BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

02/17/2016

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 February 17, 2016.

1. Call to Order

President Ruocco called the meeting to order at 7:00 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, Mr. Ferraro, Mr. Guarneri, Mr. Kerwin, Mr. Reynoso, Ms. Ruocco, and Mr. Schaffer
Members Absent:	Ms. DeCeglie
Also Present:	Patricia Capitelli, Superintendent of Schools
	Vincent Varcadipane, School Business Administrator/Board Secretary
Also Present:	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. Revision - Spring 2016 Student Teaching Placement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a revision to the Student Teaching Placement for Ms. Kelly Hennion, a student at St. Joseph's University, beginning on Tuesday, January 19, 2016 through Friday, May 6, 2016. Ms. Hennion was originally approved to complete her placement on Friday, April 29, 2016.

7. Cerebral Palsy of New Jersey Contract

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board approve a contract with the Cerebral Palsy of New Jersey for home services for student O-20 following surgery beginning on Monday, February 22, 2016, through Friday, June 30, 2016 as follows:

Occupational Therapy - 2x/week/30 minutes:	$54 per 30-minute session
Speech Therapy - 2x/week/30 minutes:	$54 per 30-minute session
Occupational Therapy/Assistive Technology - 2x/week/30 minutes:	$75 per 30-minute session
School Certified Teacher - 10 hours per week:	$48 per 30-minute session

8. P.T.O. Cultural Arts - *Mr. Scott The Music Man*

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 - *Mr. Scott The Music Man* - Tuesday, February 23, 2016
Memorial School Auditorium 10:00 a.m. & 1:15 p.m.

9. Use of Facilities - P.T.O. Pre-K - 2nd Grade Laser Light Show

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

Pre-K - 2nd Grade Laser Light Show - Friday, February 26, 2016
Washington Park School Cafeteria 6:00 p.m. to 8:30 p.m.

10. Use of Facilities - P.T.O. Spring Candy Fundraiser Pickup

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

Spring Candy Fundraiser Pickup
Washington Park School Cafeteria
Wednesday, March 9, 2016 Thursday, March 10, 2016 (Snow Date)
4:00 p.m. to 8:00 p.m.

The P.T.O. is also requesting the use of the lunch tables as they are set up, one (1) table with four (4) chairs at the front door.

11. Use of Facilities - P.A.L. Travel Soccer

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa PAL Travel Soccer program as follows:

Washington Park School Gym
Monday, March 21, 2016 - Thursday, May 26, 2016
4:30 p.m. - 6:00 p.m.

12. Use of Field - P.A.L. Softball and Baseball

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa PAL to use Washington Park School Field for their softball and baseball programs from Monday, March 7, 2016, through Tuesday, June 27, 2016 as follows:

Monday through Friday:	4:00 p.m. to Dusk
Saturdays and Sundays:	4:00 p.m. to Dusk

13. Use of Facilities - P.A.L. Baseball and Softball

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa PAL Baseball and Softball as follows:

Memorial School Gym
Monday through Friday 5:00 p.m. - 9:00 p.m.

Washington Park School All Purpose Room and Gym
Monday through Friday 5:00 p.m. - 9:00 p.m.

This request will be effective Monday, March 7, 2016, through Friday, April 8, 2016.

The PAL understands that school related and prior approved activities have priority over the use of the facilities. These practices will be limited to fielding and pitching. There will be no bats permitted into the school and only wiffle and rubber coated balls will be used.

14. Use of Facilities - Passaic County Association of Special Services Administrators

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the use of Washington Park School Media Center to host the PCASSA Roundtable meeting on Thursday, April 21, 2016.

15. Field Trip

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board approve a field trip for seven students from the RISE 4 class, along with their aides/chaperones to the New Jersey Elks 2016 Friendship Festival. The festival will take place on Monday, May 2, 2016. There is no cost for the event and transportation will be provided by the Totowa bus.

16. Field Trip

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve a field trip for seventh and eighth grade Student Council Officers, Representatives and advisors to the Rededication of Dey Mansion. The trip will take place on Monday, February 22, 2016, from 11:30 a.m. to approximately 1:30 p.m. There is no cost for the event and transportation will be provided by the Totowa bus.

17. Out of District Placement

The Superintendent, in consultation with the Supervisor of Pupil Personnel Service, recommends the Board retroactively approve placement of transfer-in Student #0-31 at Stepping Stones School for the 2015-2016 school year beginning on Tuesday, February 16, 2016 at the Passaic County Educational Services Commission.

18. Special Education Medicaid Initiative (SEMI) Program

The Superintendent, in consultation with the Supervisor of Pupil Personnel Service, recommends the Board approve submission of a waiver from participation in the Special Education Medicaid Initiative (SEMI) Program for the 2016-2017 school year based on the Totowa School District having less than forty (40) eligible students enrolled.

Motion for approval of items 5-18

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

19. Informational

Fire Drills

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

Washington Park School
Thursday, January 7, 2016 (FD)
Thursday, January 28, 2016 (SIP)

Memorial School
Thursday, January 7, 2016 (FD)
Thursday, January 28, 2016 (SIP)

2016 Passaic County Calendar Contest Winners
Molly Monteyne - November Winner
Sara Barrise - Honorable Mention
Brian Buniewski - Honorable Mention

"Unplugged" Concert

Nations Night

Fashion Show

Spring Musical "Mary Poppins"

Dates for Your Information

Feb. 18	Nations Night - WPS 6:30 p.m.
Feb. 24	Fashion Show - The Brownstone 6:30 p.m.
Mar. 2	Tentative Board of Education Meeting Budget Approval WPS 7:00 p.m.
Mar. 4	Paperless Mid-Marking Period 3 Reports Online Grades 5 - 8
Mar. 15	Special Education Parent Meeting - MS Cafe 3:30 p.m.
Mar. 15	PTO General Meeting - MS 7:00 p.m.
Mar. 16	Spring Musical Matinee "Mary Poppins" - WPS 1:30 p.m.
Mar. 16	Tentative Board of Education Meeting Budget Hearing - WPS 7:00 p.m.
Mar. 17	Spring Musical "Mary Poppins" - WPS 7:00 p.m.
Mar. 18	Spring Musical "Mary Poppins" - WPS 7:00 p.m.
Mar. 19	Spring Musical "Mary Poppins" - WPS 7:00 p.m.

Use of Facilities - March

Mar. 7	PTO	Executive Board Meeting (WPS)
Mar. 10	PTO	Spring Candy Pickup (WPS)
Mar. 15	PTO	General Meeting (MS)
Mar. 24	PTO	Third and Fourth Grade Social (WPS)
Tuesdays and Thursdays	PBA	Basketball (MS)
Monday through Friday	PAL	Basketball (WPS & MS)

Attachments

News Articles:

"Hanging with Santa"
"County Calendar Contest Winners Announced"

Newsletters:

The Park Press, Volume 10, Issue 2

Programs:

"Unplugged" Concert

Reports:

Discipline Report

20. Committee Reports

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

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 7:15 p.m.

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

Motion for approval of item 21

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

The Board returned from executive session at 7:50 p.m.

22. Appointment - Temporary Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Jamie Appello as Temporary Special Education Aide for the 2015 - 2016 school year. Ms. Appello will be paid at the rate of $16.80 per hour.

23. Appointment - Temporary Educational Support Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Angelica Rodano as Temporary Educational Support Aide for the 2015 - 2016 school year. Ms. Rodano, a graduate of Monmouth University, will be paid at the rate of $17.25 per hour.

24. Appointment - Temporary Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Giuseppina Watkins as Temporary Special Education Aide for the 2015 - 2016 school year. Ms. Watkins will be paid at the rate of $16.80 per hour.

25. Appointment - Temporary English Language Arts Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Jenna Sargenti as English Language Arts Teacher for the 2015 - 2016 school year at a salary of Step-0 $32,000 (prorated) beginning on or about Monday, February 22, 2016, with no sick/personal days or benefits.

26. Maternity/Child Care Leave of Absense - Marissa Bednarski

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

Ms. Bednarski will begin her maternity/child care leave Monday, October 19, 2015 through Tuesday, May 31, 2016 as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-7 on guide for the 2016-2017 school year.
3. A. She will use sixty-three (63) accumulated sick/personal days from October 19, 2015 through Friday, January 8, 2016.
   B. Leave will start on Monday, February 1, 2016.
   C. FMLA will be invoked from February 1, 2016 through April 29, 2016 -twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Leave will be extended from April 30, 2016 through May 31, 2016 without pay. COBRA costs will be incurred by Ms. Bednarski for benefits during this time.

27. Maternity/Child Care Leave of Absence - Kathleen Peterson

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

Ms. Peterson will begin her maternity/child care leave Thursday, October 15, 2015 through June 30, 2016 as per the following provisions:

1. Leave is granted without pay and benefit.
2. She will remain at Step-5 on guide for the 2016-2017 school year
3. A. She will use fifty (50) accumulated sick/personal days from October 15, 2015 through Friday, January 8, 2016
   B. Leave will start on Monday, January 11, 2016.
   C. FMLA will be invoked from January 11, 2016 through April 8, 2016 -twelve (12) weeks.
   Benefits will be retained in accordance with FMLA.
   D. Leave will be extended until June 30, 2016 without pay and benefits.

Motion for approval of items 22-27

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

28. Approval of Minutes- January 20, 2016 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of January 20, 2016 as presented.

Motion for approval of item 28

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

29. Monthly Financial Certification of the Board Secretary and the Board of Education – June Final

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2015-2016 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.

30. Acceptance of Board Secretary Report – June Final

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Board Secretary Report for the month of June 2015 Final, as presented.

31. Acceptance of Treasurer of School Monies Report – June Final

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of June 2015 Final, as presented.

32. Acceptance of Financial Summary Report – June Final

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of June 2015 Final, as presented.

33. Acceptance of Revenue Report – June Final

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of June 2015 Final, as presented.

34. Approval of Line Item Budget Transfers – June Final

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 June 2015 Final, as presented. (See Attachment #1 Monthly Transfer Report)

35. 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.

36. 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 2016, as presented.

37. 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 2016, as presented. (See Attachment #2 Monthly Transfer Report)

38. 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 2016, as presented.

39. 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 912010816	1066	$ 14,570.94
Pomptonian	Invoice 912011516	1067	$ 4,793.75
Pomptonian	Invoice 912012216	1068	$ 10,539.81
Pomptonian	Invoice 912012916	1069	$ 4,011.71

40. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #198 from the school district's Unemployment Compensation Account in the amount of $16,461.28 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

41. Approval of 2015-2016 Contract with Lincoln Park

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the contract for Student #0-30 at Lincoln Park School. Basic tuition including therapies will be $62,897.41 annually or $6,289.71 monthly. Any additional services added will adjust the tuition stated.

42. Approval of 2015-2016 Transportation Contract PCESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2015-2016 school year transportation contract with Passaic County Education Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Starting Date
TLPMS	Lincoln Park MS	York Transportation	$16,791.00 + $671.64	1/26/16 – 6/30/16

43. Rescind Action- 01/20/2016 Meeting Item # 15 of the Board Administrators Report - Approval of NCLB Title I Part A Amendment

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board rescind the action of the January 20, 2016 meeting Item #15 of the Board Administrators Report - Approval of NCLB Title I Part A Amendment

44. Approval of NCLB Title I Part A Amendment

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board retroactively approve the amendment to the NCLB Title I Part A 2015 -2016 Grant in the amount of $84.00 for professional development for Title I programs. These monies are carry over monies from the 2014-2015 NCLB Title I Part A grant.

45. Rescind Action- 01/20/2016 Meeting Item # 16 of the Board Administrators Report - Approval of NCLB Title II Part A Amendment

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board rescind the action of the January 20, 2016 meeting Item #16 of the Board Administrators Report - Approval of NCLB Title II Part A Amendment

46. Approval of NCLB Title II Part A Amendment

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board retroactively approve the amendment to the NCLB Title II Part A 2015 -2016 Grant in the amount of $916.00 for professional development for Title II programs. These monies are carry over monies from the 2014-2015 NCLB Title II Part A grant.

47. 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 19, 2016.

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.

48. 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 19, 2016.

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

49. 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 19, 2016.

50. 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 19, 2016 from 3:00 P.M. to 9:00 P.M.

51. 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 19, 2016.

52. Approval of HireRight

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve HireRight as the school's consortium for random drug testing for the school's bus drivers.

53. Approval of Quest Diagnostics

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve Quest Diagnostics as the School's random drug testing administrator/facility.

Motion for approval of items 29-53

MOTION: Ms. Kerwin
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Bierach abstained on P.O. 16-1504 on #35 bills list, and Mr. Schaffer abstained on P.O. 16-1504 on #35 bills)

54. Old Business

There was no old business.

55. New Business

There was no new business.

56. Hearing and Petition of Citizens

There were no citizens to be heard.

57. Other Matters of a Timely Nature

There were no other matters of a timely nature.

58. Adjournment

Upon motion by Mr. Reynoso and seconded by Mr. Kerwin this meeting was adjourned at 7:54 P.M.

Respectfully submitted,

Vincent Varcadipane

Vincent Varcadipane
School Business Administrator/Board Secretary