BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

06/12/2019

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 June 12, 2019.

1. Call To Order

President Guarneri called the meeting to order at 7:05 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. Kerwin, Mr. Reynoso and Mr. Tangora
Members Absent:	Ms. Alesandrelli and Ms. Antonucci
Also Present:	Patricia Capitelli, Superintendent of Schools
	Vincent Varcadipane, School Business Administrator/Board Secretary
	Mr. Raymond B. Reddin, Board Attorney

Ms. Capitelli recognized four retirees, Ms. Victoria Puzio, Ms. Cheryl Zambrano, Mr. Giuliano DiBlasio and Mr. Michael Rizzo. Mr. Rizzo was unfortunately unable to attend the meeting. Ms. Capitelli presented each of the retirees present with a plaque in recognition of all of their hard work in the Totowa School District and congratulated each on their retirement. Each of the retirees thanked the Students, Faculty, Administration and Board Members.

Ms. Antonucci joined the meeting at this time.

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

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.

Ms. Dina Heerema of 401 Riverview Drive, Totowa NJ 07512 stepped forward. Ms. Heerema stated that she was an author who was going to come into the schools on Friday June 14, 2019 with the Totowa Public Library and read to the students. Ms. Heerema wanted to thank the Board for the opportunity and was looking forward to it.

Mr. Guarneri thanked Ms. Heerema.

5. Comprehensive Equity Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the proposed Comprehensive Equity Plan for school years 2019 - 2020, 2020 - 2021, 2021 - 2022, to the New Jersey State Department of Education.

6. Annual School Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the Annual School Plan, ASP, to the New Jersey State Department of Education.

7. Every Student Succeeds Act

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the Every Student Succeeds Act, ESSA, to the New Jersey State Department of Education.

8. Northern Region Educational Services Commission Contract

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the contract for Child Study Evaluations with the Northern Region Educational Services Commission for the 2019-2020 school year.

9. Revised Job Descriptions

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revisions to the attached Job Descriptions.

10. *Omegaman and Friends* Assembly

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve "Omegaman and Friends", assembly on Monday, June 3, 2019, to the students in Kindergarten - grade 2 at Memorial School at 9:30 A.M. and grades 3 - 4 at Washington Park School at 1:30 P.M. Funding was provided by the Totowa Municipal Alliance.

Motion for approval of items 5-10

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

11. Informational

Fire Drills

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

Washington Park School	Memorial School
Wednesday, May 15, 2019 (Fire Drill)	***Wednesday, May 15, 2019 (Fire Drill)***
Wednesday, May 22, 2019 (Reverse Evac.)	*Tuesday, May 21, 2019 (Reverse Evac.)*

Awards Assembly

Kindergarten "Moving On"

7th Grade Boston Trip

3rd Grade Orientation

Graduation

Bus Evacuations

Dates for Your Information

June 13	Student Appreciation Day - WPS
June 19	Last Day of School for Students
June 19	Paperless Reports Cards Online - Marking Period 4
June 19	8th Grade Graduation - WPS 6:00 P.M.
July 24	Board of Education Meeting - WPS 7:00 P.M.

Use of Washington Park Field - June

Sat. & Sun.	PAL Softball (9:00 A.M. to dusk)
Mon.- Fri.	PAL Softball (4:00 P.M. to dusk)

Attachments:

Reports:

Discipline Report

12. 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 7:30 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 12

MOTION: Ms. DeCeglie
SECONDED: Ms. Antonucci
VOTE: Unanimous

The Board returned from executive session at 7:57 P.M.

13. Committee Reports

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

14. Totowa Education Administrative Assistants Association Contract (2019-2022)

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Agreement between the Totowa Board of Education and the Totowa Education Administrative Assistants Association for the 2019-2020, 2020-2021, and 2021-2022 Academic Years as per the attached. (see attached)

15. Appointment - Extended School Year Program Staffing

The Superintendent, in consultation with the Director of Special Education, recommends Board approve Meghan Schultz as Teacher at the prorated individual hourly per diem based on the 2018 -2019 salary guide on an as needed basis during the summer to attend IEP meetings.

16. Appointment - Extended School Year Program Staffing

The Superintendent, in consultation with the Director of Special Education, recommends the Board appoint Deborah Luciano as special education aide and substitute bus aide to the Extended School Program from Monday, June 24, 2019, through Thursday, July 25, 2019, from 9:00 A.M. - 1:00 P.M. at the rate of $16.80 per hour.

17. Bus Aides

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the revised following bus aides for the 2019-2020 school year:

Joanne Schwartz Debbie Antonucci (substitute) Carly Schwartz (substitute)

18. Substitute Bus Aide

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Deborah Luciano as substitute bus aide for the 2019-2020 school year.

19. Resignation - Clarissa Hall

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Clarissa Hall, Special Education Aide, for the Totowa School District effective June 5, 2019.

20. Maternity/Child Care Leave of Absence - Catherine Sofocleous

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the maternity/child care leave of absence for Catherine Sofocleous as follows:

Ms. Sofocleous will begin her maternity/child care leave Monday, September 30, 2019, through Friday, March 13, 2020, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step - 7 on guide for the 2020-2021 school year.
3. A. Leave will start on Friday, September 27, 2019.
   B. Medical Leave will be invoked on Monday, September 30, 2019, through Friday, November 8, 2019.
   C. FMLA will be invoked from Monday, November 11, 2019, through approximately Friday, February 14, 2020, - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Ms. Sofocleous will be on unpaid leave from Monday, February 17, 2020, through Friday, March 13, 2020. She will return on Monday, March 16, 2020.
   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 twelve (12) week period.

21. Approval - School Business Administrator/Board Secretary

The Superintendent recommends the Board approve the contract of School Business Administrator/School Board Secretary, Vincent Varcadipane, for the 2019 - 2020 school year as approved by Executive County Superintendent. Please see attached.

22. Approval - Annual Evaluation of the Chief School Administrator

The Board approves the Annual Evaluation of the Chief School Administrator for the 2018 - 2019 School Year.

Motion for approval of item 14-22

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

23. Approval of Minutes- May 29, 2019 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of May 29, 2019 as presented.

Motion for approval of item 23

MOTION: Mr. Bierach
SECONDED: Mr. Tangora
VOTE: Unanimous

24. Approval of Bills List – June

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the June 2019 Bills List as presented.

25. Acceptance of Financial Status Report – May

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

26. Monthly Financial Certification of the Board Secretary and the Board of Education – May

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.

27. Acceptance of Bank Reconciliations – May

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

28. Acceptance of Board Secretary Report – May

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

29. Acceptance of Treasurer of School Monies Report – May

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

30. Acceptance of Financial Summary Report – May

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

31. Approval of Line Item Budget Transfers – May

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

32. Acceptance of Revenue Report – May

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

33. 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 #912051019	1270	$ 6,237.55
Pomptonian	Invoice #912051719	1271	$ 13,635.97
Pomptonian	Invoice #912052419	1272	$ 1,227.70
Pomptonian	Invoice #912053119	1273	$ 14,484.47
Service Plus	Invoice #168901	1274	$ 1,668.26
Service Plus	Invoice #168545	1275	$ 303.00
Service Plus	Invoice #168589	1276	$ 280.25
Service Plus	Invoice #168469	1277	$ 532.00
Advanced Septic	Invoice #10109	1278	$ 175.00
Totowa Board of Ed	Custodial Reimbursement Salary	Transfer to Warrant	$ 12,887.70
Totowa Board of Ed	Custodial Reimbursement FICA	Transfer to Warrant	$ 7,403.98

34. Approval of Cafeteria Meals Price List

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the 2019-2020 Cafeteria Meals price list. (See Attachment #2)

35. Approval to Submit the Anticipated Facility Request for 2019-2020

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the submission of the Anticipated Facility Request for the 2019 -2020 School Year to the Passaic County Department of Education. (See Attachment #3)

36. Approval to Cancel Stale Dated Open Purchase Orders

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the cancelation of stale dated Open Purchase Orders in the amount of $8,347.33. Purchase Orders were not paid due to insufficient support or inadequate work completion. (See Attachment #4)

37. Surplus Transfer to Capital Reserve

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board authorize a transfer of surplus funds to the Capital Reserve in the amount up to $1,000,000.00 should such funds be available.

38. Approval of Transportation Contract for 2019-2020

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the renewal of the district's transportation contracts with First Student for the 2019-2020 school year. A CPI (Consumer Price Index) annual increase of 1.45% will be given. (See Attachment #5)

Route 1	Memorial – St. Francis – WPS	$24,811.86
Route 2	Memorial – St. Francis – WPS	$24,811.86
Route 3	Memorial – St. Francis – WPS	$24,811.86
Route 4	Memorial – St. Francis – WPS	$24,811.86
Route 5	Memorial – St. Francis – WPS	$24,811.86
Route 6	Memorial – St. Francis – WPS	$24,811.86
Route 7	Memorial – St. Francis – WPS	$24,811.86
Route 8	Memorial – St. Francis – WPS	$24,811.86

39. Approval of Submission and Grant Award – IDEA FY 2020 Application

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission and grant award for the IDEA FY 2019 application.

IDEA Basic	$ 249,542
IDEA Preschool	$ 8,595

40. 2019-2020 Elementary and Secondary Education Act (ESEA) Application

The Superintendent, in consultation with the Administrative Team recommends the Board, approve the submission of the 2019-2020 Elementary and Secondary Education Act (ESEA) Application, released to the New Jersey State Department of Education and accepts the grant award of funds upon the approval of the FY 2019-2020 ESEA application.

41. 2018-2019 Lead Testing Statement of Assurance

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve the Lead Testing Statement of Assurance for the 2018-2019 School Year.

42. 2019-2020 Annual School Planning Application

The Superintendent, in consultation with the Administrative Team recommends the Board, approve the submission of the 2019-2020 Annual School Planning (ASP) Application, released to the New Jersey State Department of Education.

43. Approval to Transfer Funds, Title IV ESEA to Title II ESEA

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the transfer of funds from Title IV ESEA to Title II ESEA in the amount of $10,000.00 for the FY 2019-2020 ESEA Grant.

44. Approval to Refuse Title III ESEA Funds

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the refusal of Title III funds from ESEA 2019-2020 Grant in the amount of $2,018.00 for the FY 2019-2020 ESEA Grant.

Motion for approval of items 24-44

MOTION: Ms. DeCeglie
SECONDED: Mr. Kerwin
VOTE: Unanimous (Mr. Bierach and Ms. DeCeglie abstained from P.O. 19-1698 on #24 Bills List)

45. Old Business

There was no old business.

46. New Business

There was no new business.

47. Hearing and Petition of Citizens

There were no citizens to be heard.

48. Other Matters of a Timely Nature

There were no other matters of a timely nature.

49. Adjournment

Upon motion by Mr. Reynoso and seconded by Ms. DeCeglie this meeting was adjourned at 8:03 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary