BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

02/15/2017

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 February 15, 2017.

1. Call To Order

President Ruocco called the meeting to order at 7:05 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. Carr, Ms. DeCeglie, Mr. Ferraro, Mr. Guarneri, Mr, Kerwin Mr. Reynoso, Ms. Ruocco, and Mr. Schaffer
Members Absent:	Mr. Bierach
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

Ms. Carla Grant of 88 Grant Ave, Totowa NJ 07512 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. Grant."

Ms. Grant commented on how the agenda that is sent out prior to the meeting does not have enough information on it. Ms. Grant proceeded to list Little Falls, Montclair, Passaic, and Hawthorne as districts that provide much greater detail to the public before the meeting. Ms. Grant also provided a sample of agendas, which was given to Ms. Ruocco. Ms. Grant's concern is that information such as salary and teacher certifications are not on the agenda and that she would be unable to determine if the teacher in her student's classroom was the best possible teacher for the position. Ms. Grant stated that the district should not be hiring people that are just legally qualified to teach a class, ie a K-5 certification but if the teacher is teaching science they should be science certified as well.

Ms. Capitelli informed Ms. Grant that agendas are normally posted on the district's website prior to any meetings. Ms. Capitelli also stated that more detailed information is presented in the meeting minutes which can also be found on the website shortly after they are approved at the following board of education meeting.

Mr. Ferraro told Ms. Grant that the Board would take her concerns under advisement and would do some more research into the matter.

Ms. Ruocco asked if anyone else would like to be heard at this time.

Ms. Sonia Chipatecua of 15 Scrivens Street, Totowa NJ 07512 stepped forward. Ms. Chipatecua wanted to inform the Board that she had called the office a few times about a family she evicted from her home and wanted to know why the student was still in school. She stated that a forwarding address in Paterson was given to her for mail.

Mr. Reddin thanked Ms. Chipatecua for being so forthcoming with the information. Mr. Reddin informed her this is not the appropriate forum and that we cannot speak to her about a student.

Ms. Capitelli informed her that we are aware of the situation.

Ms. Ruocco asked if anyone else would like to be heard at this time. There were no other public to be heard at this time.

5. Professional Days

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

6. Inclement Weather Day

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

Thursday, February 9, 2017

7. Delayed Opening

The Superintendent recommends the Board retroactively approve the following delayed opening due to inclement weather:

Friday, February 10, 2017

8. 2016-2017 Calendar Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following revision to the 2016-2017 School Calendar:

Monday, April 17, 2017 - Schools Open

9. Equipment Disposal

The Superintendent, in consultation with the Administrative Team, recommends the Board approve disposal of equipment as per the attached.

10. Use of Facilities - P.T.O. 5th & 6th 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:

5th & 6th Grade Social - Friday, March 31, 2017
Washington Park School Gymnasium 6:00 P.M. to 9:00 P.M.p

The P.T.O. is also requesting the use of one (1) table at the event. Water will be provided but there will be no food at the event.

11. Policy Adoption 2415.30 - Title I - Educational Stability for Children in Foster Care

The Superintendent presents to the Board the second read of the new mandated Policy 2415.30 - Title I - Educational Stability for Children in Foster Care.

12. Policy & Regulation Revision 5116 - Education of Homeless Children

The Superintendent presents to the Board the second read of the revised Policy & Regulation 5116 - Education of Homeless Children.

13. Policy Adoption 5330.04 - Administering an Opioid

The Superintendent presents to the Board the second read of new Policy 5330.04 - Administering an Opioid Antidote.

14. Policy & Regulation Revision 8330 - Student Records

The Superintendent presents to the Board the second read of the revised mandated Policy & Regulation 8330 - Student Records.

15. Policy & Regulation Adoption 2418 - Section 504 of the Rehabilitation Act of 1973 - Students

The Superintendent presents to the Board the second read of the new mandated Policy 2418 - Section 504 of the Rehabilitation Act of 1973 - Students.

Motion for approval of items 5-15

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

16. Informational

Fire Drills

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

Washington Park School
Thursday, January 12, 2017 (FD)
Monday, January 30, 2017 (SIP)

Memorial School
Thursday, January 12, 2017 (FD)
Monday, January 30, 2017 (SIP)

"Unplugged" Concert

Nations Night

Fashion Show

Spring Musical "Aladdin"

Passaic County Poster Contest

Kindergarten Roundup

QSAC Site Visit

PTO Book Fair

Dates for Your Information

Feb. 16	Nations Night - WPS 6:30 P.M.
Feb. 17-20	Mid Winter Recess - Schools Closed
Feb. 22	Fashion Show - The Brownstone 6:30 P.M.
Mar. 1	Tentative Board of Education Meeting Budget Approval WPS 7:00 P.M.
Mar. 3	Paperless Mid-Marking Period 3 Reports Online Grades 5 - 8
Mar. 14	Special Education Parent Meeting - MS Cafe 3:30 P.M.
Mar. 14	PTO General Meeting - MS 7:00 P.M.
Mar. 22	Spring Musical Matinee "Aladdin" - WPS 1:30 P.M.
Mar. 22	Tentative Board of Education Meeting Budget Hearing - WPS 7:00 P.M.
Mar. 23	Spring Musical "Aladdin" - WPS 7:00 P.M.
Mar. 24	Spring Musical "Aladdin" - WPS 7:00 P.M.
Mar. 25	Spring Musical "Aladdin" - WPS 7:00 P.M.
Mar. 23	Spring Musical "Aladdin" - WPS 7:00 P.M.
Mar. 24	Spring Musical "Aladdin" - WPS 7:00 P.M.
Mar. 25	Spring Musical "Aladdin" - WPS 7:00 P.M.

Attachments:

Newsletters:

The Park Press - January 2017 Volume 11, Issue 2

Programs:

Totowa Unplugged

Reports:

Discipline Report

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 7:19 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately thirty five (35) minutes and no action will be taken.

Motion for approval of item 17

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

The Board returned from executive session at 8:04 p.m.

18. Substitute Teachers

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

Priority I

Mete, Danielle (Brindisi)
Vasilic, Stana
Wells, Barbara, RN

Priority II

Beirne, John P.
Cartagena, Vanessa E.
Kennedy, Keri
Koch, Rukiye
Mori, Kristy
Petito, Stephany
Riba-Slutsky, Maria

19. Maternity/Child Care Leave of Absence - Jessica Haftek

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

Ms. Haftek will begin her maternity/child care leave on or about Monday, April 3, 2017 through Friday, October 13, 2017 as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-3 on guide for the 2017-2018 school year.
3. A. She will use twenty (20) accumulated sick/personal days from Monday, April 3, 2017, through Friday, May 5, 2017.
   B. Leave will start on Monday, May 8, 2017.
   C. FMLA will be invoked from May 8, 2017 through approximately Friday, October 13, 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. Haftek for any further additional time absent outside the FMLA 12 week period

Motion for approval of items 18-19

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

20. Approval of Minutes- January 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 January 18, 2017 as presented.

Motion for approval of items 20

MOTION: Mr. Ferraro
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Kerwin Abstained)

21. Approval of Bills List – February

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

22. Acceptance of Financial Status Report – January

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of January 2017, as presented.

23. Monthly Financial Certification of the Board Secretary and the Board of Education – January

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.

24. Acceptance of Bank Reconciliations – January

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Bank Reconciliations for the month of January 2017, as presented.

25. Acceptance of Board Secretary Report – January

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Board Secretary Report for the month of January 2017, as presented.

26. Acceptance of Treasurer of School Monies Report – January

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of January 2017, as presented.

27. Acceptance of Financial Summary Report – January

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of January 2017, as presented.

28. Approval of Line Item Budget Transfers – January

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

29. Acceptance of Revenue Report – January

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of January 2017, as presented.

30. 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 912011317	1128	$ 4,160.32
Pomptonian	Invoice 912012017	1129	$ 11,691.46
Pomptonian	Invoice 912012717	1130	$ 6,031.59
Metro Fire & Safety Equipment CO.	Invoice 0263949-IN	1131	$ 159.00

31. 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
715F	PG Chambers	York Trans	$ 15,524.00 + $620.96	01/03/17 – June 2017

32. Approval of Designation of Places to Post Notices for Annual School Election

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following locations to post notices for the School Board Election held on April 25, 2017.

Washington Park School	10 Crews Street
Memorial School	294 Totowa Road
Municipal Building	537 Totowa Road
American Legion Hall	180 Union Blvd.
Lincoln Ave. Firehouse	93 Lincoln Ave.
Mitchell Ave. Firehouse	22 Mitchell Ave.
Riverview Firehouse	440 Riverview Drive
Totowa Community Center	385 Union Blvd.

33. Approval of Polling Sites for Annual School Election

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the Passaic County Board of Elections approval to consolidate voting to the following polling site for the Annual School Election held on April 25, 2017.

District 1 & 2	Washington Park School	10 Crews Street
Will include residents from districts 1,2,3,4,5,6		

34. Approval of Board Workers and Voting Machines for Annual School Election

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve six board workers at each district and two voting machines at each district for the Annual School Election held on April 25, 2017.

35. Approval of Polling Hours – Annual School Election

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the polling hours for the Annual School Election to be held on April 25, 2017 from 3:00 P.M. to 8:00 P.M.

36. Approval of Board Workers' Pay – Annual School Election

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve an hourly pay rate of $14.29 for the Annual School Election held on April 25, 2017.

37. Approval of NCLB Title I Part A Amendment (Carry Over)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the amendment to the NCLB Title I Part A 2016-2017 Grant in the amount of $26.00 for teacher salaries for Title I programs. These monies are carry over monies from the 2015-2016 NCLB Title I Part A grant.

38. Approval of NCLB Title II Part A Amendment (Carry Over)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the amendment to the NCLB Title II Part A 2016-2017 Grant in the amount of $669.00 for teacher salaries for Title II programs. These monies are carry over monies from the 2015-2016 NCLB Title II Part A grant.

39. Approval of NCLB Title I Part A Amendment

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the amendment to the NCLB Title I Part A 2016-2017 Grant. The amendment changes the positions used for NCLB funds. Two paraprofessionals, Ms. Traci Shafer and Mr. Steve Rodriguez, were removed from funding while adding one new teacher, Ms. Valerie D'Ambrosio.

40. Approval of NCLB Title I Part A Salaries (Teacher)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the following NCLB Title I funds in the amount of $36,085.00 for the salary/benefits for Ms. Valerie D'Ambrosio, Washington Park School Teacher for a Co-Teaching model targeting NCLB students. This amount represents 100% of salary and benefits for Ms. D'Ambrosio.

41. Approval of NCLB Title I Part A Salaries (Paraprofessional)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the following NCLB Title I funds in the amount of $6,336.00 for the salary and FICA benefits for the following aides. The salary will be charged from Resource Room Aides, Account # 11-213-100-106-130-905 to NCLB Salaries 20-231-100-100-000 -000

Mara Mazur

42. 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.

Washington Park		**Purchased by**
LCD Monitor	x 8 pcs	2008
PC-P4	x 5 pcs	2008
Old Laptop	x 6 pcs	2006 & Older
Memorial School		
LCD Monitor	x 2 pcs	2008
PC-P4	x 2 pcs	2008

Motion for approval of items 21-42

MOTION: Mr. Kerwin
SECONDED: Mr. Ferraro
VOTE: Unanimous (Ms. DeCeglie and Mr. Schaffer abstained on P.O. 17-1463 on #21 bills list and Mr. Reynoso abstained on P.O. 17-1429 on #21 bills list)

43. Old Business

There was no old business.

44. New Business

There was no new business.

45. Hearing and Petition of Citizens

There were no citizens to be heard.

46. Other Matters of a Timely Nature

There were no other matters of a timely nature.

47. Adjournment

Upon motion by Mr. Reynoso and seconded by Mr. Schaffer this meeting was adjourned at 8:11 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary