BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

7/13/2016

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 July 13, 2016.

1. Call To Order

President Ruocco called the meeting to order at 7:06 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, Mr. Ferraro, Mr. Guarneri, Mr. Kerwin Ms. Ruocco and Mr. Schaffer
Members Absent:	Ms. Carr, Ms. DeCeglie, Mr. Reynoso
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. Policy Revision 1110 - Organizational Chart

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

6. Policy Revision 1140 - Affirmative Action Program

The Superintendent presents to the Board the first read of the revisions to mandated Policy 1140 - Affirmative Action Plan.

7. Policy Revision 1220 - Employment of Chief School Administrator

The Superintendent presents to the Board the first read of the revisions to mandated Policy 1220 - Employment of Chief School Administrator.

8. Policy Revision 1310 - Employment of School Business Administrator/Board Secretary

The Superintendent presents to the Board the first read of the revisions to Policy 1310 - Employment of School Business Administrator/Board Secretary.

9. Policy Revision 1523 - Comprehensive Equity Plan

The Superintendent presents to the Board the first read of the revisions to mandated Policy 1523 - Comprehensive Equity Plan.

10. Policy Revision 1530 - Equal Employment Opportunities

The Superintendent presents to the Board the first read of the revisions to mandated Policy 1530 - Equal Employment Opportunities.

11. Regulation Revision 1530 - Equal Employment Opportunity Complaint Procedure

The Superintendent presents to the Board the first read of the revisions to mandated Regulation 1530 - Equal Employment Opportunity Complaint Procedure.

12. Policy Revision 1550 - Affirmative Action Program for Employment and Contract Practices

The Superintendent presents to the Board the first read of the revisions to mandated Policy 1550 - Affirmative Action Program for Employment and Contract Practices.

13. Policy & Regulation Revision 2200 - Curriculum Content

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation 2200 - Curriculum Content.

14. Policy Revision 2260 - Affirmative Action Program for School and Classroom Practices

The Superintendent presents to the Board the first read of the revisions to mandated Policy 2260 - Affirmative Action Program for School and Classroom Practices.

15. Policy & Regulation Revision 2411 - Guidance Counseling

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation 2411 - Guidance Counseling.

16. Policy & Regulation Revision 2423 - Bilingual and ESL Education

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation 2423 - Bilingual and ESL Education.

17. Policy Revision 2610 - Educational Program Evaluation

The Superintendent presents to the Board the first read of the revisions to mandated Policy 2610 - Educational Program Evaluation.

18. Policy Revision 2622 - Student Assessment

The Superintendent presents to the Board the first read of the revisions to mandated Policy 2622 - Student Assessment.

19. Policy Revision 3111 - Creating Positions

The Superintendent presents to the Board the first read of the revisions to Policy 3111 - Creating Positions.

20. Policy Revision 3124 - Employment Contract

The Superintendent presents to the Board the first read of the revisions to Policy 3124 - Employment Contract.

21. Policy Revision 3125 - Employment of Teaching Staff Members

The Superintendent presents to the Board the first read of the revisions to mandated Policy 3125 - Employment of Teaching Staff Members.

21. Policy Revision 3125.2 - Employment of Substitute Teachers

The Superintendent presents to the Board the first read of the revisions to Policy 3125.2 - Employment of Substitute Teachers.

22. Policy & Regulation Revision 3126 - District Mentoring Program

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

23. Policy Revision 3141 - Resignation

The Superintendent presents to the Board the first read of the revisions to Policy 3141-Resignation.

24. Policy & Regulation Revision 3144 - Certification of Tenure Charges

The Superintendent presents to the Board the first read of the revisions to Policy & Regulation 3144 - Certification of Tenure Charges.

25. Policy Revision 3159 - Teaching Staff Member/School District Reporting Responsibilities

The Superintendent presents to the Board the first read of the revisions to Policy 3159 - Teaching Staff Member/School District Reporting Responsibilities.

26. Policy Revision 3231 - Outside Employment as Athletic Coach

The Superintendent presents to the Board the first read of the revisions to Policy 3231 - Outside Employment as Athletic Coach.

27. Policy Revision 3240 - Professional Development for Teachers and School Leaders

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

28. Regulation Revision 3240 - Professional Development for Teachers and School Leaders

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

29. Policy & Regulation Abolishment 3244 - In Service Training

The Superintendent recommends the Board abolish mandated Policy & Regulation 3244 - In Service Training.

30. Policy Revision 4159 - Support Staff Member/School District Reporting Responsibilities

The Superintendent presents to the Board the first read of the revisions to Policy 4159 - Support Staff Member/School District Reporting Responsibilities.

31. Policy Revision 5305 - Health Services Personnel

The Superintendent presents to the Board the first read of the revisions to Policy 5305 - Health Services Personnel.

32. Regulation Revision 5330 - Administration of Medication

The Superintendent presents to the Board the first read of the revisions to mandated Regulation 5330 - Administration of Medication.

33. Policy Revision 5339 - Screening for Dyslexia

The Superintendent presents to the Board the first read of the revisions to mandated Policy 5339 - Screening for Dyslexia.

34. Policy Revision 5350 - Student Suicide Prevention

The Superintendent presents to the Board the first read of the revisions to Policy 5350 - Student Suicide Prevention.

35. Regulation Revision 5350 - Student Suicide

The Superintendent presents to the Board the first read of the revisions to Regulation 5350 - Student Suicide.

36. Policy Revision 5750 - Equal Educational Opportunity

The Superintendent presents to the Board the first read of the revisions to mandated Policy 5750 - Equal Educational Opportunity.

37. Policy Revision 5755 - Equity In Educational Programs and Services

The Superintendent presents to the Board the first read of the revisions to mandated Policy 5755 - Equity In Educational Programs and Services.

38. Policy Adoption 7481 - Unmanned Aircraft Systems (UAS also known as Drones)

The Superintendent presents to the Board the first read of the new Policy 7481 - Unmanned Aircraft Systems (UAS also known as Drones).

39. Policy & Regulation Revision 8441 - Care of Injured and Ill Persons

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation - 8441 Care of Injured and Ill Persons.

40. Policy Adoption 8454 - Management of Pediculosis

The Superintendent presents to the Board the first read of the new Policy 8454 - Management of Pediculosis.

41. Policy Revision 8630 - Bus Driver/Bus Aide Responsibility

The Superintendent presents to the Board the first read of the revisions to mandated Policy Revision 8630 - Bus Driver/Bus Aide Responsibility.

42. Regulation Revision 8630 - Emergency School Bus Procedures

The Superintendent presents to the Board the first read of the revisions to mandated Regulation - 8630 Emergency School Bus Procedures.

43. Policy Revision 9541 - Student Teachers/Interns

The Superintendent presents to the Board the first read of the revisions to Policy 9541 - Student Teachers/Interns.

44. Instructional Resource List

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2016-2017 Instructional Resource List. (see attached)

45. 2017 No Child Left Behind (NCLB) Application

The Superintendent, in consultation with the Administrative Team recommends the Board, approve submission of the 2017 No Child Left Behind (NCLB) Application released to the New Jersey State Department of Education and accepts the grant award of funds upon the approval of the FY 2017 NCLB application.

46. Commission for the Blind and Visually Impaired Contracts

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the contracts with the State of New Jersey, Department of Human Services, Commission for the Blind and Visually Impaired to provide Level 1 services to students #CB-01 and #CB-02 for the 2016-2017 School Year beginning September 1, 2016 through June 30, 2017 at the cost of $1,900 per contract.

47. Cultural Arts Field Trip - Neil Simon Theatre

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following cultural arts field trip, sponsored by the P.T.O.:

Grade 8 "CATS" Wednesday, October 26, 2016
Neil Simon Theatre, 250 West 52nd Street, New York, NY

The students will depart Washington Park School at approximately 12:30 p.m. and return at approximately 6:00 p.m. The cost of the transportation will be paid for by the Totowa Board of Education.

48. Use of Washington Park School Field - Totowa P.B.A. Food Truck Fundraiser

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.B.A. Local #80 to use the Washington Park School Field and picnic tables on Saturday, August 27, 2016 for their Food Truck Fundraiser from 8:00 a.m. to 8:00 p.m. The P.B.A. members will take care of all set up and clean up in addition to any other related items.

Motion for approval of items 5-48

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

49. Informational

Fire Drills

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

Washington Park School	Memorial School
Monday, June 6, 2016(FD)	*Monday, June 6, 2016(FD)*
Wednesday, June 16, 2016(Reverse Evac.)	*Wednesday, June 16, 2016(Reverse Evac.)*

Projects - Memorial School & Washington Park School

LightPath

Summer Academy

Dates for Your Information

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

Use of Facilities - July

Weds. VITAL Men's Basketball

Attachments:

News Articles:

Movin' On Up

Newsletters:

The Smart Dog - June 2016 Volume 3, Issue 67

Programs:

The TPK End of Year Program

Reports:

Discipline Report

50. Committee Reports

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

51. 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 matters. The discussion will last approximately thirty (30) minutes and no action will be taken.

Motion for approval of item 51

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

The Board returned from executive session at 7:55 p.m.

52. Resignation - Irlanda Velasquez

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Irlanda Velasquez, Special Education Aide for the Totowa School District, effective June 6, 2016.

53. Reassignment - Lauren Terranova

The Superintendent, in consultation with the Administrative Team, recommends the Board reassign Lauren Terranova as Supervisor of Special Education for the 2016-2017 School Year beginning on July 14, 2016.

54. Appointment - Elementary Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Kelly Hennion to the position of Elementary Teacher for the 2016-2017 school year beginning on Tuesday, September 6, 2016. Ms. Hennion will be placed on BA Step-1 $51,550 of the contracted teacher salary guide.

55. Appointment - Supervisor of Curriculum & Instruction

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Nicki McGrane as Supervisor of Curriculum & Instruction in the Totowa School District for the 2016-2017 School Year beginning on or about Monday, August 8, 2016 with a prorated salary of $102,000.

56. Appointment - Elementary Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Daniella Paventa to the position of Elementary Teacher for the 2016-2017 school year beginning on Tuesday, September 6, 2016. Ms. Paventa will be placed on BA Step-1 $51,550 of the contracted teacher salary guide.

57. Posting - Vice Principal

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve posting the position of Vice Principal.

Motion for approval of items 52-57

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

58. Approval of Minutes- June 15, 2016 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of June 15, 2016 as presented.

Motion for approval of items 58

MOTION: Mr. Ferraro
SECONDED: Mr. Schaffer
VOTE: Unanimous (Mr. Kerwin Abstained)

59. Approval of Bills List – July

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

60. Acceptance of Financial Status Report – May Adjusted

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.

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

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.

62. Acceptance of Financial Summary Report – May Adjusted

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.

63. 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 912061016	1092	$ 21,311.24

64. Approval of Non-Monetary Taxable Item

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommended the Board approve a Non-Monetary taxable item, Apple Computer, to Ms. Barbara Chichele.

65. Approval of Landscaping

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve Landscaping at Memorial and Washington Park Schools in the amount of $4,770.00 to Spinella landscaping Inc., Totowa, N.J. These services include planting and removing shrubs, soil and mulch.

66. Approval of Transportation Contract for 2016-2017

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 2016-2017 school year. A CPI (Consumer Price Index) annual increase of 0.57% will be given.

Route 1	Memorial – St. Francis – WPS	$24,021.36
Route 2	Memorial – St. Francis – WPS	$24,021.36
Route 3	Memorial – St. Francis – WPS	$24,021.36
Route 4	Memorial – St. Francis – WPS	$24,021.36
Route 5	Memorial – St. Francis – WPS	$24,021.36
Route 6	Memorial – St. Francis – WPS	$24,021.36
Route 7	Memorial – St. Francis – WPS	$24,021.36
Route 8	Memorial – St. Francis – WPS	$24,021.36

67. Approval of Parental Contract for Student Transportation

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively 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 July 5, 2016 to July 29, 2016. The Washington South School will supply an attendance sheet and any days missed will be subtracted off the original contract price.

68. 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.

Washington Park		**Purchased by**
LCD Monitor	x 30 pcs	2008
PC-P4	x 30 pcs	2008
Old Laptop	x 5 pcs	2006 and older
Phillips Projector (Broken)	x 1pcs	2003
TV and VCR	x 2 pcs (Broken)	2001
Casablanca Micro System	x1 pc (Broken)	1996
Apple Power MAC	x2	2005
NEC 15" LCD Monitor	x2	2005
Memorial School		
Lcd Monitor	x 25 pcs	2008
PC-P4	x 25 pcs	2008

69. Approval of Bills List – June Supplemental

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

70. Acceptance of Financial Status Report – June

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of June 2016, as presented.

71. Monthly Financial Certification of the Board Secretary and the Board of Education – June

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.

72. Acceptance of Bank Reconciliations – June

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Bank Reconciliations for the month of June 2016, as presented.

73. Acceptance of Board Secretary Report – June

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Board Secretary Report for the month of June 2016, as presented.

74. Acceptance of Treasurer of School Monies Report – June

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of June 2016, as presented.

75. Acceptance of Financial Summary Report – June

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of June 2016, as presented.

76. Approval of Line Item Budget Transfers – June

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

77. Acceptance of Revenue Report – June

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of June 2016, as presented.

78. Approval of Submission and Grant Award – NCLB FY 2017 Application

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the submission and grant award for the NCLB FY 2017 application.

Title I	$130,756
Title IIA	$ 11,230

Motion for approval of items 59-78

MOTION:	Mr. Ferraro
SECONDED:	Mr. Kerwin
VOTE:	Unanimous (Mr. Bierach abstained on P.O. 16-1845 on #59 bills list, Mr. Schaffer abstained on P.O. 16-1845 on #59 bills list)

79. Old Business

There was no old business.

80. New Business

There was no new business.

81. Hearing and Petition of Citizens

There were no citizens to be heard.

82. Other Matters of a Timely Nature

There were no other matters of a timely nature.

83. Adjournment

Upon motion by Mr. Schaffer and seconded by Mr. Guarneri this meeting was adjourned at 7:58 P.M.

Respectfully submitted,

Vincent Varcadipane

Vincent Varcadipane
School Business Administrator/Board Secretary