the following old/broken equipment:

Washington Park School
Laminating Machine - Serial Code 003508

15. 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 - Thursday, December 14, 2017
Washington Park School Main Lobby 5:30 P.M. to 8:00 P.M.

The P.T.O. is also requesting the use of one (1) table and two (2) chairs at the event.

16. Use of Facilities - P.T.O. 3rd & 4th Grade Social

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

3rd & 4th Grade Social - Thursday, February 15, 2018
Washington Park School Cafeteria 6:00 P.M. to 9:00 P.M.

The P.T.O. is also requesting the use of three (3) tables and four (4) chairs at the event.

Motion for approval of items 5-16

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

17. Informational

Fire Drills

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

Washington Park School	Memorial School
Friday, November 3, 2017(FD)	*Friday, November 3, 2017(FD)*
Wednesday, November 15, 2017(Evac O.S.)	*Wednesday, November 15, 2017(Lockdown-SIP)*

Parent/Teacher Conferences

Holiday Concerts

Tree Lighting - Concert

Senior Luncheon

Eighth Grade Fashion Show

Enrichment Classes

Dates for Your Information

Dec. 22	One Session Day - 1:20 P.M. Dismissal
Dec. 25-29	Winter Recess - Schools Closed
Jan. 1	Winter Recess - Schools Closed
Jan. 2	Schools Reopen
Jan. 15	Martin Luther King Day - 1:20 P.M. Dismissal (Staff Workshops)
Jan. 17	Board of Education Meeting - WPS 7:00 P.M.

Use of Facilities - January

Jan. 8	PTO	Executive Board Meeting (WPS)
Mon.-Fri.	PAL	Basketball and Hockey (WPS / MS)
Weds.	VITAL	Men's Basketball

Attachments:

Newsletters:

The Park Press - November 2017 Vol. 12 Issue 1

Programs:

A Winter Concert - Grade 1

A Winter Concert - Grade 2

Reports:

Discipline Report

18. Committee Reports

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

19. 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 6:20 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately (20) twenty to (30) thirty minutes and no action will be taken.

Mr. Guarneri entered the meeting at this time.

Motion for approval of item 19

MOTION: Ms. DeCeglie
SECONDED: Ms. Antonucci
VOTE: Unanimous

The Board returned from executive session at 6:43 P.M.

20. Substitute Teachers

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

Priority II

Afaneh, Areej
Arias, Rebecca Nicole
Bozdag, Guleser
DeLeon, Annerys
Elliott, Laura
Hameid, Ajnadeen
James, Troy M.
Sharp, Sarah

21. Revision - Maternity/Child Care Leave of Absence - Sonja Oldja

The Superintendent, in consultation with the Administrative Team, recommends the Board approve revisions to the maternity/child care leave of absence for Sonja Oldja.

Ms. Oldja began her maternity/child care leave on Tuesday, September 5, 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-3 on guide for the 2018-2019 school year.
3. A. She will use twenty-six (26) accumulated sick/personal days from Tuesday, September 5, 2017, through Tuesday, October 10, 2017.
   B. Leave will start on Wednesday, October 11, 2017.
   C. FMLA will be invoked from Wednesday, October 11, 2017, through approximately Wednesday, January 10, 2018, - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Ms. Oldja will be on unpaid leave from Thursday, January 11, 2018 through Friday, March 23, 2018. She will return to work on Monday, March 26, 2018.

22. Maternity/Child Care Leave of Absence - Alycia Desmond

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

Ms. Desmond, will begin her maternity/child care leave on Monday, April 9, 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-9 on guide for the 2018-2019 school year.
3. A. She will use twenty (20) accumulated sick/personal days from Monday, April 9, 2018, through Friday, May 4, 2018.
   B. Leave will start on Monday, May 7, 2018.
   C. FMLA will be invoked from Monday, May 7, 2018, through approximately Friday, June 21, 2018, - seven (7) weeks. Benefits will be retained in accordance with FMLA.
   D. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Desmond for any further additional time absent outside the FMLA 12 week period.

23. Retirement - Salvatore Sole

The Superintendent recommends the Board accept the retirement of Salvatore Sole, Custodial Engineer, for the Totowa School District effective December 31, 2017.

24. Posting - Custodial Engineer

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Custodial Engineer.

25. Appointment - Educational Support Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Josephine Filippini as an Educational Support Aide for the 2017-2018 School Year. Ms. Filippini, a graduate of William Paterson University, will be paid $17.25 per hour. Her appointment will be contingent upon approval of a successful criminal background check and positive references.

26. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Dana Alecci as a Maternity Leave Replacement for Ms. Trisha DiDio beginning Tuesday, January 2, 2018, through the remainder of the school year.

27. Revision - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revision of Mr. Michael Konopinski as a Maternity Leave Replacement for Ms. Sonja Oldja beginning on Tuesday, September 5, 2017, through Friday, March 23, 2018.

28. Retirement - Suzanne Siok

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the retirement of Suzanne Siok, Administrative Assistant for the Totowa School District effective Friday, December 29, 2017.

29. Posting - Administrative Assistant

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Administrative Assistant.

30. Resignation - Andreina Tatiana Canessa

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Andreina Tatiana Canessa, Special Education Aide, for the Totowa School District effective Friday, December 22, 2017.

Motion for approval of items 20-30

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

31. Approval of Minutes- November 15, 2017 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of November 15, 2017 as presented.

Motion for approval of items 31

MOTION: Ms. DeCeglie
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Kerwin and Mr. Schaffer Abstained)

32. 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.

33. 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 2017, as presented.

34. 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 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.

35. 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 2017, as presented.

36. 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 2017, as presented.

37. 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 2017, as presented.

38. 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 2017, as presented.

39. 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 2017, as presented. (See Attachment #1 Monthly Transfer Report)

40. 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 2017, as presented.

41. 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 912110317	1174	$ 9,813.87
Pomptonian	Invoice 912111017	1175	$ 10,759.15
Pomptonian	Invoice 912111717	1176	$ 3,922.93
Pomptonian	Invoice 912112417	1177	$ 11,927.09
Pomptonian	Invoice 912120117	1178	$ 1,164.12

42. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #208 from the school district's Unemployment Compensation Account in the amount of $9,290.89 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

43. Approval of Payment – Totowa Education Foundation Reimbursement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve check # 2837 to the Totowa Education Foundation for reimbursement in the amount of $207.50. This amount is a reimbursement for monies collected for the Totowa Kops 4 Kids.

44. Approval of ACES Cooperative Pricing System

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the ACES Cooperative Pricing System through NJSBA for purchases through their cooperative pricing system #E8801-ACESCPS for 2017-2018 school year, as needed. (See Attachment #2)

45. Acceptance of the Division of Food and Nutrition's review

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Division of Food and Nutrition's review of our Audit report for fiscal year ending June 30, 2017. The findings were noted as follows:

1. Net Cash resources exceeded three month's average expenditures by $1,772.20.

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46. Acceptance of the Corrective Action Plan (CAP) for the Division of Food and Nutrition's review

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the CAP for the Division of Food and Nutrition's review of our Audit report for fiscal year ending June 30, 2017. (See attachment #3)

Motion for approval of items 32-46

MOTION: Mr. Reynoso
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Bierach, Ms. DeCeglie, and Mr. Schaffer abstained from P.O. 18-1334 and Mr. Reynoso abstained from P.O. 18-1335 on #32 Bills List)

47. Old Business

There was no old business.

48. New Business

There was no new business.

49. Hearing and Petition of Citizens

There were no citizens to be heard.

50. Other Matters of a Timely Nature

There were no other matters of a timely nature.

51. Adjournment

Upon motion by Mr. Schaffer and seconded by Mr. Reynoso this meeting was adjourned at 6:49 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary