BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

08/22/2018

The Special 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 August 22, 2018.

1. Call To Order

President Ruocco called the meeting to order at 7:08 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. Alesandrelli, Ms. Antonucci, Ms. DeCeglie, Mr. Guarneri Mr. Kerwin and Ms. Ruocco
Members Absent:	Mr. Bierach, Ms. Carr, and 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. 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 Adoption 1613 - Disclosure and Review of Applicant's Employment History

The Superintendent presents to the Board the first read of the new mandated Policy & Regulation 1613 - Disclosure and Review of Applicant's Employment History.

7. Policy Revision 5512 - Harassment, Intimidation, and Bullying

The Superintendent presents to the Board the first read of the revisions to mandated Policy 1613 - Harassment, Intimidation, and Bullying.

8. Regulation Abolishment 5512 - Harassment, Intimidation, or Bullying Investigation Procedure

The Superintendent recommends to the Board the abolishment of mandated Regulation 5512 - Harassment, Intimidation, or Bullying Investigation Procedure.

9. Policy & Regulation Revision 5561 - Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

The Superintendent presents to the Board the first read of the revisions to mandated Policy & Regulation 5561 - Use of Physical Restraint and Seclusion Techniques for Students with Disabilities.

10. Professional Development District/School Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the District and Schools' Professional Development Plans for the 2018 - 2019 School Year.

11. Pilot Program - Houghton Mifflin Harcourt Science Dimensions

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Houghton Mifflin Harcourt Science Dimensions 2018 (1 Year) Grades 6 - 8 Pilot Program for the 2018 - 2019 school year.

12. Professional Development - Explorelearning Math & Science Gizmos

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Explorelearning Professional Development for Math and Science teachers on September 4, 2018, and September 5, 2018, during the Staff In-Service.

13. Pilot Program - Explorelearning Math & Science Gizmos

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Explorelearning Math and Science Gizmos Pilot Program for the 2018 - 2019 school year.

14. Appointment - District Anti-Bullying Coordinator

The Superintendent recommends the Board appoint David Bower as the Washington Park School District Anti-Bullying Coordinator for the 2018 - 2019 school year.

15. Appointment - HIB Anti-Bullying Coordinator

The Superintendent recommends the Board appoint David Bower as the Washington Park School HIB Anti-Bullying Coordinator for the 2018 - 2019 school year.

16. Appointment - HIB Anti-Bullying Specialist

The Superintendent recommends the Board appoint Timothy Tracy as the Washington Park School HIB Anti-Bullying Specialist for the 2018 - 2019 school year.

17. Appointment - LEA PARCC Coordinator

The Superintendent recommends the Board appoint David Bower as the LEA PARCC Test Coordinator for the 2018 - 2019 school year.

18. Instructional Resource List Revisions

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revisions to the Totowa School District Instructional Resource List for the 2018 - 2019 school year as per the attached.

19. Foreign Language Curriculum

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Foreign Language Curriculum grades 3 - 8 for the 2018 - 2019 school Year.

20. P.T.O. Activities - 2018-2019 School Year

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the P.T.O. activities for the 2018 - 2019 School Year as follows:

P.T.O. Executive Meetings: September 10th, October 1st, November 5th, January 7th - (January 8th - Snow Date), February 4th - (February 5th - Snow Date), March 4th - (March 5th - Snow Date), April 1st, May 6th, June 5th.

General Meetings: October 16, 2018, March 12, 2019, and June 3, 2019 - Also requesting the use of tables, chairs and a podium with microphone.

Fund Raisers:

Fall Fundraiser - September - November
(Order Dropoff - October. 3, 2018 and October 4, 2018)
(Order Pick Up - November 15, 2018)
Pictures - October 8, 2018
Vendor Night - November 11, 2018
Holiday Gift Shop - December 7, 2018
Book Fair - February 5, 2019 - February 7, 2019
Spring Pictures - March 11, 2019
Tricky Tray - May 2, 2019
Eighth Grade Dance - May 31, 2019

21. AAA North Jersey Map Reading Program

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Map Reading Program to each of the fourth and fifth grade classes to be presented by Mr. John Tilli of AAA of North Jersey. Mr. Tillie will present a hands on interactive program for approximately 90 minutes on the following dates:

Grade 5
Monday, October 8, 2018 - Monday, October 15, 2018
Grade 4
Tuesday, October 16, 2018 - Tuesday, October 23, 2018

22. Rescind Action - AAA North Jersey Map Reading Program

The Superintendent, in consultation with the Administrative Team, recommends the Board approve rescinding the action of August 22, 2018, Report of the Superintendent # 18 - AAA North Jersey Map Reading Program to each of the fourth and fifth grade classes.

Motion for approval of items 5-22

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

23. Informational

Tunnel Update

VetVan - Veterans Transportation Foundation

24. Committee Reports

Ms. Ruocco said committee meetings were not held.

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 7:13 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: Mr. Kerwin
SECONDED: Ms. Antonucci
VOTE: Unanimous

The Board returned from executive session at 7:48 P.M.

26. Posting - Student Council Advisors

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the positions of Student Council Advisors.

27. Resignation - Kevin Sinsimer

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Kevin Sinsimer, maternity leave replacement teacher, for the Totowa School District effective August 17, 2018.

28. Title Change - Jonathan Kruzel

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Title Change of Jonathan Kruzel to Supervisor of Curriculum and Instruction in the Totowa School District for the 2018 - 2019 School Year.

29. Appointment - Vice Principal

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Timothy P. Tracy as Vice Principal in the Totowa School District for the 2018 - 2019 School Year at the annual salary of $70,000, pending approval of his Disclosure and Review of Applicants Employment History.

30. Appointment - Part-time BCBA

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Erica Minde as Part-time Behaviorist for the 2018-2019 school year at the rate of $80 per hour, for fifteen to twenty (15-20) hours per week, pending approval of her approval of her Disclosure and Review of Applicants Employment History.

31. Appointment - Part-Time Occupational Therapist

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Susan Beth Fruhbeis as Part-time Occupational Therapist for the 2018 - 2019 school year at the rate of $80 per hour for twenty - twenty-five (20-25) hours per week, pending approval of her Disclosure and Review of Applicants Employment History.

32. Appointment - Elementary Education Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Alyssa DeMauro to the position of Grade 5 Social Studies Teacher for the 2018 - 2019 school year beginning on Tuesday, September 4, 2018, pending approval of her Disclosure and Review of Applicants Employment History. Ms. DeMauo will be placed on BA Step - 1 $52,839 of the contracted teacher salary guide.

33. Approval - Family Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Family Medical Leave for Andrea Piccirillo beginning Tuesday, September 4, 2018, through Tuesday, October 16, 2018. She will use thirty - one (31) accumulated sick/personal days.

34. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Gina Marocco as a Maternity Leave Replacement for Ms. Tina Fulco from September 4, 2018, through December 21, 2018. She will be on Step - 0 $33,000 with no sick/personal days or benefits.

35. 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 began her maternity/child care leave on Tuesday, September 5, 2017, through Friday, June 28, 2019, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-10 on guide for the 2019-2020 school year.
3. A. She used thirty-nine (39) accumulated sick/personal days from Tuesday, September 5, 2017, through Friday, October 27, 2017.
   B. Leave began on Monday, October 30, 2017.
   C. FMLA was 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 was on unpaid leave from Monday, January 29, 2018, through Friday, June 28, 2019. She will return to work on Tuesday, September 3, 2019.
   E. She is not entitled to benefits.

36. Appointment - Principal

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint David Bower as Principal of Washington Park School in the Totowa School District for the 2018 -2019 School Year, beginning on September 1, 2018, with a prorated salary of $102,000.

37. Reassignment - Victoria Puzio

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

38. Reassignment - Jenna Laudi

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Jenna Laudi from Kindergarten teacher to LEAP Grades 3 - 6 teacher for 2018 -2019 school year.

39. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Saranda Lipovica as a Maternity Leave Replacement for Ms. Lindsey Miglino beginning Tuesday, September 4, 2018, through approximately Friday, June 28, 2019. Ms. Lipovica will receive a salary of $33,000, without sick/personal days or benefits.

40. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Mr. Nicholas Bresnak as a Maternity Leave Replacement for Ms. Kristen Flynn beginning Tuesday, September 4, 2018, through Friday, December 21, 2018, pending a successful criminal background check, positive references and approval of his Disclosure and Review of Applicants Employment History. Mr. Bresnak will receive a salary of $33,000 prorated, without sick/personal days or benefits.

41. Approval - Medical Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Cristina Romer as a Medical Leave Replacement for Ms. Andrea Piccirillo beginning Tuesday, September 4, 2018, through approximately Tuesday, October 16, 2018. Ms. Romer will receive a salary of $33,000 prorated, without sick/personal days or benefits.

42. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Melissa Casillo as a Special Education Aide for the 2018-2019 school year, beginning on Wednesday, September 5, 2018, at the rate of $16.80 per hour, pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History.

43. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Yolanda Felix as a Special Education Aide for the 2018-2019 school year, beginning on Wednesday, September 5, 2018, at the rate of $16.80 per hour, pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History.

44. Resignation - Chelsea Falone

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Chelsea Falone, special education aide, for the Totowa School District effective August 23, 2018.

Motion for approval of items 26-44

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

45. Approval of Minutes- July 18, 2018 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of July 18, 2018 as presented.

Motion for approval of items 45

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

46. Approval of Bills List – June Supplemental 2

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the June Supplemental 2 Bills List as presented.

47. Approval of Bills List – August

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

48. Acceptance of Financial Status Report – June Adjusted

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 Adjusted, as presented.

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

50. Acceptance of Bank Reconciliations – June Adjusted

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

51. Acceptance of Board Secretary Report – June Adjusted

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 Adjusted, as presented.

52. Acceptance of Treasurer of School Monies Report – June Adjusted

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

53. Acceptance of Financial Summary Report – June Adjusted

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 Adjusted, as presented.

54. Approval of Line Item Budget Transfers – June Adjusted

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

55. Acceptance of Revenue Report – June Adjusted

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

56. 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 912063018	1215	$ 10,919.86
NRESC	Invoice 9V0036	1216	$ 65.00
Metro Fire & Safety	Invoice SM 7293	1217	$ 249.00
Map Restaurant Supplies	Invoice 102062840	1218	$ 4,489.00

57. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #211 and check #212 from the school district's Unemployment Compensation Account in the amount of $376.50 and $92.25 respectively to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

58. 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 equipment:

GE Refrigerator Model TBF 16D from the WPS Nurses Office

59. 2017-2018 Lead Testing Statement of Assurance

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve the Lead Testing Statement of Assurance for the 2017-2018 School Year. (See attachment #2)

60. Rescind Action- 05/23/2018 Meeting Item # 23 of the Board Administrators Report - Approval of Electrical Work

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board rescind the action of the May 23, 2018 meeting Item #23 of the Board Administrators Report – Approval of Electrical Work see item below.

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the Bryan Saccal Electrical Contracting LLC to completed electrical work in the Boiler Room at Memorial School in the approximate amount of $1,500.00.

61. Approval Change Order #1 – Tunnel Project

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve Change Order #1 for McAuliffe Contractors LLC in the amount of $15,973.91. (See attachment #3)

62. Approval Change Order #2 – Tunnel Project

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve Change Order #2 for McAuliffe Contractors LLC in the amount of $1,894.94. (See attachment #4)

Motion for approval of items 46-62

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

63. Old Business

There was no old business.

64. New Business

There was no new business.

65. Hearing and Petition of Citizens

There were no citizens to be heard.

66. Other Matters of a Timely Nature

There were no other matters of a timely nature.

67. Adjournment

Upon motion by Ms. DeCeglie and seconded by Ms. Antonucci this meeting was adjourned at 7:55 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary