BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

03/23/2016

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 March 23, 2016.

1. Call to Order

President Ruocco called the meeting to order at 7:07 P.M.

Ms. Capitelli presented Mr. Aue and Mr. DiBlasio of the Totowa P.B.A. two letters of recognition. The Totowa P.B.A. worked hard to obtain and donated a Poject Lifesaver monitoring bracelet for a local student.

President Ruocco 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. Harassment, Intimidation and Bullying Report for February 2016

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

7. Comprehensive Equity Plan Annual Statement of Assurance

The Superintendent, in consultation with the Administrative Team, recommends the Board approve submission of the Comprehensive Equity Plan Annual Statement of Assurance for the School Year 2016-2017, 2017-2018, 2018-2019.

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

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board approve operating a Summer Enrichment program at Memorial School and Washington Park School from Monday, June 27, 2016 through Thursday, August 4, 2016 for twenty-three (23) days of instruction from 9:00 a.m. to 1:00 p.m. on Mondays through Thursdays.

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

9. ABA Home Programming

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board approve ABA Home Programming for the entire 2016-2017 school year at the rate of $50 per hour as follows:

Student #PS155 - Two (2) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #PS140 - Two (2) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #PS139 - One (1) 120-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #PS153 - Four (4) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #PS157 - Two (2) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #PS158 - Two (2) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #PS159 - Two (2) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #PS160 - Two (2) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

10. Home Instruction

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board retroactively approve home instruction for the following student:

Student #O-25 began on Monday, February 22, 2016, through Friday, March 4, 2016. Instruction will be ten (10) hours per week to be provided by Kelly Salgado.

11. Policy Revision 0167 - Public Participation in Board Meeting

The Superintendent presents to the Board the first read of the revisions to Policy 0167- Public Participation in Board Meetings.

12. Policy Revision 0168 - Recording Board Meetings

The Superintendent presents to the Board the first read of the revisions to Policy 0168 - Recording Board Meetings.

13. Policy Revision 2422 - Health and Physical Education

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

14. Policy Abolishment 2425 - Physical Education

The Superintendent recommends the Board approve abolishing Policy 2422 - Physical Education.

15. Policy Revision 2431 - Athletic Competition

The Superintendent presents to the Board the first read of the revisions to mandated Policy 2431 - Athletic Competition.

16. Regulation Revision 2431.2 - Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team

The Superintendent presents to the Board the first read of the revisions to mandated Regulation 2431.2 - Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team.

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 & Regulation Revision 5310 - Health Services

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation 5310 - Health Services.

19. Policy & Regulation Adoption 5330.01 - Administration of Medical Marijuana

The Superintendent presents to the Board the first read of the new mandated Policy & Regulation 5330.01 - Administration of Medical Marijuana.

20. Policy & Regulation Revision 8462 - Reporting Potentially Missing or Abused Children

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation 8462 - Reporting Potentially Missing or Abused Children.

21. Policy Revision 8550 - Outstanding Food Service Charges

The Superintendent presents to the Board the first read of the revisions to Policy 8550 - Outstanding Food Service Charges.

22. Use of Facilities - Tricky Tray

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

Tricky Tray Basket Drop Off & Ticket Sales
Washington Park School Front Foyer Monday, April 4, 2016
6:00 p.m. to 7:00 p.m.

The P.T.O. is also requesting the use of two (2) tables and four (4) chairs.

23. Use of Facilities - Totowa Board of Recreation

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

"Breakfast with the Bunny"
Saturday, March 19, 2016

Washington Park School Cafeteria
7:30 a.m. to 12:00 p.m.

24. 2015-2016 Calendar Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following revision to the 2015-2016 School Calendar:

Friday, May 27, 2016 - Schools Open - 1:20 p.m. Dismissal

Motion for approval of items 5-24

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

25. Informational

Fire Drills

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

Washington Park School	Memorial School
Thursday, February 4, 2016(FD)	*Thursday, February 4, 2016 (FD)*
Friday, February 26, 2016 (ASD)	*Friday, February 29, 2016 (ASD)*

Budget Presentation

"Mary Poppins"

Dates for Your Information

Mar. 25-Apr. 1	Spring Recess - Schools Closed
Apr. 8	3rd Marking Period Closes
Apr. 11	4th Marking Period Begins
Apr. 11-29	PARCC Testing
Apr. 15	Paperless Report Cards Issued
Apr. 19	School Board Elections - WPS 3:00 p.m.-9:00 p.m.
Apr. 27	Board of Education Reorganization Meeting - WPS 7:00 p.m.

Use of Facilities - April

Apr. 4	PTO	Executive Board Meeting (WPS)
Apr.	PAL	Travel Soccer (WPS)
Tues.-Thurs.	PBA	Basketball (WPS)
Weds.	VITAL	Men's Basketball (MS)

Attachments:

News Articles:

Totowa Superintendent Salutes Student Achievements
Nations Unite
Memorial School Students Honored for Mathematics Design

Newsletters:

The Smart Dog - February 2016 Volume 3 Issue 4
The Smart Dog - March 2016 Volume 3 Issue 5

Programs:

Playbill - "Mary Poppins"

Reports:

Discipline Report

26. Committee Reports

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

27. 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 7:38 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel matters. The discussion will last approximately fifteen (15) minutes and no action will be taken.

Motion for approval of item 27

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

The Board returned from executive session at 8:12 p.m.

28. Substitute Teachers

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

Priority II

Elatchan, Mervat
Herman, Corinne
Marte, Jenny Requel
Mashfej, Feras
Medina, Maria
Mont, Stephanie
Nunez-Rosario, Yukelki
Ostrovsky, Lyudmila
Tencza, Sara Nicole

29. Maternity/Child Care Leave of Absence - Jennifer Tafuri

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

Ms. Tafuri will begin her maternity/child care leave Monday, May 9, 2016, through Tuesday, December 6, 2016 as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-9 on guide for the 2017-2018 school year.
3. A. She will use thirty (30) accumulated sick/personal days from May 9, 2016 through approximately June 21, 2016 or the last day of school yet TBD.
   B. Leave will start on Tuesday, September 6, 2016.
   C. FMLA will be invoked from September 6, 2016 through December 6, 2016 - 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. Tafuri for any further additional time absent outside the FMLA 12 week period.

30. Resignation - Tracey Lattanzio

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Tracey Lattanzio, Educational Support Aide for the Totowa School District, effective February 29, 2016.

Motion for approval of items 28-30

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

31. Approval of Minutes- February 17, 2016 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of February 17, 2016 as presented.

Motion for approval of item 31

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

32. Approval of Minutes- March 02, 2016 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of March 02, 2016 as presented.

Motion for approval of item 32

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

33. 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.

34. 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 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.

35. 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 2016, as presented.

36. 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 2016, as presented.

37. 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 2016, as presented.

38. 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 2016, as presented.

39. 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 2016, as presented.

40. 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 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.

41. 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 2016, as presented.

42. 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 2016, as presented.

43. 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 2016, as presented.

44. 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 2016, as presented.

45. 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 2016, as presented. (See Attachment #1 Monthly Transfer Report)

46. 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 February 2016, as presented.

47. 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 912030416	1070	$ 18,562.15
Pomptonian	Invoice 912022616	1071	$ 3,069.27
Pomptonian	Invoice 912021916	1072	$ 20,016.24
Pomptonian	Invoice 912021216	1073	$ 4,585.07
Pomptonian	Invoice 912020516	1074	$ 18,190.85
Metro Fire & Safety Equip Co	Invoice 0253296-A	1075	$ 191.00

48. 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
TSSR	Stepping Stones	Station Wagon	$15,553.00 + $621.32	2/17/16 – 6/30/16

49. 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.

50. Approval of Health Care Cost Adjustment

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the use of the Health Care Cost Adjustment for the budget of $49,307.00 for the 2016-2017 budget.

51. Adoption of the 2016-2017 School Budget

The Superintendent, in consultation with the School Business Administrator/ Board Secretary recommends the Board adopt the 2016-2017 School Budget as presented.

BE IT RESOLVED, by the Totowa Board of Education, County of Passaic, that the 2016-2017 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 2016-2017 budget:

	General Fund	Special Revenues	Debt Service	Total
2016-2017 Total Expenditures	**16,494,250**	**497,745**	**725,750**	**17,717,745**
Less: Anticipated Revenues	**1,947,672**	**497,745**	**0**	**2,445,417**
Taxes to be Raised	**14,546,578**	**0**	**725,750**	**15,272,328**

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 Lightpath's 470 Bid

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the 470 Bid for phone and internet services from Lightpath for the 2016-2017, 2017-2018, and 2018-2019 school years. Services will begin on or about July 1, 2016.

Motion for approval of items 33-53

MOTION: Ms. Kerwin
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Bierach abstained on P.O. 16-1538 on #33 bills list, and Mr. Schaffer abstained on P.O. 16-1538 on #33 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. Schaffer and seconded by Mr. Reynoso this meeting was adjourned at 8:16 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary