BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

06/13/2018

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 June 13, 2018.

1. Call To Order

President Ruocco called the meeting to order at 7:04 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, Ms. Antonucci, Mr. Bierach, Ms. DeCeglie, Mr. Guarneri Mr. Kerwin and Ms. Ruocco
Members Absent:	Ms. Carr, and 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 Ms. Debra Brigliadoro with a plaque in recognition of all of her hard work in the Totowa School District and congratulated Ms. Brigliadoro on her retirement. Ms. Brigliadoro stated that it was an honor and a pleasure to serve the district. She had three daughters graduate from the school and thanked everyone.

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. Policy & Regulation Revision 1550 - Equal Employment/Anti-Discrimination Practices

The Superintendent presents to the Board the second read of the revisions to mandated Policy & Regulation 1550 - Equal Employment/Anti-Discrimination Practices.

6. Policy Revision 2431 - Athletic Competition

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

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

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

8. Policy & Regulation Revision 5350 - Student Suicide Prevention

The Superintendent presents to the Board the second read of the revisions to mandated Policy & Regulation 5350 - Student Suicide Prevention.

9. Policy Revision 5533 - Student Smoking

The Superintendent presents to the Board the second read of the revisions to mandated Policy 5533 - Student Smoking.

10. Policy & Regulation Revision 5561 - Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

The Superintendent presents to the Board the second read of the revisions to mandated Policy & Regulation 5561 - Use of Physical Restraint and Seclusion Techniques for Students with Disabilities.

11. Policy Revision 8462 - Reporting Potentially Missing or Abused Children

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

12. Tuition Contract with Prospect Park Board of Education

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the contract with the Prospect Park Board of Education for placement of their student, RN in Washington Park School for the 2018 Summer Enrichment Program and the 2018-2019 school year at the rate of $27,490. plus $40.25 per day for a 3:1 aide, if needed.

13. Special Olympics - *Play Unified*

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the Totowa School District to participate in the Special Olympics *Play Unified* initiative for the 2018-2019 school year. *Play Unify* is a national education based program, funded by the US Department of Education. Brett Scully will be designated as the advisor under the supervision of Lauren Terranova.

14. Special Education Extraordinary Aid

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve the submission of the FY 2017-2018 Special Education Extraordinary Aid application to the New Jersey State Department of Education on May 24, 2018.

15. Behavioral Assessment Evaluation

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve a Functional Behavioral Assessment evaluation for student #20946 on Monday, June 4, 2018, to be conducted by Behavioral Therapy Associates at the rate of $2,000.

16. Instructional Resource List

The Superintendent, in consultation with the Administrative Team, recommends the Board approve an addition to the Totowa School District Instructional Resource List for the 2018-2019 school year as follows:

Grade 7 - Reading - *"The Sea of Monsters"*

17. Field Trip

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the following field trip:

Grade 7
Boston, Massachusetts Thursday, June 7, 2018 - Friday, June 8, 2018

18. Student Safety Data System (SSDS)

The Superintendent, in consultation with the Administrative Team, recommends the Board approve submission of the 2017-2018 Student Safety Data System (SSDS).

Motion for approval of items 5-18

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

19. Informational

Fire Drills

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

Washington Park School	Memorial School
Monday, May 7, 2018 (FD)	***Monday, May 7, 2018 (FD)***
Monday, May 14, 2018 (Reverse Evac.)	*Wednesday, May 30, 2018 (Active Shooter)*

Awards Assembly

Kindergarten "Moving On"

7th Grade Boston Trip

Graduation

Dates for Your Information

June 20	Last Day of School for Students
June 20	Paperless Report Cards Online - Marking Period 4
June 20	8th Grade Graduation - WPS 6:00 P.M.
July 18	Board of Education Meeting - WPS 7:00 P.M.

Use of Facilities - June

June 16	PBA #80	Food Truck Festival (WPS)
Weds.	VITAL	Men's Basketball (MS)

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:

Programs:

2018 Washington Park School Awards Assembly

Reports:

Discipline Report

20. Committee Reports

Ms. Ruocco said committee meetings were not held.

21. 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 7:13 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately (20) twenty minutes and no action will be taken.

Motion for approval of item 21

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

The Board returned from executive session at 7:38 P.M.

22. Approval - Superintendent/Acting Principal

The Board approves Patricia Capitelli, Superintendent/Acting Principal, assume current roll until a new contract is approved by the County Superintendent.

23. Approval - School Business Administrator

The Superintendent recommends the Board approve Vincent Varcadipane, School Business Administrator, assume current roll until a new contract is approved by the County Superintendent.

24. Rescind - Extended School Year - Instructional Aide

The Superintendent recommends the Board rescind the action of May 23, 2018, Item #8 Appointment - Aide for Extended School Year.

25. Approval - Aide for Extended School Year

The Superintendent, in consultation with the Director of Special Education, recommends the Board appoint Lauren Mestell, as Instructional Aide, for the Extended School Year beginning on Monday, June 25, 2018, through Thursday, July 26, 2018, from 9:00 A.M. - 1:00 P.M. at the rate of $17.25 per hour.

26. Resignation - Carly Schwartz

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Carly Schwartz, Special Education Aide for the Totowa School District effective June 20, 2018.

Motion for approval of items 22-26

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

27. Approval of Minutes- May 23, 2018 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of May 23, 2018 as presented.

Motion for approval of items 27

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

28. Approval of Bills List – June

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

29. 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 2018, as presented.

30. 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 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.

31. 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 2018, as presented.

32. 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 2018, as presented.

33. 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 2018, as presented.

34. 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 2018, as presented.

35. 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 2018, as presented. (See Attachment #1 Monthly Transfer Report)

36. 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 2018, as presented.

37. 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 912051818	1208	$ 9,054.88
Pomptonian	Invoice 912052518	1209	$ 15,352.47

38. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #210 from the school district's Unemployment Compensation Account in the amount of $890.89 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

39. Rescind Action- 05/23/2018 Meeting Item # 20 of the Board Administrators Report - Approval of Fence Quote

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board rescind the action of the May 23, 2018 meeting Item #20 of the Board Administrators Report – Approval of Fence Quote see item below.

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the Jan Fence quote to remove, move, and reinstall fencing on the blacktop area above the Tunnel at Memorial School in the amount of $1,695.00. (Attachment #7 of 05/23/2018 minutes)

40. Approval to Dispose of Equipment

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the disposal of the following items.

WPS		Purchased by	Bar Code
LCD Monitor	x 3pc	2008	
PC-P4	x3pc	2008	
Lexmark T640 Printer	x 1pcs	2009	
Overhead Projector	x 1 pcs	1996	
VHS Player	x 1pc	1995	
NEC Projector	x1 pc	2008	

41. Approval of Fence Quote

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the Barcia Bros. Fence Company quote to remove, move, and reinstall fencing on the blacktop area above the Tunnel at Memorial School in the amount of $2,500.00. (Attachment #2)

42. Approval of Roofing Quote

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve The Homestead Roofing Co., Inc. quote to install new roofing material, membrane and paver system over the Tunnel at Memorial School in the amount of $58,000.00. (Attachment #3)

43. Approval to Pay Construction Vendor

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the School Business Administrator to pay McAuliffe Contractors, LLC in the amount of on or about $68,525.25 for materials required to perform work on the Tunnel at Memorial School between board meeting dates. The check will be included on the July 2018 Bills List.

44. Approval of Transportation Contract for 2018-2019

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 2018-2019 school year. A CPI (Consumer Price Index) annual increase of 1.51% will be given.

Route 1	Memorial – St. Francis – WPS	$24,457.23
Route 2	Memorial – St. Francis – WPS	$24,457.23
Route 3	Memorial – St. Francis – WPS	$24,457.23
Route 4	Memorial – St. Francis – WPS	$24,457.23
Route 5	Memorial – St. Francis – WPS	$24,457.23
Route 6	Memorial – St. Francis – WPS	$24,457.23
Route 7	Memorial – St. Francis – WPS	$24,457.23
Route 8	Memorial – St. Francis – WPS	$24,457.23

45. Tuition Contract with Prospect Park Board of Education

The Superintendent, in consultation with the Supervisor of Special Education, recommends the Board approve the contract with the Prospect Park Board of Education for placement of their student, #21376 in Washington Park School for the 2018-2019 school year at the rate of 27,490.70 plus $80 per hour for Physical Therapist services, $80.00 per hour for Occupational Therapy services, $51.74 per hour for Speech services, and $40.25 per day for a 3:1 aide, if needed. During ESY in the summer of 2018 the following extra service rates apply; $80.00 per hour for Physical Therapist services, $80.00 per hour for Occupational Therapy services, $51.74 per hour for Speech services and $40.25 per hour for a 3:1 aide, if needed.

46. Acceptance of Totowa Parent Teacher Organization Donation

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the acceptance of a donation from the Totowa Parent Teacher Organization in the amount of $15,082.00. These funds will be used for the purchase of new technology.

47. Approval of Contracts – Pursuant to PL 2015 Chapter 47

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends Pursuant to PL 2015, Chapter 47 the Totowa Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A: 18. Et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR, Part 200.317 et. Seq.

First Student
Lyons Environmental Services LLC
Dr. Marzena Odorczuk
Passaic Valley High School
Lawn Doctor
PG Chambers
Premiere Energy
Essex County Educational Service Commission
Rullo & Juillet Associates
Washington South
Delta Dental Insurance
Phoenix Advisors, LLC
Construction Co-Ordinators
Advance Education Advisement Corporation
Hanson & Ryan Inc.
Metropolitan Life
Lincoln National
Strategic Insurance Group
Cablevision
Lightpath
Bayada Pediatrics
Northern Region Educational Services Commission
Bergen County Special Services
Staples
School Specialty
Stauss Esmay Associates
Realtime
System 3000
CC Productions
Metro Fire and Safety Co.
The Educational Services Commission Of New Jersey
Jan Fence
The Homestead Roofing Co Inc
Alvino Asphalt, LLC
Innovation Designs For Education
The Gillespie Group
Pomptonian
National Geographic Learning Exploring Science
New Jersey School Insurance Group ERIC West Sub Fund
Sterba & Associates
Lerch, Vinci, and Higgins
Schwartz, Simon, Edelstein & Celso LLC
Raymond B. Reddin
Adam, Gutierrez & Lattiboudere LLC
Totowa Police Department
Valic
Equitable
Houghton, Mifflin, Harcourt
Study Island and Edmentum
Industrial Appraisal
Optimum
Advanced Central Heating and Cooling
Arrow Elevator Inc
Viking Inc
CJ Vanderbeck
Verizon
E-Rate Consulting
J&J Gym Floors
ACES Cooperative Pricing System
Spinella Landscaping
Structural Workshop LLC
Fence America
Commission for the Blind and Visually Impiared
Hunterdon County Educational Services Commission
Delta T Group
Briggs Associates
Commercial Protective
National Joint Powers Alliance CoOp
J.A. Frezza & Associates LLC
Station Wagon
Barcia Bros. Fence Company
McAuliffe Contractors LLC
Gaeta Recycling Co Inc
Bryan Saccal Electrical Contracting LLC

48. Approval to Pay Construction Vendor

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the School Business Administrator to pay The Homestead Roofing Co., Inc. in the amount of on or about $26,100.00 for materials required to perform work on the Tunnel at Memorial School between board meeting dates. The check will be included on the July 2018 Bills List.

49. Approval of Submission and Grant Award – IDEA FY 2019 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	$ 251,611
IDEA Preschool	$ 8,506

50. 2018-2019 Elementary and Secondary Education Act (ESEA) Application

The Superintendent, in consultation with the Administrative Team recommends the Board, approve the submission of the 2018-2019 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 2018-2019 ESEA application.

Motion for approval of items 28-50

MOTION: Ms. Antonucci
SECONDED: Mr. Guarneri
VOTE: Unanimous (Ms. DeCeglie and Mr. Bierach abstained from P.O. 18-1752 on #28 Bills List)

51. Old Business

There was no old business.

52. New Business

There was no new business.

53. Hearing and Petition of Citizens

There were no citizens to be heard.

54. Other Matters of a Timely Nature

There were no other matters of a timely nature.

55. Adjournment

Upon motion by Ms. DeCeglie and seconded by Ms. Antonucci this meeting was adjourned at 7:43 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary