BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

07/18/2017

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 July 18, 2017.

1. Call To Order

President Ruocco 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: Ms. Antonucci, Ms. Carr, Mr. Guarneri, Mr. Kerwin, Mr. Reynoso, Ms. Ruocco, and Mr. Schaffer
Members Absent: Mr. Bierach and Ms. DeCeglie
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. Policy & Regulation Revision 1240 - Evaluation of Superintendent

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

7. Policy Adoption 1511 - Board of Education Website Accessibility

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

8. Policy & Regulation Revision 3126 - District Mentoring Program

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

9. Policy & Regulation Revision 3221 - Evaluation of Teachers

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

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

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

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

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

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

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

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

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

14. Policy & Regulation Revision 5610 - Suspension

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

15. Policy Revision 5620 - Expulsion

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

16. Policy & Regulation Adoption 7424 - Bed Bugs

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

17. Policy Adoption 7461 - District Sustainability Policy

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

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

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

19. Regulation Revision 5200 - Attendance

The Superintendent presents to the Board the first read of the revisions to the mandated Policy 5200 - Attendance.

20. 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 services to students #18057 and #18006 for the 2017-2018 School Year at the rate of $1,900 per contract.

21. Community Based Instruction Field Trips

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Community Based Instruction Field Trips to local businesses by the students, teachers and staff of the RISE 4 class for the 2017-2018 school year as per the attached list. In case of inclement weather on any particular day, the trip will be rescheduled. (see attached)

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

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

Motion for approval of items 5-22

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

23. Informational

Fire Drills

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

Washington Park School	Memorial School
Wednesday, June 14, 2017(FD)	*Wednesday, June 14, 2017(FD)*
Monday, June 19, 2016(Reverse Evac.)	*Friday, June 16, 2017(Reverse Evac.)*

Projects - Memorial School & Washington Park School

Summer Academy

Dates for Your Information

August 23 Board of Education Meeting - WPS 7:00 p.m.

Use of Facilities - July

Weds. VITAL Men's Basketball

Attachments:

Reports:

Discipline Report

24. 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 and legal matters. The discussion will last approximately thirty (30) to forty-five (45) minutes and no action will be taken.

Motion for approval of item 24

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

The Board returned from executive session at 8:21 P.M.

25. Revision - 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 began her maternity/child care leave on 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.

26. Maternity/Child Care Leave of Absence - Marissa Abbaleo

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the maternity/child care leave of absence for Marissa Abbaleo.

Ms. Abbaleo will begin her maternity/child care leave on Tuesday, September 5, 2017, through Friday, January 5, 2018, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-8 on guide for the 2018-2019 school year.
3. A. She will use twenty-three (23) accumulated sick/personal days from Tuesday, September 5, 2017, through Thursday, October 5, 2017.
   B. Leave will start on Friday, October 6, 2017.
   C. FMLA will be invoked from Friday, October 6, 2017, through approximately Friday, January 5, 2018, - twelve (12) weeks. Benefits will be retained in accordance with FMLA. She will return to work on Monday, January 8, 2018.
   D. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Abbaleo for any further additional time absent outside the FMLA 12 week period.

27. Maternity/Child Care Leave of Absence - Rachael Isenhour

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the maternity/child care leave of absence for Rachael Isenhour.

Ms. Isenhour will begin her maternity/child care leave on Tuesday, September 5, 2017, through Wednesday, February 28, 2018, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-10 on guide for the 2018-2019 school year.
3. A. She will use fourteen (14) accumulated sick/personal days from Tuesday, September 5, 2017, through Friday, September 22, 2017.
   B. Leave will start on Monday, September 25, 2017.
   C. FMLA will be invoked from Monday, September 25, 2017, through approximately Friday, December 15, 2017, - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Ms. Isenhour will be on unpaid leave from Monday, December 18, 2017 through Wednesday, February 28, 2018. She will return to work on Thursday, March 1, 2018.
   E. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Isenhour for any further additional time absent outside the FMLA 12 week period.

28. Maternity/Child Care Leave of Absence - Lindsey Miglino

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the maternity/child care leave of absence for Lindsey Miglino.

Ms. Miglino will begin her maternity/child care leave on Tuesday, September 5, 2017, through Friday, June 29, 2018, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-10 on guide for the 2018-2019 school year.
3. A. She will use thirty-nine (39) accumulated sick/personal days from Tuesday, September 5, 2017, through Friday, October 27, 2017.
   B. Leave will start on Monday, October 30, 2017.
   C. FMLA will be invoked from Monday, October 30, 2017, through approximately Friday, January 26, 2018, - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Ms. Miglino will be on unpaid leave from Monday, January 29, 2018 through Friday, June 29, 2018. She will return to work on Tuesday, September 4, 2018.
   E. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Miglino for any further additional time absent outside the FMLA 12 week period.

29. Maternity/Child Care Leave of Absence - Sonja Oldja

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the maternity/child care leave of absence for Sonja Oldja.

Ms. Oldja will begin her maternity/child care leave on Tuesday, September 5, 2017, through Friday, January 26, 2018, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-3 on guide for the 2018-2019 school year.
3. A. She will use twenty-six (26) accumulated sick/personal days from Tuesday, September 5, 2017, through Tuesday, October 10, 2017.
   B. Leave will start on Wednesday, October 11, 2017.
   C. FMLA will be invoked from Wednesday, October 11, 2017, through approximately Wednesday, January 10, 2018, - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Ms. Oldja will be on unpaid leave from Thursday, January 11, 2018 through Friday, January 26, 2018. She will return to work on Monday, January 29, 2018.
   E. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Oldja for any further additional time absent outside the FMLA 12 week period.

30. Maternity/Child Care Leave of Absence - Marissa Bednarski

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the maternity/child care leave of absence for Marissa Bednarski.

Ms. Bednarski will begin her maternity/child care leave on Monday, October 2, 2017, through Friday, June 1, 2018, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-8 on guide for the 2018-2019 school year.
3. A. She will use thirty-two (32) accumulated sick/personal days from Monday, October 2, 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. Bednarski will be on unpaid leave from Monday, February 19, 2018 through Friday, June 1, 2018. She will return to work on Monday, June 4, 2018.
   E. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Bednarski for any further additional time absent outside the FMLA 12 week period.

31. Resignation - Pratiksha Chesney

The Superintendent recommends the Board accept the resignation of Pratiksha Chesney, Physical Therapist, for the Totowa School District effective September 1, 2017.

32. Resignation - Kimberly Habig

The Superintendent recommends the Board accept the resignation of Kimberly Habig, Occupational Therapist, for the Totowa School District effective September 1, 2017.

33. Resignation - Michael Reddin

The Superintendent recommends the Board accept with regret the resignation of Michael Reddin, Elementary Education Teacher, for the Totowa School District effective July 19, 2017.

34. Reassignment - Alexis Puluse

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Alexis Puluse from Resource Room / LEAP teacher grades 3-4 to grade 2 teacher for 2017-2018 school year.

35. 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 5 reading teacher for 2017-2018 school year.

36. Reassignment - Andrea Piccirillo

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Andrea Piccirillo from Resource Room / LEAP teacher grades 5-8 to Resource Room teacher at Memorial School for the 2017-2018 school year.

37. Reassignment - Christina Padula

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Christina Padula from Resource Room K-2 teacher to Resource Room / LEAP grades 3-4 teacher at Washington Park School for 2017-2018 school year.

38. Reassignment - Jennifer Reeves

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Jennifer Reeves from Reading 5-8 teacher to LEAP / Reading Specialist at Washington Park School for 2017-2018 school year.

39. Revision - Job Description - Vice Principal

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised Vice Principal job description.

40. Create Position - Supervisor of Elementary Education

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the creation of the position Supervisor of Elementary Education.

41. Posting - Elementary Education Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Elementary Education Teacher for the 2017-2018 school year.

42. Posting - Occupational Therapist

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Occupational Therapist (approx. 25 hours) for the 2017-2018 school year. This is a contracted position with no sick/personal days or benefits.

43. Posting - Physical Therapist

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Physical Therapist (approx. 25 hours) for the 2017-2018 school year. This is a contracted position with no sick/personal days or benefits.

44. Posting - Behaviorist

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Behaviorist for the 2017-2018 school year. This is a contracted position with no sick/personal days or benefits.

45. Posting - Supervisor of Elementary Education

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Supervisor of Elementary Education for the 2017-2018 school year.

Motion for approval of items 25-45

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

46. Approval of Minutes- June 14, 2017 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of June 14, 2017 as presented.

Motion for approval of items 46

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

47. 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.

48. 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.

49. 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 2017, as presented.

50. 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 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.

51. 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 2017, as presented.

52. 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 2017, as presented.

53. 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 2017, as presented.

54. 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 2017, as presented.

55. 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 2017, as presented. (See Attachment #1 Monthly Transfer Report)

56. 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 2017, as presented.

57. 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 912060917	1153	$ 23,677.96
Service Plus	Invoice 153253	1152	$ 2,328.17

58. Approval of 2016-2017 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2016-2017 school year transportation contract with Northern Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
PGCHAM1	PG Chambers School	Jersey Kids	$ 3,292.90 + $131.72	5/31/17 – June 2017

59. Approval to Increase Appropriations

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve appropriating the additional awarded State Aid in the amount of $46,329 in the current 2017-2018 school year budget.

Motion for approval of items 47-59

MOTION: Mr. Kerwin
SECONDED: Ms. Antonucci
VOTE: Unanimous (Mr. Schaffer abstained on P.O. 17-1820 on #48 bills list)

60. Old Business

There was no old business.

61. New Business

There was no new business.

62. Hearing and Petition of Citizens

There were no citizens to be heard.

63. Other Matters of a Timely Nature

There were no other matters of a timely nature.

64. Adjournment

Upon motion by Mr. Reynoso and seconded by Mr. Schaffer this meeting was adjourned at 8:28 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary