# BOARD OF EDUCATION
# BOROUGH OF TOTOWA

## MEETING MINUTES

07/18/2018

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 July 18, 2018.

**1. Call To Order**

Vice-President Guarneri called the meeting to order at 7:20 P.M.

A motion was made by Mr. Bierach and seconded by Ms. Antonucci to have Ms. Capitelli and Mr. Guarneri become the acting Board Secretary and President, respectively, for tonight's meeting only due to the absences of Mr. Varcadipane and Ms. Ruocco.

VOTE: Unanimous

**2. Roll Call**

| | |
|---|---|
| Members Present: | Ms. Alesandrelli, Ms. Antonucci, Mr. Bierach, Ms. Carr, Mr. Guarneri and Mr. Kerwin |
| Members Absent: | Ms. DeCeglie, Mr. Reynoso and Ms. Ruocco |
| Also Present: | Patricia Capitelli, Superintendent of Schools<br>Mr. Raymond B. Reddin, Board Attorney |

Mr. Guarneri 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 Ms. Capitelli:

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. 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 2018-2019 school year as per the attached list. In case of inclement weather on any particular day, the trip will be rescheduled. (see attached)

**6. Restraint Training**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following staff members to receive restraint training, provided by John Sole, at the Washington Park School Gym on Tuesday, September 4, 2018, from 10:30 A.M. to 1:30 P.M.:

Joe D'Amelio Alycia Desmond Carly Fleres Gina McQuin Brett Scully Erica Wolpert

Sev Karca Amanda Agnes Sandy Cittrich Nuria Cordoba Patricia Cusack

Chelsea Falone Toni Malatesta Ryan Naundorff Anjelica Paolillo

Mirna Polibio Laura Snyder Meredith Warburton

**7. Adoption - NJ Principal Observation Instrument**

The Superintendent recommends the Board adopt the NJ Principal Evaluation instruments for Professional Learning Process and Observation Instrument.

**8. Use of Risers - Totowa Board of Recreation**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the Totowa Board of Recreation to use our risers, as a Band Stage, for their 2018 Summer Concert Series. The concerts will be held on selected Wednesday evenings on the front lawn of the Totowa Municipal Building.

**9. Acceptance of Donation - The Britting Family**

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the donation of a collection of various kindergarten through fifth/sixth grade books from the Britting Family to the Totowa School District.

**10. Cultural Arts Field Trip - Winter Garden 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 "School of Rock" Wednesday, October 8, 2018

Winter Garden Theatre, 1634 Broadway, 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.

Motion for approval of items 5-10

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

**11. Informational**

**Fire Drills**

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

| Washington Park School | Memorial School |
|---|---|
| *Tuesday, June 12, 2018 (FD)* | *Tuesday, June 12, 2018(FD)* |
| *Tuesday, June 19, 2018 (Lock Down)* | *Friday, June 15, 2018 (Reverse Evac.)* |

**Projects - Memorial School & Washington Park School**

**Summer Academy**

**Dates for Your Information**

September 5 Board of Education Meeting - WPS 7:00 P.M.

**Use of Facilities - July**

Weds. VITAL Men's Basketball

**Attachments:**

**Newsletters:**

*The Park Press - June 2018 Volume 12, Issue 4*

**Programs:**

*The Twenty-Fifth Annual Kinergarten "Moving On" Ceremony*
*The TPK End of Year Program* (Galese & Corrado)
*The TPK End of Year Program* (Colella & Martinez)

**Reports:**

Discipline Report

**12. Committee Reports**

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

**13. 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 7:32 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 13

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

The Board returned from executive session at 8:38 P.M.

**14. Retirement - Bruna Klafter**

The Superintendent recommends the Board accept with regret the retirement of Bruna Klafter, World Cultures Teacher for the Totowa School District effective July 1, 2018.

**15. Resignation - Steve Rodriguez**

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Steve Rodriguez, Instructional Aide for the Totowa School District effective June 22, 2018.

**16. Reassignment - Valerie Feenan**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Valerie Feenan from Kindergarten teacher to MS LEAP/Specials teacher for 2018-2019 school year.

**17. Reassignment - Jacklyn Marotta**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Jaclyn Marotta from MS LEAP/Specials to Kindergarten teacher for 2018-2019 school year.

**18. Reassignment - Maria Sagui**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Maria Sagui from Grade 6 Social Studies teacher to Grade 5 ELA teacher for 2018-2019 school year.

**19. Reassignment - Cristina Kochanski**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Cristina Kochanski from Grades 5-8 ELA teacher to Grade 6 Social Studies teacher for 2018-2019 school year.

**20. Reassignment - Victoria Puzio**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Victoria Puzio from LEAP Grades 7/8 teacher to LEAP Grade 7/Specials teacher for 2018-2019 school year.

**21. Totowa Education Association Contract (2018-2021)**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Agreement between the Totowa Board of Education and the Totowa Education Association for the 2018-2019, 2019-2020, and 2020-2021 Academic Years as per the attached.

**22. Approval - School Business Administrator Contract**

The Superintendent recommends the contract of the School Business Administrator for the 2018 -2019 school year consistent with the enclosed attachment.

**23. Approval - Superintendent of Schools Contract**

The Board approves the contract of the Superintendent of Schools for the 2018-2019 school year consistent with the enclosed attachment.

**24. Revision - Maternity/Child Care Leave of Absence -Laura Leskowits**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised maternity/child care leave of absence for Laura Leskowits as follows:

Ms. Leskowits will begin her maternity/child care leave Monday, October 15, 2018, through Friday, June 28, 2019, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-12 on guide for the 2018-2019 school year.
3. A. She will use forty-five (45) accumulated sick/personal days from Monday, October 15, 2018, through Friday, December 21, 2018.
   B. Leave will start on Wednesday, January 2, 2019.
   C. FMLA will be invoked from Wednesday, January 2, 2019, through approximately Wednesday, March 27, 2019 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Ms. Leskowits will be on unpaid leave from Thursday, March 28, 2019, through Friday, June 28, 2019. She will return on Tuesday, September 3, 2019.
   E. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Leskowits for any further additional time absent outside the FMLA 12 week period.

**25. Posting - World Cultures/ World Languages Teacher**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of World Cultures/World Languages Teacher for the 2018-2019 School Year.

**26. Resignation - Amanda Agnes**

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Amanda Agnes, Special Education Aide for the Totowa School District effective July 25, 2018.

**27. Substitute Teacher**

The Superintendent recommends the Board approve the following to receive their substitute teacher certification:

Priority II
Michael Trommelen, Totowa

Motion for approval of items 14-27

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

**28. Approval of Minutes- June 13, 2018 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of June 13, 2018 as presented.

Motion for approval of items 28

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

**29. 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.

**30. 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.

**31. 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 2018, as presented.

**32. 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 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.

**33. Acceptance of Bank Reconciliations – June**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of June 2018, as presented.

**34. Acceptance of Board Secretary Report – June**

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of June 2018, as presented.

**35. 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 2018, as presented.

**36. 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 2018, as presented.

**37. 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 2018, as presented. (See Attachment #1 Monthly Transfer Report)

**38. 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 2018, as presented.

**39. 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 912060818 | 1210 | $ 24,663.72 |
| PaySchools | Invoice 4734 | 1211 | $ 1,490.00 |
| Mrs. Porporino | Lunch Balance Refund | 1212 | $ 14.20 |
| Ms. Klipper | Lunch Balance Refund | 1213 | $ 10.45 |
| Reasonable Air Conditioning Refrigeration & Heating Inc | Invoice 37648 | 1214 | $ 864.77 |

**40. Approval of 2018-2019 Memorial School IPM Plan**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the 2018-2019 Memorial School IPM Plan as presented. (See Attachment #2)

**41. Approval of 2018-2019 Washington Park School IPM Plan**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the 2018-2019 Washington Park School IPM Plan as presented. (See Attachment #3)

**42. Approval of 2018-2019 Substitute Teacher Registry Agreement**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the 2018-2019 Substitute Teacher Registry Agreement in the amount of $9,766.00.

**43. Approval of 2018-2019 Agreement with NRESC Non-Public Nursing**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the contract with NRESC to provide a Registered School Nurse, as needed, on a substitute basis for the 2018-2019 school year based upon state appropriate funds.

**44. Approval to Transfer Funds, Title IV ESEA to Title II ESEA**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the transfer of funds from Title IV ESEA to Title II ESEA in the amount of $10,000.00 for the FY 2018-2019 ESEA Grant.

**45. Approval to Refuse Title III ESEA Funds**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the refusal of Title III funds from ESEA 2018-2019 Grant in the amount of $2,096.00 for the FY 2018-2019 ESEA Grant.

**46. Acceptance of Totowa Education Foundation Donation**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the acceptance of a donation from the Totowa Education Foundation of 147 Dell Latitude 3380 laptops.

**47. Approval to Dispose of Textbooks**

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

Human Heritage: A World History
Greenblatt and Lemmo
2001
0-07-821619-2
Grade 6
Poor
39 copies

**48. Approval Structural Workshop LLC Agreement**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the Structural Workshop LLC's, agreement to provide site visits and other recommendations based upon observations of site work being performed at the Memorial School Tunnel. Structural Workshop LLC has been a part of this project since the beginning phases.

**49. 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 93,892.00 in the current 2018-2019 school year budget.

**50. Approval of Emergency Purchase and Repairs – Boiler Exhaust Duct Work Memorial School**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the purchase of material and repair services from Stacks Environmental LLC. These purchases of material and repair services are needed to fix the boiler exhaust duct work at Memorial School. The exhaust duct work repairs are required to operate the boilers. The emergency request was submitted to the Passaic County Superintendent and was approved on June 26, 2018.

Motion for approval of items 25-50

MOTION: Mr. Kerwin
SECONDED: Ms. Antonucci
VOTE: Unanimous (Mr. Bierach abstained from P.O. 18-1787 on #29 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 Mr. Kerwin and seconded by Ms. Antonucci this meeting was adjourned at 8:45 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary