BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

03/22/2017

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 March 22, 2017.

1. Call To Order

President Ruocco 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:	Mr. Bierach, Ms. Carr, Ms. DeCeglie, Mr. Ferraro, Mr. Guarneri, Mr. Kerwin, Ms. Ruocco, and Mr. Schaffer
Members Absent:	Mr. Reynoso
Also Present:	Patricia Capitelli, Superintendent of Schools
	Vincent Varcadipane, School Business Administrator/Board Secretary
	Mr. Raymond B. Reddin, Board Attorney

Ms. Capitelli presented Mr. Ferraro with a plaque for all of his years of service on the Totowa Board of Education. Ms. Capitelli thanked him for his service and stated that it was a pleasure and an honor working with him.

Mr. Ferraro stated that it was an honor to serve on the Totowa Board of Education and that it was a pleasure to work with the Board and the Staff for so many years. Mr. Ferraro also stated that he was confident that the district would continue to grow.

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. Summer Enrichment Program - Extended School Year Operations/Postings

The Superintendent, in consultation with the Supervisor of Special Education, recommends the Board approve operating a Summer Enrichment program at Memorial School and Washington Park School from Monday, June 26, 2017 through Thursday, July 27, 2017 for nineteen (19) days of instruction from 9:00 A.M. to 1:00 P.M. on Mondays through Thursdays with no school on Tuesday, July 4, 2017.

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
Physical Therapist (part-time)
Behaviorist
Nurse/Aide

7. Policy & Regulation Revision 2460 - Special Education

The Superintendent presents to the Board the second read of the revisions to mandated Policy & Regulation 2460 - Special Education.

8. Regulation Revision 2460.1 - Special Education - Location, Identification, and Referral

The Superintendent presents to the Board the second read of the revisions to mandated Regulation 2460.1 - Special Education - Location, Identification, and Referral.

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

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

10. Regulation Revision 2460.9 - Special Education - Transition From Early Intervention Programs to Preschool Programs

The Superintendent presents to the Board the second read of the revisions to mandated Regulation 2460.9 - Special Education - Transition From Early Intervention Programs to Preschool Programs.

11. Regulation Adoption 2460.15 - Special Education - In-Service Training Needs for Professional and Paraprofessional Staff

The Superintendent presents to the Board the second read of the new Regulation 2460.15 - Special Education - In-Service Training Needs for Professional and Paraprofessional Staff.

12. Regulation Re-Adoption 2460.16 - Special Education - Instructional Material to Blind or Print-Disabled Students

The Superintendent presents to the Board the second read of the mandated Regulation 2460.16 - Special Education - Instructional Material to Blind or Print-Disabled Students.

13. Policy Revision 2467 - Surrogate Parents and Foster Parents

The Superintendent presents to the Board the second read of the revisions to mandated Policy 2467 - Surrogate Parents and Foster Parents.

14. Regulation Revision 7422 - School Integrated Pest Management Plan Memorial School/Washington Park School

The Superintendent presents to the Board the second read of the revisions to mandated Regulation 7422 - School Integrated Pest Management Plan Memorial School/Washington Park School.

15. Delayed Opening

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

Monday, February 13, 2017

16. Inclement Weather Days

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

Tuesday, March 14, 2017 Wednesday, March 15, 2017

17. 2016-2017 Calendar Revisions

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 Closed
Wednesday, June 21, 2017 - Last Day of School
Thursday, June 22, 2017 and Friday, June 23, 2017 - Staff Reports

18. 2017- 2018 Proposed School Calendar

The Superintendent recommends the Board approve the 2017 - 2018 proposed school calendar. (see attached)

19. 2017 Friendship Festival

The Superintendent, in consultation with the Supervisor of Special Education, recommends the Board approve a trip for the students in the RISE 4 class to the 2017 Friendship Festival at the Turtle Back Zoo on Monday, May 1, 2017. Transportation to be provided by the Totowa bus driven by John Sole.

20. 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
Wednesday, March 29, 2017 - Thursday, June 8, 2017
4:30 P.M.- 6:00 P.M.

21. 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 23, 2017, through Monday, June 26, 2017 as follows:

Monday through Friday:	4:00 P.M. to Dusk
Saturdays and Sundays:	4:00 P.M. to Dusk

22. 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 Tuesday, March 29, 2017, through Friday, April 21, 2017.

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.

23. P.T.O. Cultural Arts - *Fire & Ice The Mad Scientist*

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the Totowa Cultural Arts Committee as follows:

Pre-K - 2nd Grade - *Fire & Ice The Mad Scientist* - Tuesday, March 7, 2017
Memorial School Auditorium 10:00 A.M. & 1:15 P.M.

24. Use of Washington Park School Field - Totowa P.B.A. Food Truck Fundraiser

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.B.A. Local #80 to use the Washington Park School Field and picnic tables on Saturday, May 20, 2017 for their Food Truck Fundraiser from 8:00 A.M. to 8:00 P.M. The P.B.A. members will take care of all set up and clean up in addition to any other related items.

25. Use of Facilities - Totowa Board of Recreation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa Board of Recreation as follows:

"Breakfast with the Bunny"	Washington Park School Cafeteria
Saturday, April 1, 2017	7:30 A.M. to 12:00 P.M.

26. 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

Tuesday, March 28, 2017 3:30 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.

Motion for approval of items 5-26

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

27. Informational

Fire Drills

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

Washington Park School	Memorial School
Thursday, February 23, 2017(FD)	*Thursday, February 23, 2017 (FD)*
Tuesday, February 28, 2017 (ASD)	*Tuesday, February 28, 2017 (ASD)*

Budget Presentation

Autism Awareness Month

Valentines for Veterans

Dates for Your Information

Mar. 30-31	8th Grade Washington DC Trip
Mar. 31	3rd Marking Period Closes
Apr. 3	4th Marking Period Begins
Apr. 4	Art Show & Science Fair Grade K-4 - WPS 7:00 P.M.
Apr. 7	Paperless Report Cards Issued
Apr. 10-14	Spring Recess - Schools Closed
Apr. 19-May 16	PARCC Testing
Apr. 19	TPK Open House - MS 7:00 P.M.
Apr. 25	School Board Elections - WPS 3:00 P.M.-9:00 P.M.
Apr. 27	PTO Tricky Tray - Westmount Country Club
May 3	Board of Education Reorganization Meeting - WPS 7:00 P.M.

Use of Facilities - April

Apr. 3	PTO	Executive Board Meeting (WPS)
Apr.	PAL	Travel Soccer (WPS)
Apr.	PAL	Baseball & Softball (MS&WPS)
Weds.	VITAL	Men's Basketball (MS)

Attachments:

Correpondence:

Rodney Frelinghuysen - Thank you - Valentines for Veterans

News Articles:

Passaic County Clerk Announces Calendar Winners
Nations Night Aims to Create a Spirit of Unity
Totowa Library Hosts Salute to Dr. Seuss

Newsletters:

The Smart Dog - February 2017 Volume 4 Issue 4

Programs:

Washington Park School presents our *16th Annual 8th Grade Fashion Show*

Reports:

Discipline Report

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 7:32 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 28

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

The Board returned from executive session at 8:10 p.m.

29. Substitute Teachers

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

Priority I
Leroy, Gerald
Priority II
Bino, Amal
Hameid, Ajnadeen

30. Substitute Teachers

The Superintendent recommends the Board approve the following substitute teachers:

Priority II
Latimer, Charlyene - Totowa
Priority III
Matano, Gina - Totowa

31. Substitute Teachers

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

Priority III
Darwish, Yasmin, Totowa
Fernandez, Shelby, Totowa

32. Resignation - Cheryl Law

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Cheryl Law, Special Education Aide for the Totowa School District effective February 16, 2017.

33. Resignation - Maria Poli

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Maria Poli, Special Education Aide for the Totowa School District effective March 17, 2017.

34. Revision - Maternity/Child Care Leave of Absence - Anna DeBellonia

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised maternity/child care leave of absence for Anna DeBellonia as attached:

Ms. DeBellonia will begin her maternity/child care leave Monday, February 13, 2017 through Wednesday, June 9, 2017 as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-4 on guide for the 2017-2018 school year.
3. A. She will use eighteen (18) accumulated sick/personal days from Monday, February 13, 2017, through Friday, March 10, 2017.
   B. Leave will start on Monday, March 13, 2017.
   C. FMLA will be invoked from March 13, 2017 through June 9, 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. DeBellonia for any further additional time absent outside the FMLA 12 week period.

35. 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 as attached:

Ms. Karca will begin her maternity/child care leave Tuesday, February 21, 2017 through the remainder of the 2016-2017 school year 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 nineteen (19) accumulated sick/personal days from Wednesday, February 22, 2017, through Thursday, March 23, 2017.
   B. Leave will start on Friday, March 24, 2017.
   C. FMLA will be invoked from March 21, 2017 through approximately June 20, 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. Karca for any further additional time absent outside the FMLA 12 week period.

36. Appointment - Custodial Engineer

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Christopher Jacob as Custodial Engineer for the remainder of the 2016-2017 school year. Mr. Jacob will begin on or about Tuesday, April 18, 2017 at a salary of Step-1 $36,000 (prorated) of the contracted custodial salary guide until June 30, 2017. Mr. Jacob will remain on Step-1 for the 2017 -2018 school year at a salary of $36,000. Mr. Jacob's employment will be contingent upon approval of a successful criminal background check and positive references.

Motion for approval of items 29-36

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

37. Approval of Minutes- February 15, 2017 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of February 15, 2017 as presented.

Motion for approval of items 37

MOTION: Mr. Schaffer
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Bierach Abstained)

38. Approval of Minutes- March 8, 2017 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of March 8, 2017 as presented.

Motion for approval of items 38

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

39. Approval of Bills List – March

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

40. Acceptance of Financial Status Report – February

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

41. Monthly Financial Certification of the Board Secretary and the Board of Education – February

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.

42. Acceptance of Bank Reconciliations – February

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

43. Acceptance of Board Secretary Report – February

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

44. Acceptance of Treasurer of School Monies Report – February

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

45. Acceptance of Financial Summary Report – February

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

46. Approval of Line Item Budget Transfers – February

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

47. Acceptance of Revenue Report – February

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

48. Acceptance of Board Secretary Report – December Adjusted

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

49. Acceptance of Treasurer of School Monies Report – December Adjusted

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

50. Acceptance of Financial Summary Report – December Adjusted

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

51. 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 912021017	1132	$ 8,479.52
Pomptonian	Invoice 912020317	1133	$ 14,793.19
Pomptonian	Invoice 912021717	1134	$ 18,952.65
Pomptonian	Invoice 912022417	1135	$ 4,070.89
Pomptonian	Invoice 912030317	1136	$ 14,862.74
Pomptonian	Invoice 912031017	1137	$ 9,324.93

Check# 1131 was written for $191.00 instead of the $159.00 for Metro Fire & Safety Equipment Co. Metro Fire & Safety are going to give the Totowa Board of Education a credit toward our next invoice.

52. Adoption of the 2017-2018 School Budget

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board adopts and submits the 2017-2018 School Budget as presented.

BE IT RESOLVED, by the Totowa Board of Education, County of Passaic, that the 2017-2018 school district budget be approved as follows:

BE IT FURTHER RESOLVED, that the following GENERAL FUND AND DEBT SERVICE tax levies be approved to support the 2017-2018 budget:

	General Fund	Special Revenues	Debt Service	Total
2017-2018 Total Expenditures	17,383,508	495,831	723,200	18,602,539
Less: Anticipated Revenues	2,408,290	495,831	-	2,904,121
Taxes to be Raised	14,975,218	-	723,200	15,698,418

53. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #204 from the school district's Unemployment Compensation Account in the amount of $1,832.52 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

Motion for approval of items 39-53

MOTION: Ms. DeCeglie
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Bierach, Ms. DeCeglie, and Mr. Schaffer abstained on P.O. 17 -1522 on #39 bills list)

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. Ferraro and seconded by Mr. Schaffer this meeting was adjourned at 8:15 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary