BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

02/20/2019

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 20, 2019.

1. Call To Order

President Guarneri called the meeting to order at 7:06 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. Carr, Ms. DeCeglie, Mr. Guarneri, Mr. Kerwin, Mr. Reynoso and Mr. Tangora
Members Absent:	Ms. Antonucci
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. Lisa Moreno of 328 Winifred Drive, Totowa NJ 07512 stepped forward. Mr. Guarneri 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. Moreno.

Ms. Moreno stated her family has had a positive experience in Totowa but there is one issue she would like to bring up. Ms. Moreno was concerned with Foreign Languages in K-2 at Memorial School. Ms. Moreno had two questions. The first was is there an approved curriculum and where could she find it. The second question was is there an approved teacher and if so what language do they teach.

Ms. Capitelli stated all curriculum is online on the Totowa School District's website. Ms. Capitelli also stated that Pre-K - 2 units are imbedded in Social Studies courses. In grades 3-8 there is an Italian Teacher that was hired in October.

Ms. Lynn Lions of 193 Sandra Drive, Totowa NJ 07512 stepped forward. Mr. Guarneri 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. Lions.

Ms. Lions stated that she is a foreign language teacher and that students receiving 21 century learning and world readiness should start at an earlier age. Ms. Lions stated she believes the students in grades K-2 are not receiving enough consistent foreign language education.

Ms. Capitelli stated the items noted have already been addressed and that curriculum is continuously reviewed.

Ms. Capitelli addressed a question from Ms. Grant from the January 16, 2019 meeting regarding participation in the Special Olympics. Ms. Capitelli stated to be a participant in the Special Olympics a student needs to be a part of a local sponsored team. Some teams can be found in Wayne, New Jersey. Teams put in their own applications to participate in the Special Olympics.

5. Professional Days

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

6. Harassment, Intimidation and Bullying Report for January 2019

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

7. Delayed Openings

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

Wednesday, January 30, 2019 Thursday, January 31, 2019

8. 2018-2019 Student Safety Data System (SSDS)

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the submission of the Student Safety Data System Report Period I, September 1, 2018, through December 31, 2018, Student Safety Data System to the New Jersey State Department of Education as per the attached.

9. 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 Uniform State Memorandum of Agreement between Education and Law Enforcement Officials, 2019 Revisions.

10. Policy Adoption 0141.1 - Board Member and Term - Sending District

The Superintendent presents to the Board the first read of the adoption of Policy 0141.1 - Board Member and Term - Sending District.

11. Policy Revision 0141.2 - Board Member and Term - Receiving District

The Superintendent presents to the Board the first read of the revisions to Policy 0141.2 - Board Member and Term - Receiving District.

12. Policy Revision 2415.06 - Unsafe School Choice Option

The Superintendent presents to the Board the first read of the revisions to mandated Policy 2415.06 - Unsafe School Choice Option.

13. Policy Revision 2422 - Health and Physical Education

The Superintendent presents to the Board the first read of the revisions to mandated Policy 2422 - Health and Physical Education.

14. Regulation Revision 2460.8 - Special Education - Free and Appropriate Public Education

The Superintendent presents to the Board the first read of the revisions to mandated Regulation 2460.8 - Special Education - Free and Appropriate Public Education.

15. Policy Revision 2610 - Educational Program Evaluation

The Superintendent presents to the Board the first read of the revisions to mandated Policy 2610 - Educational Program Evaluation.

16. Policy Revision 4219 - Commercial Driver's License Controlled Substance and Alcohol Use Testing

The Superintendent presents to the Board the first read of the revisions to mandated Policy 4219 - Commercial Driver's License Controlled Substance and Alcohol Use Testing.

17. Policy & Regulation Revision 5111 - Eligibility of Resident/Nonresident Students

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation 5111 - Eligibility of Resident/Nonresident Students.

18. Policy Revision 5330.04 - Administering an Opioid Antidote

The Superintendent presents to the Board the first read of the revisions to mandated Policy 5330.04 - Administering an Opioid Antidote.

19. Regulation Adoption 5330.04 - Administering an Opioid Antidote

The Superintendent presents to the Board the first read of the adoption of mandated Regulation 5330.04 - Administering an Opioid Antidote.

20. Policy Revision 5337 - Service Animals

The Superintendent presents to the Board the first read of the revisions to Policy 5337 - Service Animals.

21. Regulation Revision 5530 - Substance Abuse

The Superintendent presents to the Board the first read of the revisions to mandated Regulation 5530 - Substance Abuse.

22. Policy & Regulation Revision 5600 - Student Discipline/Code of Conduct

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation 5600 - Student Discipline/Code of Conduct.

23. Policy & Regulation Revision 5611 - Removal of Students for Firearms Offenses

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation 5611 - Removal of Students for Firearms Offenses.

24. Policy & Regulation Revision 5612 - Assaults on District Board Education Members or Employees

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation 5612 - Assaults on District Board of Education Members or Employees.

25. Policy & Regulation Revision 5613 - Removal of Students for Assaults with Weapons Offenses

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation 5613 - Removal of Students for Assaults with Weapons Offenses.

26. Policy Revision 5756 - Transgender Students

The Superintendent presents to the Board the first read of the revisions to mandated Policy 5756 - Transgender Students.

27. Policy & Regulation Revision 7440 - School District Security

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation 7440 - School District Security.

28. Policy & Regulation Revision 8461 - Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation 8461 - Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses.

29. Policy 8860 - Memorials

The Superintendent presents to the Board the first read of the revisions to Policy 8860 - Memorials.

30. Summer Enrichment Program - Extended School Year Operations/Postings

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve operating a Summer Enrichment - Extended School Year program at Washington Park School from Monday, June 24, 2019, through Thursday, July 25, 2019, for nineteen (19) days of instruction from 9:00 A.M. to 1:00 P.M. on Mondays through Thursdays with no school on Thursday, July 4, 2019.

The Summer Enrichment recommended staff position postings are as follows:

Special Education Teachers with Autism/ABA experience
Special Education Aides/Instructional Aides with ABA experience
Speech/Language Therapist
Occupational Therapist (part-time)
Physical Therapist (part-time)
Behaviorist (part-time)
Nurse/Aide

31. Home Instruction

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve home instruction for student #18-19-01 beginning on Tuesday, January 15, 2019, for an undetermined amount of time. Instruction will be ten (10) hours per week to be provided by Alycia Desmond and Carley Fleres.

32. Student Evaluation

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve a student evaluation for student #18-19-01 on Wednesday, January 30, 2019, at the rate of $550.

33. 2019- 2020 Proposed School Calendar

The Superintendent recommends the Board approve the 2019 - 2020 proposed school calendar. (see attached)

34. Environmental Education Outreach Program

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Turtle Back Zoo Outreach Program to visit the TPK on Friday, March 22, 2019, for two shows at 9:30 A.M. and 10:30 A.M. The topic of the program is "Animal Coverings". The program will be paid for by the Totowa PTO Cultural Arts funds.

35. 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 18, 2019, through Saturday, June 29, 2019, as follows:

Monday through Friday:	5:00 P.M. to Dusk
Saturdays and Sundays:	9:00 A.M. to Dusk

36. Use of Facilities - Totowa Education Foundation Spring Musical

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa Education Foundation Spring Musical to use the facilities from November 1, 2018 through March 29, 2019.

37. Date Revision - Unplugged

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised date of the Unplugged Concert to be held on Tuesday, February 26, 2019.

38. Inclement Weather Day

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

Tuesday, February 12, 2019

Motion for approval of items 5-38

MOTION: Mr. Kerwin
SECONDED: Mr. Reynoso
VOTE: Unanimous (Ms. Alesandrelli abstained from item #35 of the Superintendent's Report)

39. Informational

Fire Drills

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

Washington Park School	Memorial School
Tuesday, January 15, 2019 (FD)	*Tuesday, January 15, 2019 (FD)*
Monday, January 28, 2019 (SIP)	*Monday, January 28, 2019 (SIP)*

Violence, Vandalism, Substance Abuse, Harassment, Intimidation & Bullying Incident Report Period I, September 1, 2018, through December 30, 2018

"Unplugged" Concert

Nations Night

Fashion Show

Spring Musical "Roald Dahl's Willy Wonka Jr."

Kindergarten Roundup

PTO Book Fair

Dates for Your Information

Feb. 21	Fashion Show - The Brownstone 6:30 P.M.
Feb. 28	Paperless Mid-Marking Period 3 Reports Online Grades 5 - 8
Feb. 28	Nations Night - WPS 6:30 P.M.
Mar. 11	Spring Pictures - MS/WPS
Mar. 12	PTO General Meeting - MS 7:00 P.M.
Mar. 27	Spring Musical Matinee Roald Dahl's "Willy Wonka JR." - WPS 1:30 P.M.
Mar. 27	Board of Education Meeting Budget Hearing - WPS 7:00 P.M.

Use of Facilities - March

Mar. 4	PTO	Executive Board Meeting (WPS)
Mar. 5	PTO	Executive Board Meeting Snow Date
Mar. 12	PTO	General Meeting (MS)
Mar.	PAL	Basketball (WPS / MS)
Weds.	VITAL	Men's Basketball (MS)

Attachments:

Correspondence:

Senator Kristin M. Corrado - Mr. Bower (Congratulations - Student Recognition at the 2019 Passaic County Poster Calendar Contest

Newsletter:

The Park Press - January 2018 Volume 13, Issue 2

Programs:

The 23rd Annual Passaic County Clerk Poster Calendar Contest - Award Ceremony

Reports:

Discipline Report

40. Committee Reports

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

41. 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 7:25 p.m.

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

Motion for approval of item 41

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

The Board returned from executive session at 8:02 P.M.

42. Substitute Teachers

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

Priority I
Grasso, Dianna
Hubner-Polli, Mary

Priority II
Elsayed, Eman M.
Hassan, Abeer
Herzalla Kamel, Hanaa
Kourish, Abir
Shater, Nada
Sousa, Nour E.

43. Posting - Custodial Engineer

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

44. Approval - Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Medical Leave for Maria Sagui beginning Monday, January 28, 2019, for an undetermined amount of time. She will use accumulated sick/personal days.

45. Approval - Medical Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Angela Siano, as a Medical Leave Replacement for Ms. Maria Sagui beginning on Monday, February 25, 2019, for an undetermined amount of time, at the rate of $17.25 per hour.

46. Appointment - Home Instructor

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Carley Fleres as a Home Instructor for the 2018 - 2019 school year on an as needed basis at the rate of $50 per hour.

Motion for approval of item 42-46

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

47. Approval of Minutes- January 16, 2019 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of January 16, 2019 as presented.

Motion for approval of item 47

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

48. 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.

49. 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 2019, as presented.

50. 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 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.

51. Acceptance of Bank Reconciliations – January

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of January 2019, as presented.

52. Acceptance of Board Secretary Report – January

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of January 2019, as presented.

53. 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 2019, as presented.

54. 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 2019, as presented.

55. 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 2019, as presented. (See Attachment #1 Monthly Transfer Report)

56. 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 2019, as presented.

57. 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 #912011119	1243	$ 14,080.06
Pomptonian	Invoice #912011819	1244	$ 5,966.63
Pomptonian	Invoice #912012519	1245	$ 13,966.25
Pomptonian	Invoice #912020119	1246	$ 2,420.86
Pomptonian	Invoice #912020819	1247	$ 21,105.43
Totowa Board of Ed	Custodial Reimbursement	Transfer to Warrant	$ 8,339.10
Totowa Board of Ed	PSE&G Reimbursement	Transfer to Warrant	$ 1,562.77

58. Approval of 2018-2019 Out of District Contract

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve an out of district McKinney Vento contract with Wayne Township Public Schools in the amount of $16,847.00. Transportation to be provided by Wayne Township Public Schools.

59. Amend Approval of ESEA - Title I Salary

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board retroactively approve the following ESEA amended Title I funds in the amount of $25,443.00 for the salary/benefits for Ms. Michelle Harding, Washington Park School Teacher for an Instructional Pull Out Program in ELA from $25,507.00. This amount represents 59% of salary and benefits for Ms. Harding.

60. Approval of ESEA - Title II Salary

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board retroactively approve the following amended ESEA Title II funds in the amount of $34,917.00 for the salary/benefits for Ms. Mark DePasquale, Washington Park School Teacher to reduce class size grade 7 from $35,402.00. This amount represents 52% of salary and benefit for Mr. DePasquale.

61. Acceptance of the 2017-2018 Audit

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board accept the Comprehensive Annual Financial Report and Management Report for the period of July 1, 2017 to June 30, 2018, as prepared by Lerch, Vinci & Higgins.

62. Adoption of Corrective Action Plan for the 2017-2018 Audit

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends that the Board adopt the following corrective action plan, (Attachment #2) and certification of implementation of the corrective action plan (Attachment #3), to address the recommendations contained in the 2017-2018 Audit.

Recommendations:

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

It is recommended post travel reports be prepared and submitted by employees requesting reimbursement of travel expenses.

III. School Purchasing Program

There are none.

IV. School Food Services

It is recommended that efforts be made to reduce the net cash resources of the food service fund.

V. Student Body Activities

There are none.

VI. Application for State School Aid

There are none.

VII. Pupil Transportation

There are none.

VIII. Facilities and Capital Assets

There are none.

IX. Miscellaneous

There are none.

X. Status of Prior Years' Audit Findings/Recommendations

A review was performed on the prior year audit recommendation and corrective action was taken.

63. Approval of Legal Costs

The Superintendent, in consultation with the School Business Administrator/Board Secretary and school district auditor recommends the Board approve and acknowledge the school district exceeds 130% of the statewide average for legal costs. The school district will implement internal controls for the reduction of costs or to provide evidence that such procedures would not result in a reduction of costs.

Motion for approval of items 48-63

MOTION: Mr. Kerwin
SECONDED: Ms. Alesandrelli
VOTE: Unanimous (Mr. Bierach and Ms. DeCeglie abstained from P.O. 19-1468 on #48 Bills List.)

64. Old Business

There was no old business.

65. New Business

There was no new business.

65. Hearing and Petition of Citizens

Ms. Maya Buono of 84 Hobart Place, Totowa NJ 07512 stepped forward. Mr. Guarneri 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. Buono.

Ms. Buono stated she was surprised the meeting was still held with the weather and wanted to know why the meetings don't follow the school if an early dismissal is called.

Ms. Capitelli stated that meetings being canceled do to weather are discretionary and the decision to cancel or to continue to have the meeting are done on a case by case basis.

Ms. Buono asked where can she find the meeting dates. She doesn't have a student in the district yet but will be attending in Kindergarten.

Ms. Capitelli stated that meeting dates are on the district website, posted at the municipal building, are advertised in the Record and Herald newspapers and are on the school's marquees.

66. Other Matters of a Timely Nature

There were no other matters of a timely nature.

67. Adjournment

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

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary