# BOARD OF EDUCATION
# BOROUGH OF TOTOWA

## MEETING MINUTES

02/21/2018

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 Febraury 21, 2018.

### 1. Call To Order

President Ruocco called the meeting to order at 7:03 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, Ms. Ruocco, and Mr. Schaffer |
| Members Absent: | Ms. Antonucci and Mr. Kerwin |
| 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. Terminate - Special Counsel**

The Superintendent recommends the Board retroactively terminate the agreement with Schwartz, Simon, Edelstein & Celso LLC as Special Counsel to the Totowa School District as of Friday, February 2, 2018.

**7. Appointment - Special Counsel**

The Superintendent recommends the Board retroactively appoint Adams, Gutierrez & Lattiboudere, LLC as Special Counsel to the Totowa School District as of Monday, February 5, 2018.

**8. Delayed Openings**

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

Wednesday, January 17, 2018 Thursday, February 8, 2018

**9. Bylaw Adoption 0169.02 - Board Member Use of Social Networks**

The Superintendent presents to the Board the second read of the new Bylaw 0169.02 - Board Member Use of Social Networks.

**10. Policy Revision 3437 - Military Leave**

The Superintendent presents to the Board the second read of the revisions to Policy 3437 - Military Leave.

**11. Policy Revision 4437 - Military Leave**

The Superintendent presents to the Board the second read of the revisions to Policy 4437 - Military Leave.

**12. Policy Adoption 5516.01 - Student Tracking Devices**

The Superintendent presents to the Board the second read of the new Policy 5516.01 - Student Tracking Devices.

**13. Regulation Revision 7101 - Educational Adequacy of Capital Projects**

The Superintendent presents to the Board the second read of the revisions to Regulation 7101 - Educational Adequacy of Capital Projects.

**14. Policy Adoption 7425 - Lead Testing of Water in Schools**

The Superintendent presents to the Board the second read of the new Policy 7425 - Lead Testing of Water in Schools.

**15. Policy & Regulation Revision 7440 - School District Security**

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

**16. Policy & Regulation Revision 7441 - Electronic Surveillance in School Buildings and on School Grounds**

The Superintendent presents to the Board the second read of the revisions to mandated Policy & Regulation 7441 - Electronic Surveillance in School Buildings and on School Grounds.

**17. Policy Revision 8507 - Breakfast Offer Versus Serve (OVS)**

The Superintendent presents to the Board the second read of the revisions to mandated Policy 8507 - Breakfast Offer Versus Serve (OVS).

**18. Policy Revision 8630 - Bus Driver/Bus Aide Responsibility**

The Superintendent presents to the Board the second read of the revisions to mandated Policy 8630 - Bus Driver/Bus Aide Responsibility.

**19. Regulation Revision 8630 - Emergency School Bus Procedures**

The Superintendent presents to the Board the second read of the revisions to mandated Regulation 8630 - Emergency School Bus Procedures.

**20. Policy Adoption 9242 - Use of Electronic Signatures**

The Superintendent presents to the Board the second read of the new Policy 9242 - Use of Electronic Signatures.

**21. Revised Community Based Instruction Field Trip**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised Community Based Instruction Field Trip to T-Bowl Lanes on Thursday, March 1, 2018, for the RISE 4 class with transportation on the Totowa school bus. This date is a revision in date from Wednesday, January 17, 2018, as a result of a delayed opening on that day.

**22. 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 25, 2018, through Thursday, July 26, 2018, for nineteen (19) days of instruction from 9:00 A.M. to 1:00 P.M. on Mondays through Thursdays with no school on Wednesday, July 4, 2018.

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

**23. 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 27, 2018
Memorial School Auditorium 10:00 A.M. & 1:15 P.M.

**24. 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

Thursday, March 15, 2018 3:00 P.M. to 8:00 P.M.

The P.T.O. is also requesting the use of the lunch tables.

**25. Equipment Disposal**

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

**Washington Park School**
Two Magazine Racks
One Broken Book Shelf

Motion for approval of items 5-25

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

**26. Informational**

**Fire Drills**

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

Washington Park School
*Thursday, January 11, 2018 (FD)*
*Monday, January 29, 2018 (SIP)*

Memorial School
*Thursday, January 11, 2018 (FD)*
*Monday, January 29, 2018 (SIP)*

**"Unplugged" Concert**

**Nations Night**

**Fashion Show**

**Spring Musical "Lion King"**

**Kindergarten Roundup**

**QSAC Site Visit**

**PTO Book Fair**

**Volleyball**

**Dates for Your Information**

| | |
|---|---|
| Feb. 22 | Fashion Show - The Brownstone 6:30 P.M. |
| Feb. 23 | Paperless Mid-Marking Period 3 Reports Online Grades 5 - 8 |
| Mar. 1 | Nations Night - WPS 6:30 P.M. |
| Mar. 13 | PTO General Meeting - MS 7:00 P.M. |
| Mar. 16 | Tentative Board of Education Meeting Budget Approval WPS 7:00 P.M. |
| Mar. 21 | Spring Musical Matinee "Lion King" - WPS 1:30 P.M. |
| Mar. 29 | Tentative Board of Education Meeting Budget Hearing - WPS 7:00 P.M. |

**Use of Facilities - March**

| | | |
|---|---|---|
| Mar. 5 | PTO | Executive Board Meeting (WPS) |
| Mar. 6 | PTO | Executive Board Meeting Snow Date |
| Mar. 13 | PTO | General Meeting (MS) |
| Mar. 29 | PTO | 5th & 6th Grade Dance (WPS) |
| Mar. | PAL | Basketball (WPS / MS) |
| Weds. | VITAL | Men's Basketball (MS) |

**Attachments:**

**Newsletter:**

The Park Press - January 2018 Volume 12, Issue 2

**Programs:**

*"Totowa Unplugged"*

**Reports:**

Discipline Report

**27. Committee Reports**

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

**28. 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 7:10 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately (45) forty five minutes and no action will be taken.

Motion for approval of item 28

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

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

**29. Substitute Teachers**

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

Priority I
Nichols, Yvette
Raineri, Dinorah

Priority II
Ayala, Jason
Calderon, Shawn
Hughes, Jessica Andela
Samad, Mohammed

**30. Resignation - Michael O'Brien**

The Superintendent recommends the Board accept with regret the resignation of Michael O'Brien, Washington Park School Principal, for the Totowa School District effective February 28, 2018.

**31. Revised - Maternity Leave Replacement**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Saranda Lipovica's revised Maternity Leave Replacement for Ms. Catherine Sofocleous beginning Tuesday, September 5, 2017, through approximately Friday, June 22, 2018. Ms. Lipovica will remain on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

**32. Revision - Maternity/Child Care Leave of Absence - Catherine Sofocleous**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a revised maternity/child care leave of absence for Catherine Sofocleous.

Ms. Sofocleous began her maternity/child care leave on Wednesday, June 14, 2017, through Thursday, May 31, 2018, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-6 on guide for the 2018-2019 school year.
3. A. She will use fifty-nine (59) accumulated sick/personal days from Wednesday, June 14, 2017, through Thursday, November 16, 2017.
   B. Leave will start on Friday, November 17, 2017.
   C. FMLA will be invoked from Friday, November 17, 2017, through approximately Friday, February 16, 2018 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Ms. Sofocleous will be on unpaid leave from Monday, February 19, 2018 through Thursday, May 31, 2018. She will return on Friday, June 1, 2018.
   E. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Sofocleous for any further additional time absent outside the FMLA 12 week period.

**33. Approval - Maternity Leave Replacement**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Kimberly Panarotto-Locurcio's revised Maternity Leave Replacement for Ms. Sevilay Karca beginning on Tuesday, September 19, 2017, through approximately Friday, June 22, 2018. Ms. Panarotto-Locurcio will remain on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

**34. Revision - Maternity/Child Care Leave of Absence - Sevilay Karca**

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

Ms. Karca began her maternity/child care leave Tuesday, February 21, 2017, through Friday, June 29, 2018 as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-7 on guide for the 2018-2019 school year.
3. A. She used eighteen (18) accumulated sick/personal days from Tuesday, February 21, 2017, through Monday, March 20, 2017.
   B. Leave began on Tuesday, March 21, 2017.
   C. FMLA was invoked from March 21, 2017, through approximately June 20, 2017, - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Ms. Karca will be on unpaid leave from Tuesday, September 5, 2017, through Friday, June 29, 2018. She will return to work on Tuesday, September 4, 2018.
   E. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Karca for any further additional time absent outside the FMLA 12 week period.

**35. Maternity/Child Care Leave of Absence - Tina Fulco**

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

Ms. Fulco will begin her maternity/child care leave on Tuesday, February 20, 2018, through Tuesday, January 1, 2019, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-11 on guide for the 2018-2019 school year.
3. A. She will use twelve (12) accumulated sick/personal days from Tuesday, February 20, 2018, through Wednesday, March 7, 2018.
   B. Leave will start on Thursday, March 8, 2018.
   C. FMLA will be invoked from Thursday, March 8, 2018, through approximately Thursday, June 7, 2018 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Ms. Fulco will be on unpaid leave from Friday, June 8, 2018 through Tuesday, January 1, 2019. She will return on Wednesday, January 2, 2019.
   E. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Fulco for any further additional time absent outside the FMLA 12 week period.

**36. Appointment - Acting Principal/Superintendent**

The Board appoints Patricia Capitelli as Acting Principal/Superintendent beginning on Thursday, March 1, 2018, until a permanent replacement is found.

**37. Rescind - Custodial Engineer**

The Superintendent recommends the Board rescind the action of January 17, 2018, Item #2 Appointment -Custodial Engineer.

**38. Posting - Administrative Positions**

The Superintendent recommends the Board approve posting the following Administrative Positions:

Principal - Memorial School
Principal - Washington Park School
Vice Principal - Washington Park School
Director of Special Education
Supervisor of Elementary Education/Discipline

**39. Appointment - Administrative Assistant**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Pam Steinhilber Daub as Administrative Assistant for the remainder of the 2017-2018 school year, pending approval of a successful criminal background check and positive references. Ms. Daub will begin on or about Monday, March 12, 2018, at the prorated salary of $35,000.

Motion for approval of items 29-39

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

**40. Approval of Minutes- January 17, 2018 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the minutes of the meeting of January 17, 2018 as presented.

Motion for approval of items 40

MOTION: Mr. Reynoso
SECONDED: Mr. Schaffer
VOTE: Unanimous (Mr. Guarneri abstained)

**41. 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.

**42. 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 2018, as presented.

**43. 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 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.

**44. 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 2018, as presented.

**45. 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 2018, as presented.

**46. 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 2018, as presented.

**47. 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 2018, as presented.

**48. 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 2018, as presented. (See Attachment #1 Monthly Transfer Report)

**49. 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 2018, as presented.

**50. 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 912011218 | 1183 | $ 4,654.07 |
| Pomptonian | Invoice 912011918 | 1184 | $ 13,392.21 |
| Pomptonian | Invoice 912012618 | 1185 | $ 4,516.81 |
| Pomptonian | Invoice 912020218 | 1186 | $ 15,712.80 |
| Ms. Alissa Rios | Recess Milk Refund | 1187 | $ 34.85 |
| Metro Fire & Safety | Invoice SM 1655 | 1188 | $ 195.00 |

**51. Approval of 2017-2018 Transportation Contract NRESC**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2017-2018 school year transportation contract with North Region Educational Services Commission, Wayne as follows:

| Route # | School | Contractor | Cost Per Route | Date |
|---|---|---|---|---|
| 1098B | Windsor Bergen Academy | Aldin Trans | $ 6,382.50+191.48 | 9/5/17-June 2018 |

**52. Approval of Mid-Year Budget Review – Passaic County Office**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board accept the Passaic County Mid-Year Budget Review letter. (Attachment #2)

**53. 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.

**54. Acceptance of Totowa Education Foundation Donation**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the acceptance of a donation from the Totowa Education Foundation in the amount of $46,680.39. These funds were used for the purchase of new laptop computers and laptop carts.

**55. Approval to Increase Appropriations**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve appropriating the restricted local revenue from the Totowa Education Foundation in the amount of $46,680.39 for the purchase of roughly 75 laptop computers and 3 laptop carts.

**56. Approval to Submit LRFP Amendment**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve submitting an LRFP amendment as per the reporting requirements of N.J.S.A. 18A: 7G-4(a) to amend the current LRFP at least once every five years. (Attachment #3)

**57. Approval of ERATE Consulting Agreement**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the ERATE Consulting Inc. agreement through NJSBA procurement #E-8801-ACES-CPS. ERATE Consulting Inc. will help the district navigate through the ERATE Funding Program as per the agreement. (Attachment #4)

Motion for approval of items 41-57

MOTION: Mr. Guarneri
SECONDED: Ms. DeCeglie
VOTE: Unanimous (Mr. Bierach, Ms. DeCeglie, and Mr. Schaffer abstained from P.O. 18-1486 on #41 Bills List)

**58. Old Business**

There was no old business.

**59. New Business**

There was no new business.

**60. Hearing and Petition of Citizens**

Mr. Michael O'Brien stepped forward. Mr. O'Brien wanted to thank the Totowa Board of Education and Ms. Capitelli for the opportunity of being the Washington Park School Principal. Mr. O'Brien stated that the decision to step down and return to the classroom to teach was very difficult and of a personal nature. He also wanted to thank Ms. Capitelli for all of her help mentoring him during this process. Mr. O'Brien also wanted to wish Totowa the best of luck in the future. The Board of Education thanked Mr. O'Brien.

**61. Other Matters of a Timely Nature**

There were no other matters of a timely nature.

**62. Adjournment**

Upon motion by Mr. Schaffer and seconded by Mr. Reynoso this meeting was adjourned at 8:09 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary