BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

06/14/2017

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 June 14, 2017.

1. Call To Order

President Ruocco called the meeting to order at 7:09 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. Antonucci, Mr. Bierach, Ms. Carr, Ms. DeCeglie, Mr. Reynoso, Ms. Ruocco, and Mr. Schaffer
Members Absent: Mr. Kerwin and Mr. Guarneri
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. Special Education Extraordinary Aid

The Superintendent, in consultation with the Supervisor of Special Education, recommends the Board retroactively approve the submission of the FY 2016-2017 Special Education Extraordinary Aid application to the New Jersey State Department of Education on May 12, 2017.

7. Bedside Instruction

The Superintendent, in consultation with the Supervisor of Special Education, recommends the Board approve bedside instruction for the following student:

Student #20419, while under medical supervision at High Focus Centers, beginning on Wednesday, June 7, 2017, through Tuesday, June 20, 2017. Instruction to be provided by Professional Education Services Inc. for two (2) hours per day (not to exceed twenty (20) hours) at a rate of $35 per hour.

8. Policy & Regulation Revision 1240 - Evaluation of Superintendent

The Superintendent presents to the Board the first read of the revisions to the mandated Policy & Regulation 1240 - Evaluation of Superintendent.

9. Policy Adoption 1511 - Board of Education Website Accessibility

The Superintendent presents to the Board the first read of the new Policy 1511 - Board of Education Website Accessibility.

10. Policy & Regulation Revision 3126 - District Mentoring Program

The Superintendent presents to the Board the first read of the revisions to the Policy & Regulation 3126 - District Mentoring Program.

11. Policy & Regulation Revision 3221 - Evaluation of Teachers

The Superintendent presents to the Board the first read of the revisions to the mandated Policy & Regulation 3221 - Evaluation of Teachers.

12. Policy & Regulation Revision 3222 - Evaluation of Teaching Staff Members Excluding Teachers and Administrators

The Superintendent presents to the Board the first read of the revisions to the mandated Policy & Regulation 3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators.

13. Policy & Regulation Revision 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals

The Superintendent presents to the Board the first read of the revisions to the mandated Policy & Regulation 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals.

14. Policy & Regulation Revision 3224 - Evaluation of Principals, Vice Principals, and Assistant Principals

The Superintendent presents to the Board the first read of the revisions to the mandated Policy & Regulation 3224 - Evaluation of Principals, Vice Principals, and Assistant Principals.

15. Policy & Regulation Revision 3240 - Professional Development for Teachers and School Leaders

The Superintendent presents to the Board the first read of the revisions to the mandated Policy & Regulation 3240 - Professional Development for Teachers and School Leaders.

16. Policy & Regulation Revision 5610 - Suspension

The Superintendent presents to the Board the first read of the revisions to the mandated Policy & Regulation 5610 - Suspension.

17. Policy Revision 5620 - Expulsion

The Superintendent presents to the Board the first read of the revisions to the mandated Policy 5620 - Expulsion.

18. Policy & Regulation Adoption 7424 - Bed Bugs

The Superintendent presents to the Board the first read of the new Policy & Regulation 7424 - Bed Bugs.

19. Policy Adoption 7461 - District Sustainability Policy

The Superintendent presents to the Board the first read of the new Policy 7461 - District Sustainability Policy.

20. Policy Revision 8505 - Local Wellness Policy/Nutrient Standards for Meals and Other Foods

The Superintendent presents to the Board the first read of the revisions to the mandated Policy 8505 - Local Wellness Policy/Nutrient Standards for Meals and Other Foods.

21. Policy Revision 8550 - Unpaid Meal Charges/Outstanding Food Service Charges

The Superintendent presents to the Board the first read of the revisions to the mandated Policy 8505 - Local Wellness Policy/Nutrient Standards for Meals and Other Foods.

22. 2016-2017 Electronic Violence and Vandalism Reporting System (EVVRS)

The Superintendent, in consultation with the Administrative Team, recommends the Board approve submission of the 2016-2017 Electronic Violence and Vandalism Reporting System data for year-end verification to the New Jersey State Department of Education.

23. QSAC - District Improvement Plan (DIP)

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the acceptance, by the New Jersey State Department of Education, of the QSAC District Improvement Plan.

Motion for approval of items 5-23

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

24. Informational

Fire Drills

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

Washington Park School	Memorial School
Tuesday, May 23, 2017(FD)	*Tuesday, May 23, 2017(FD)*
Tuesday, May 30, 2017(Evacuation OS)	*Tuesday, May 30, 2017(Evacuation OS)*

Kindergarten "Moving On"

Awards Assembly

Student Appreciation Day

7th Grade Boston Trip

Graduation

Dates for Your Information

July 19 Board of Education Meeting - WPS 7:00 p.m.

Use of Facilities - July

Weds. VITAL Men's Basketball

Attachments:

Newsletters:

***The Park Press* - May 2017 Volume 11, Issue 4**

***The Smart Dog* - May 2017 Volume 4, Issue 5**

Programs:

Memorial School Presents - *The 24th Annual Kindergarten "Moving On" Ceremony*

Memorial School Presents - *The TPK End of the Year Program*

2017 Washington Park School Awards Assembly

Summer Enrichment Classes at Washington Park School 2017 grades K-8

Attachments cont'd

Reports:

Discipline Report

25. 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 7:16 p.m.

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

Motion for approval of item 25

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

The Board returned from executive session at 7:47 P.M.

Mr. Guarneri joined the meeting at this time.

26. Substitute Teachers

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

Priority II

Ammar, Eman
Butera, Sarah
Faia, Maria
Jarrad, Lina
Mehta, Amisha
Rahman, Masudur
Roufail, Mervat
Salvatoriello, Sabrino
Vander Have, Clifford
Wheat, Stephanie
Zicker, Allyson

27. Expense Stipend

The Superintendent recommends the Board approve an expense stipend of $200 to the following revised staff members supervising the Boston trip:

Boston

Nancy Emerick	Joe Latka
Jonathan Kruzel	Beverly Luciano
Andrea Piccirillo	Brett Scully
John Sole	Nancy Trotto

28. Maternity/Child Care Leave of Absence - Daniella Harris

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

Ms. Harris began her maternity/child care leave Monday, January 23, 2017, through Friday, June 9, 2017 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 used twenty-eight (28) accumulated sick/personal days from Monday, January 23, 2017, through Monday, March 6, 2017.
   B. Leave will start on Tuesday, March 7, 2017, through Tuesday, June 6, 2017.
   C. FMLA will be invoked from Tuesday, March 7, 2017, through Tuesday, June 6, 2017 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Ms. Harris will be on unpaid leave from Wednesday, June 7, 2017, through Friday, June 9, 2017. She will return on Monday, June 12, 2017.
   E. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Harris for any further additional time absent outside the FMLA 12 week period.

29. 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 will begin her maternity/child care leave on or about Wednesday, June 14, 2017, through Friday, March 16, 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 Friday, March 16, 2018. She will return on Monday, March 19, 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.

30. Approval - Contract School Business Administrator

The Superintendent recommends the contract of the School Business Administrator for the 2017 -2018 school year consistent with the enclosed attachment.

31. Reassignment - Daniella Harris

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Daniella Harris from kindergarten teacher to grade 1 teacher for the remainder of the 2016-2017 school year.

32. Reassignment - Anna DeBellonia

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Anna DeBellonia from grade 2 teacher to grade 1 teacher for the remainder of the 2016-2017 school year.

Motion for approval of items 26-32

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

33. Approval of Minutes- May 24, 2017 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of May 24, 2017 as presented.

Motion for approval of items 33

MOTION: Ms. DeCeglie
SECONDED: Mr. Reynoso
VOTE: Unanimous (Mr. Bierach, Ms. Carr, and Mr. Guarneri Abstained)

34. 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.

35. 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 2017, as presented.

36. 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 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.

37. Acceptance of Bank Reconciliations – May

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

38. Acceptance of Board Secretary Report – May

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

39. 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 2017, as presented.

40. 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 2017, as presented.

41. 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 2017, as presented. (See Attachment #1 Monthly Transfer Report)

42. 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 2017, as presented.

43. 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 912051217	1149	$ 17,892.79
Pomptonian	Invoice 912051917	1150	$ 4,247.37
Pomptonian	Invoice 912052617	1151	$ 17,513.06
Service Plus	Invoice 152564	1152	$ 1,421.92

44. Approval of Transportation Contract for 2017-2018

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 2017-2018 school year. A CPI (Consumer Price Index) annual increase of 0.30% will be given.

Route 1	Memorial – St. Francis – WPS	$24,093.42
Route 2	Memorial – St. Francis – WPS	$24,093.42
Route 3	Memorial – St. Francis – WPS	$24,093.42
Route 4	Memorial – St. Francis – WPS	$24,093.42
Route 5	Memorial – St. Francis – WPS	$24,093.42
Route 6	Memorial – St. Francis – WPS	$24,093.42
Route 7	Memorial – St. Francis – WPS	$24,093.42
Route 8	Memorial – St. Francis – WPS	$24,093.42

45. Approval of Parental Contract for Student Transportation

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the Parental Contract for student transportation for student # 18003 to the Washington South School, Paramus, New Jersey. The contract cost is $40.00 per day on the days school is in session from September 1, 2017 to June 30, 2018. The Washington South School will supply an attendance sheet and any days missed will be subtracted off the original contract price.

46. 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
North Jersey Elks Developmental Disabilities Center
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
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
Dr. Salvatore Conte
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
Harvest Lawn Care Inc
Northern Region Educational Services Commission
Spinella Landscaping
Structural Workshop LLC
Fence America
Commission for the Blind and Visually Impiared
Hunterdon County Educational Services Commission
Delta T Group
Delta T Group
Commercial Protective
National Joint Powers Alliance CoOp
J.A. Frezza & Associates LLC

47. Rescind Action – 05/24/2017 Meeting Item #25 of the Business Administrator's Report – Approval to Increase Appropriations

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board rescind the action of the May 24, 2017 meeting item #25 of the Business Administrators Report – Approval to Increase Appropriations. See item below.

25. Approval to Increase Appropriations

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve appropriating the restricted local revenue from the Totowa Parent Teacher Organization in the amount of $15,700.00 for the purchase of new laptop computers and laptop carts.

48. Approval to Increase Appropriations

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve appropriating the restricted local revenue from the Totowa Parent Teacher Organization in the amount of $4,570.60 for the purchase of new laptop computers and laptop carts.

49. Approval of Submission and Grant Award – IDEA FY 2018 Application

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the submission and grant award for the IDEA FY 2018 application.

IDEA Basic	$ 255,266
IDEA Preschool	$ 8,320

50. Approval of Non Public Nursing Services St. Frances of Assisi – Delta T – Group

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve Non Public nursing Services to St. Frances Assisi School provided through the services of Delta T – Group in compliance with policy 2700 Services to Non Public School Pupils. Delta T - Group will be responsible for engaging a nurse for physicals, immunizations when necessary, scoliosis screenings, blood pressure checks, eye examinations, maintaining student health and immunization records, making necessary reports to the State Department of Health and providing any other services necessary. The contract will be under The Educational Services Commission of New Jersey state contract. (Attachment #2)

51. Approval of Posting Notice and Public Hearing Resolution for Amending Superintendent's Contract

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve posting a public notice and public hearing resolution for amending the Superintendent's contract 2015-2018.

Motion for approval of items 34-51

MOTION: Ms. DeCeglie
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Bierach, Ms. DeCeglie and Mr. Schaffer abstained on P.O. 17 -1756 on #34 bills list)

52. Old Business

There was no old business.

53. New Business

There was no new business.

54. Hearing and Petition of Citizens

There were no citizens to be heard.

55. Other Matters of a Timely Nature

There were no other matters of a timely nature.

56. Adjournment

Upon motion by Mr. Schaffer and seconded by Mr. Reynoso this meeting was adjourned at 7:51 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary