BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

06/15/2016

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 June 15, 2016.

1. Call to Order

President Ruocco called the meeting to order at 7:08 P.M. Ms. Ruocco stated that the Board is recognizing the accomplishments of Ms. Barbara Chichele and Ms. Nancy Reed who are retiring at the end of the school year. The Board congratulated both and thanked them for all they have accomplished as educators and leaders in the community. The Board wished them happiness in all of their future endeavors.

Ms. Capitelli presented a framed certificate to Ms. Reed and a plaque to Ms. Chichele. Ms. Capitelli read a number of accomplishments over the course of both Ms. Reed and Ms. Chichele's careers.

2. Roll Call

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

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.

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

Ms. Chichele stood up and thanked everyone at the meeting and everyone that came out to support her. Ms. Chichele stated that her accomplishments were not about her but about the staff, administration, and Board of Education. Without the Totowa staff and support she wouldn't have been able to accomplish what she has. Ms. Chichele went on to say that she was honored and privileged to work in the district. One of the most important lessons she learned during her time in the district was to listen. She listened to the staff, colleagues, parents, and students which enabled her to learn everyday. Ms. Chichele thanked Dr. Varcadipane for bringing her to the district. She also wanted to thank the Totowa community for their support of her during her career and everything she has gone through. Ms. Chichele also wanted to thank Ms. Siok and Ms. Peters for all of their help over the years, both professionally and personally.

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 May 2016

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

7. Special Education Summer School Placement

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board approve the following special education summer school placement:

Out-of District Extended School Year Program:

Student #	Program	Date
O-31	ARC of Essex County (Stepping Stones)	7/5 - 8/12*

Transportation to be provided by the Passaic County Educational Services Commission.

8. Out-of-District Placement

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board approve the following Out-of-District placement:

Out-of District Placement for the 2016-2017 School Year:

Student #	Program	Transportation
O-31	ARC of Essex County (Stepping Stones)	Yes

Transportation to be provided by the Passaic County Educational Services Commission.

9. Home Instruction

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board retroactively approve home instruction for student #14-15-69 beginning on Wednesday, May 25, 2016, for an undetermined amount of time. Instruction will be five (5) hours per week to be provided by Kristen Birch.

10. Special Education Extraordinary Aid

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board retroactively approve the submission of the FY 2015-2016 Special Education Extraordinary Aid application to the New Jersey State Department of Education on May 24, 2016.

11. Policy Revision 1110 - Organizational Chart

The Superintendent presents to the Board the first read of the revisions to Policy 1110 - Organizational Chart.

12. Out of District Placement - Extended School Year Program

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board approve the placement of Student #O-30 at Glenview Academy for the Extended School Year from July 11, 2016 through August 19, 2016 at the rate of $9,673.80 plus $5,100. for a 1:1 aide. Transportation to be provided by Passaic County Educational Services Commission.

13. Out of District Placement

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board approve the placement of Student #O-30 at Glenview Academy for the 2016-2017 School Year at the rate of $58,687.72 plus $30,940. for a 1:1 aide. Transportation to be provided by Passaic County Educational Services Commission.

Motion for approval of items 11-61

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

14. Informational

Fire Drills

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

Washington Park School	Memorial School
Monday, May 9, 2016(FD)	*Monday, May 9, 2016(FD)*
Thursday, May 12, 2016(Evacuation OS)	*Wednesday, May 25, 2016(Evacuation OS)*

Kindergarten "Moving On"

Awards Assembly

Student Appreciation Day

7th Grade Boston Trip

Graduation

Dates for Your Information

July 13 Board of Education Meeting - WPS 7:00 p.m.

Use of Facilities - July

Weds. VITAL Men's Basketball

Attachments:

News Articles:

Bubbles of Blue
Local School Districts Conduct Water Quality Testing
Spring Melodies
Totowa Youth Take Over Board of Education Meeting

Attachments cont'd

Newsletters:

The Park Press - Volume 10, Issue 4

Programs:

Memorial School Presents - *The 23rd Annual Kindergarten "Moving On" Ceremony*
2016 Washington Park School Awards Assembly
Summer Enrichment Classes at Washington Park School 2016 grades K-3
Summer Enrichment Classes at Washington Park School 2016 grades 4-6
Summer Enrichment Classes at Washington Park School 2016 grades 7-8

Reports:

Discipline Report

15. Committee Reports

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

16. 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 7:18 p.m.

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

Motion for approval of item 16

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

The Board returned from executive session at 8:00 p.m.

17. Retirement - Nancy Reed

The Superintendent recommends the Board accept with regret the retirement of Nancy Reed, Elementary Teacher for the Totowa School District effective June 30, 2016.

18. Child Care Leave of Absence - Carley Fleres

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

Ms. Fleres will begin her child care leave Tuesday, September 6, 2016 through Monday, November 21, 2016 as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-2 on guide for the 2017-2018 school year.
3. A. She will use nineteen (19) accumulated sick/personal days from Tuesday, September 6, 2016 through Friday, September 30, 2016.
   B. Leave will start on Monday, October 3, 2016.
   C. FMLA will be invoked from October 3, 2016 through November 21, 2016 - seven (7) weeks. Benefits will be retained in accordance with FMLA.
   D. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Fleres for any further additional time absent outside the FMLA 12 week period.

19. Leave of Absence - Scott Gourley

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve a Leave of Absence for Scott Gourley beginning Thursday, May 19, 2016 for an undetermined amount of time.

20. Approval - Summer Speech Evaluations

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Maggie Morris, Speech Therapist, for Speech Evaluations as needed per referrals during the summer at the prorated individual hourly per diem based on the 2015-2016 salary guide.

21. Approval - Summer Occupational Therapy Evaluations

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Kimberly Habig, Occupational Therapist, for Occupational Therapy Evaluations as needed per referrals during the summer at the prorated individual hourly per diem based on the 2015-2016 salary guide.

22. Approval - Additional Hours

The Superintendent, in consultation with the Administrative Team, recommends the Board approve additional hours for Maggie Morris, Kaitlin Nieglos, Kimberly Habig and Patricia Chesney to provide evaluations during the summer for students referred by Early Intervention Services at the prorated individual hourly per diem based on the 2015-2016 salary guide.

23. Approval - School Business Administrator Contract

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Vincent W. Varcadipane's School Business Administrator Contract for the 2016-2017 Academic Year. (see attached)

24. Appointment - Substitute School Bus Driver

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Michael Minieri as substitute school bus driver for the 2016-2017 school year. Mr. Minieri will be paid a salary of $20 per hour.

25. Abolishment - Position of Supervisor of Pupil Personnel Services

The Superintendent, in consultation with the Administrative Team, recommends the Board abolish the Position of Supervisor of Pupil Personnel Services and said job description effective June 30, 2016.

26. Abolishment - Director of Research, Planning and Evaluation

The Superintendent, in consultation with the Administrative Team, recommends the Board abolish the Position of Director of Research, Planning and Evaluation and said job description effective June 30, 2016.

27. Create Position - Supervisor of Special Education

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the creation of the position of Supervisor of Special Education effective July 1, 2016.

28. Create Position - Supervisor of Curriculum and Instruction

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the creation of the position of Supervisor of Curriculum and Instruction effective July 1, 2016.

29. Posting - Elementary Education Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve posting the position of Elementary Education Teacher.

30. Posting - Supervisor of Curriculum and Instruction

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve posting the position of Supervisor of Curriculum and Instruction.

31. Posting - Supervisor of Special Education

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve posting the position of Supervisor of Special Education.

32. Job Descriptions

The Superintendent, in consultation with the Administrative Team, recommends the Board approve job descriptions as per the attached.

33. Resignation - Jennifer Nieglos

The Superintendent recommends the Board accept the resignation of Jennifer Nieglos, Teacher for the Totowa School District effective June 30, 2016.

Motion for approval of items 17-33

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

34. Approval of Minutes- May 25, 2016 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of May 25, 2016 as presented.

Motion for approval of items 34

MOTION: Mr. Guarneri
SECONDED: Mr. Ferrari
VOTE: Unanimous (Mr. Reynoso Abstained)

35. 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.

36. 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 2016, as presented.

37. 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 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.

38. 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 2016, as presented.

39. 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 2016, as presented.

40. 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 2016, as presented.

41. 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 2016, as presented.

42. 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 2016, as presented. (See Attachment #1 Monthly Transfer Report)

43. 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 2016, as presented.

44. 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
Totowa Board of Education	Student Appredciation Day		
Café Act (Retroactive)		1089	$ 1,873.10
Pomptonian	Invoice 912052016	1090	$ 8,868.11
Pomptonian	Invoice 912052716	1091	$ 14,817.89

45. Approval of Waste Removal Services Contract

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve Gaeta Recycling Co. Inc. of 278 West Railway Ave, Paterson NJ 07503 in the amount of $13,396.00 for waste removal services.

46. Approval of Construction Manager Services

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the construction service agreement with Mr. Joseph Pacelli of Construction Co-Ordinators LLC, Totowa, N.J. for construction management services of $5,000.00. (see attachment #2)

47. Approval of Safety Grant Application – New Jersey Schools Insurance Group ERIC West Sub Fund

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the New Jersey School Insurance Group ERIC West Sub fund Safety Grant Application in the amount of $1,600.00 for the replacement/purchase of new security equipment. (see attachment #3)

48. Approval of IDEA - Salaries Revised

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board retroactively approve the IDEA salary revision as follows. Ms. Diana DeLorenzo resigned in May 2016. Ms. Maria Mezzina's salary will replace Ms. DeLorenzo's salary for IDEA purposes. The salary will be charged from Preschool Disd Aides, Account # 11-216-100-106-000 -000 to IDEA Salaries 20-250-100-100-000-000 for the autistic program.

49. Approval - Settlement Agreement

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the settlement agreement OAL Docket. No. EDS 267-16 as per the attached.

Motion for approval of items 35-49

MOTION: Mr. Schaffer
SECONDED: Ms. DeCeglie
VOTE: Unanimous (Mr. Bierach abstained on P.O. 16-1756 on #35 bills list, Ms. DeCeglie abstained on P.O. 16-1756 on #35 bills list, Mr. Schaffer abstained on P.O. 16-1756 on #35 bills list, and Mr. Reynoso abstained on PO 16-1774 on #35 bills list)

50. Old Business

There was no old business.

51. New Business

There was no new business.

52. Hearing and Petition of Citizens

There were no citizens to be heard.

53. Other Matters of a Timely Nature

There were no other matters of a timely nature.

54. Adjournment

Upon motion by Mr. Schaffer and seconded by Mr. Reynoso this meeting was adjourned at 8:07 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary