BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

12/14/2016

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 December 14, 2016.

1. Call To Order

President Ruocco called the meeting to order at 6:13 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. Guarneri, Mr. Reynoso, and Ms. Ruocco
Members Absent:	Mr. Ferraro, Mr. Kerwin, and Mr. Schaffer
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. 2017-2018 Application for State School Aid

The Superintendent, in consultation with the Supervisor of Special Education, recommends the Board retroactively approve the submission of the 2017-2018 Application for State School Aid (ASSA) to the New Jersey State Department of Education on Tuesday, November 29, 2016.

7. Revision - Out of District Placement

The Superintendent, in consultation with the Supervisor of Special Education, recommends the Board approve placement of Student #20549 at P.G. Chambers School for the 2016-2017 school year beginning on Tuesday, January 3, 2017, at the rate of $38,510.34. This is a change in placement from the Passaic County Elks Developmental Disabilities Agency. Transportation to be provided by Northern Region Educational Services Commission.

8. Bedside Instruction

The Superintendent, in consultation with the Supervisor of Special Education, recommends the Board approve bedside instruction for the following student:

Student #20764, while a patient at Hackensack University Medical Center, beginning on a date to be determined, and ending tentatively March 2017. Tutoring to be provided by Education Inc. at a rate of $49 per hour.

9. Home Instruction

The Superintendent, in consultation with the Supervisor of Special Education, recommends the Board approve home instruction for the following student:

Student #20764, beginning at a date to be determined, and ending tentatively March 2017. This will be for the periods that this student is discharged from Hackensack University Medical Center. Instruction will be provided by Laura Leskowits.

10. Acceptance of Donation - Livingston Public Schools

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the donation of thirty (30) student desks from the Livingston Public Schools to the Totowa School District.

11. Acceptance of Donation - The Britting Family

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the donation of a collection of fiction and non-fiction children's books from the Britting Family to the Totowa School District.

12. Field Trip - Passaic Valley Holiday Show

The Superintendent, in consultation with the Administrative Team, retroactively approve the field trip for kindergarten through fourth grade students to Passaic Valley High School for the Masque and Sandal Holiday Show. The show took place on Tuesday, December 6, 2016, from 9:30 a.m. to approximately 11:15 a.m. Transportation was provided by the Totowa Board of Education.

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 - Thursday, December 15, 2016
Washington Park School Main Lobby 6:00 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.

14. Use of Facilities - P.T.O. 3rd & 4th 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:

3rd & 4th Grade Dance - Thursday, March 30, 2017
Washington Park School Cafeteria 6:00 p.m. to 9:00 p.m.

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

15. "Handle with Care"

The Superintendent, in consultation with the Supervisor 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 Friday, January 6, 2017, Monday, January 19, 2017, Tuesday, January 10, 2017 and Wednesday, January 11, 2017.

16. Field Trip - Performance of Short Stories

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the field trip for eighth grade students to attend a performance of Short Stories in Little Falls on Wednesday, January 11, 2017. Transportation will be provided by the Totowa Board of Education.

16. Totowa Public Library Visitation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Totowa Public Library to visit the TPK through fourth grade Memorial and Washington Park School students. The visitations will occur during beginning on Thursday, January 12, 2017.

Motion for approval of items 5-16

MOTION: Mr. Guarneri
SECONDED: Mr. Reynoso
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 25, 2016(FD)	*Wednesday, November 23, 2016(FD)*
Tuesday, November 8, 2016(Shelter in Place)	*Wednesday, November 30, 2016 (Lockdown-SIP)*

Parent/Teacher Conferences

Holiday Concerts

Tree Lighting - Concert

Senior Luncheon

Eighth Grade Fashion Show

Nations Night

Enrichment Classes

Dates for Your Information

Dec. 16	Paperless Mid-Marking Period Reports Online Gr. 5-8 only
Dec. 22	One Session Day - 1:20 p.m. Dismissal
Dec. 23-31	Winter Recess - Schools Closed
Jan. 1, 2	Winter Recess - Schools Closed
Jan. 3	Schools Reopen
Jan. 16	Martin Luther King Day - 1:20 p.m. Dismissal (Staff Workshop)
Jan. 18	Board of Education Meeting - WPS 7:00 p.m.

Use of Facilities - January

Jan. 9	PTO	Executive Board Meeting (WPS)
Mon.-Fri.	PAL	Basketball and Hockey (WPS / MS)
Weds.	VITAL	Men's Basketball

Attachments:

News Articles:

Teachers Participate in Professional Day Workshop

Newsletters:

The Smart Dog - November Vol. 4 Issue 2

Programs:

A Winter Concert - Grade 1

A Winter Conert - Grade 2

Enrichment Sessions

Reports:

Discipline Report

18. 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 6:19 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 18

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

The Board returned from executive session at 6:39 p.m.

19. Substitute Teachers

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

Priority I

Kass, Aimee

Priority II

Almonza, Richard M.
Clavi, Patricia
DeSteno, Rose Ann
Dillon, Lissett
Elsharkawy, Abeer
Gergelyi, Kristyn
Hogge, Elizabeth A.
Jones, Laurie A.
Macek, Susan
Naples, Lindsey
Reed, Brittany Ann
Sutterlin, Denise
Thomas, Ashley Michelle
Vander Have, Clifford
Vasilic, Stana

20. Approval - Long Term Substitute

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Jennifer Dupree, as a Long Term Substitute Resource Room Teacher grades three, four, and five, beginning on Tuesday, January 3, 2017 through June 2017. Ms. Dupree will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

21. Maternity/Child Care Leave of Absence - Daniella Harris

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a maternity/child care leave of absence for Daniella Harris as attached:

Ms. Harris will begin her maternity/child care leave Tuesday, January 31, 2017 through Thursday, June 15, 2017 as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-7 on guide for the 2017-2018 school year.
3. A. She will use twenty-nine and one-half (29.5) accumulated sick/personal days from Tuesday, January 31, 2017, through Wednesday, March 15, 2017.
   B. Leave will start on Thursday, March 16, 2017.
   C. FMLA will be invoked from March 16, 2017 through June 15, 2017 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Harris for any further additional time absent outside the FMLA 12 week period.

22. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Alyssa DeMauro as a Maternity Leave Replacement for Ms. Daniella Harris beginning Monday, January 23, 2017 through June 2017. Ms. DeMauro will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

23. 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. Anna DeBellonia beginning Monday, February 13, 2017 through Friday, June 9, 2017. Ms. Alecci will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

24. Approval - English Language Arts Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Valerie D'Ambrosio to the position of English Language Arts Teacher for the 2016-2017 school year beginning on or about Tuesday, January 3, 2017. Ms. D'Ambrosio will be placed on BA Step-1 $51,550 (prorated) of the contracted teacher salary guide.

25. Substitute Teacher

The Superintendent recommends the Board approve the following substitute teacher:

Priority II
D'Ambrosios, Valerie - Totowa

26. Substitute Teacher

The Superintendent recommends the Board approve the following to receive their substitute teacher certification:

Priority III
Hajbi, Hannah N., Little Falls

Motion for approval of items 19-26

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

27. Approval of Minutes- November 16, 2016 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of November 16, 2016 as presented.

Motion for approval of items 27

MOTION: Ms. DeCeglie
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Reynoso Abstained)

28. 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.

29. 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 2016, as presented.

30. 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 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.

31. Acceptance of Bank Reconciliations – November

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Bank Reconciliations for the month of November 2016, as presented.

32. Acceptance of Board Secretary Report – November

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Board Secretary Report for the month of November 2016, as presented.

33. 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 2016, as presented.

34. 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 2016, as presented.

35. 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 2016, as presented. (See Attachment #1 Monthly Transfer Report)

36. 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 2016, as presented.

37. 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
Service Plus Inc.	Invoice 148568 (Retroactive)	1115	$ 836.16
Service Plus Inc.	Invoice 148734 (Ck # Correction)	1116	$ 1,021.16
Pomptonian	Invoice 912110416	1117	$ 10,577.13
Pomptonian	Invoice 912111116	1118	$ 9,384.46
Pomptonian	Invoice 912111816	1119	$ 6,295.10
Pomptonian	Invoice 912112516	1120	$ 9,439.75
Pomptonian	Invoice 912120216	1121	$ 6,942.74

38. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #203 from the school district's Unemployment Compensation Account in the amount of $5054.68 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

39. Acceptance of the 2015-2016 Audit

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board accept the Comprehensive Annual Financial Report and Management Report for the period of July 1, 2015 to June 30, 2016, as prepared by Lerch, Vinci & Higgins. No audit recommendations were noted in the report.

40. Approval of Premiere 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 .587/th.

41. Approval of 2016-2017 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2016-2017 school year transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
604F	New Bridges	Jersey Kids	$ 19,342.40+773.70	11/01/16-June 2017
617F	Stepping Stones	Station Wagon	$ 49,098.00+1,963.92	11/01/16-June 2017
PGTW	PG Chambers School	Jersey Kids	$ 7,776.00+311.04	11/15/16 - 12/23/16

Motion for approval of items 28-41

MOTION: Mr. Reynoso
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Bierach abstained on P.O. 17-1310 & 17-1341 on #28 bills list, Ms. DeCeglie abstained on P.O. 17-1310 & 17-1341 on #28 bills list)

42. Old Business

There was no old business.

43. New Business

There was no new business.

44. Hearing and Petition of Citizens

There were no citizens to be heard.

45. Other Matters of a Timely Nature

There were no other matters of a timely nature.

46. Adjournment

Upon motion by Mr. Reynoso and seconded by Ms. DeCeglie this meeting was adjourned at 6:45 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary