BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

08/23/2017

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 23, 2017.

1. Call To Order

President Ruocco called the meeting to order at 7:10 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, Ms. Carr, Ms. DeCeglie, Mr. Guarneri, Mr. Kerwin, Mr. Reynoso, and Ms. Ruocco
Members Absent: Ms. Antonucci, and Mr. Schaffer
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. Regulation Revision 5200 - Attendance

The Superintendent presents to the Board the second read of the revisions to the mandated Regulation 5200 - Attendance.

6. Regulation Revision 2400 - Summer School

The Superintendent presents to the Board the first read of the revisions to the Regulation 2440 - Summer School.

7. Regulation Revision 5410 - Promotion and Retention

The Superintendent presents to the Board the first read of the revisions to the mandated Regulation 5410 - Promotion and Retention.

8. Appointment - McKinney Vento Liaison

The Superintendent recommends the Board appoint Jonathan Kruzel as the liaison to McKinney Vento Liaison for the 2017-2018 school year.

9. Appointment - Early Childhood Education Contact

The Superintendent recommends the Board appoint Lauren Terranova as the Early Childhood Education Contact for the 2017-2018 school year.

10. Mentoring Plan 2017-2018

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Totowa School District Mentoring Plan for the 2017-2018 school year.

11. Stemscopes 2017-2018

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Stemscopes, an online science curriculum, for grades 6-8 for the 2017-2018 school year.

12. Revision - Custodial Engineer Job Description

The Superintendent, in consultation with the Administrative Team, recommends the Board approve revisions to the Custodial Engineer Job Description.

13. Revision - Supervisor of Buildings and Grounds Job Description

The Superintendent, in consultation with the Administrative Team, recommends the Board approve revisions to the Supervisor of Buildings and Grounds Job Description.

14. Revision - School Business Administrator

The Superintendent, in consultation with the Administrative Team, recommends the Board approve revisions to the School Business Administrator Job Description.

15. Revision - Assistant School Business Administrator

The Superintendent, in consultation with the Administrative Team, recommends the Board approve revisions to the Assistant School Business Administrator Job Description.

16. Revision - Director of Special Education

The Superintendent, in consultation with the Administrative Team, recommends the Board approve revisions to the Director of Special Education Job Description.

17. Revision - Technology Coordinator

The Superintendent, in consultation with the Administrative Team, recommends the Board approve revisions to the Technology Coordinator Job Description.

18. Revision - Date of May 2018 Board of Education Meeting

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Wednesday, May 23, 2018, as the revised date for the May Board of Education Meeting.

19. Safety Town - *Otto the Auto*

The Superintendent, in consultation with the Administrative Team, recommends the Board approve "Otto the Auto" to visit the kindergarten class at Memorial School as part of "Safety Town" on Tuesday, October 17, 2017, at 10:00 A.M. The program is a courtesy of AAA North Jersey.

20. Field Trip - Passaic Valley Holiday Show

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a field trip for kindergarten through fourth grade students to Passaic Valley High School for the Masque and Sandal Holiday Show. The show will take place on Tuesday, December 5, 2017, from 9:30 A.M. to approximately 11:15 A.M. Transportation will be provided by the Totowa Board of Education.

21. P.T.O. Activities - 2017-2018 School Year

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the P.T.O. activities for the 2017-2018 School Year as follows:

P.T.O. Executive Meetings: September 11th, October 2nd, November 6th, January 8th - (January 9th - Snow Date), February 5th - (February 6th - Snow Date), March 5th - (March 6th - Snow Date), April 9th, May 7th, June 7th.

General Meetings: October 10, 2017, March 13, 2017, and June 5, 2017 - Also requesting the use of tables, chairs and a podium with microphone.

Fund Raisers:

Fall Fundraiser - September - November (Order Pick Up - November 16, 2017)
Pictures - October 9, 2017
Picture Retakes - November 20, 2017
Holiday Gift Shop - December 1, 2017
Book Fair - January 30, 2018 - February 1, 2018
Tricky Tray - April 26, 2018
Eighth Grade Dance - May 18, 2018

22. Rescind Action - Date of May 2018 Board of Education Meeting

The Superintendent, in consultation with the Administrative Team, recommends the Board approve rescinding the action of Item #14 Report of the Superintendent - *Date of May 2018 Board of Education Meeting.*

Motion for approval of items 5-22

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

23. Committee Reports

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

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 7:17 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately forty-five (45) minutes and no action will be taken.

Motion for approval of item 24

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

The Board returned from executive session at 7:50 P.M.

25. Substitute Teacher

The Superintendent recommends the Board approve the following substitute teacher:

Priority I
Martinez, Karina

26. Resignation - Brittany Hoskins

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Brittany Hoskins, School Aide for the Totowa School District, effective Thursday, August 24, 2017.

27. Resignation - Mary Mezzina

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Mary Mezzina, School Aide for the Totowa School District, effective Thursday, August 24, 2017.

28. Approval - Custodial Engineer Evaluation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Custodial Engineer Evaluation.

29. Approval - Supervisor of Elementary Education Evaluation

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

30. Approval - Director of Special Education Evaluation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Director of Special Education Evaluation.

31. Approval - Business Administrator Evaluation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Business Administrator Evaluation.

32. Approval - Assistant Business Administrator Evaluation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Assistant Business Administrator Evaluation.

33. Approval - Technology Coordinator Evaluation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Technology Coordinator Evaluation.

34. Approval - Supervisor of Buildings and Grounds Evaluation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Supervisor of Buildings and Grounds Evaluation.

35. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Mr. Kevin Sinsimer as a Maternity Leave Replacement for Ms. Megan Schultz beginning Tuesday, September 5, 2017, through Friday, December 15, 2017. Mr. Sinsimer will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

36. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Alyssa DeMauro as a Maternity Leave Replacement for Ms. Marissa Abbaleo beginning Tuesday, September 5, 2017, through Friday, January 8, 2018. Ms. DeMauro will be placed on Step -0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

37. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Mr. Steve Rodriguez as a Maternity Leave Replacement for Ms. Marissa Bednarski beginning Tuesday, September 5, 2017, through Friday, June 29, 2018. Mr. Rodriguez will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

38. Approval - Family Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Family Medical Leave for Jennifer Reeves beginning Tuesday, September 5, 2017, for an undetermined amount of time.

39. Approval - Family Medical Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Jennifer Dupree as a Family Medical Leave Replacement for Ms. Jennifer Reeves beginning Tuesday, September 5, 2017, for an undetermined amount of time. Ms. Dupree will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

40. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Mr. Michael Konopinski as a Maternity Leave Replacement for Ms. Sonja Oldja beginning Tuesday, September 5, 2017, through Friday, January 26, 2018. Mr. Konopinski will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

41. Reassignment - Donna Trommelen

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Donna Trommelen from grade 4 teacher to grade 5-8 math teacher for 2017 -2018 school year.

42. Reassignment - Rachael Isenhour

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Rachael Isenhour from Math grades 5-8 teacher to grade 4 teacher for 2017 -2018 school year.

43. Appointment - Math 5-8 Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Mark DePasquale as a Math 5-8 teacher for the 2017-2018 school year beginning on Tuesday, September 5, 2017. Mr. DePasquale will be placed on BA Step-1 ($51,550) of the contracted teacher salary guide.

44. Appointment - Part-Time Occupational Therapist

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Alisha C. Alava as Part-time Occupational Therapist for the 2017-2018 school year at the rate of $80 per hour not to exceed twenty-five (25) hours per week, with no sick/personal days or benefits.

45. Reappointment - School Aides

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reappointment of School Aides for the 2017-2018 school year as per the attached.

46. Approval - Social Assessments

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the contract with Ms. Janet Casner to provide Social Assessments for the district within the 2017 -2018 school year on an as-needed basis at the rate of $350 per assessment.

47. Approval - Amended 2015-2018 Superintendent's Contract

The Board approves the amendment of the contract for Patricia Capitelli for the 2015-2018 school years. (as per the attached)

48. 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. Catherine Sofocleous beginning Tuesday, September 5, 2017, through Friday, March 16, 2018. Ms. Lipovica will be placed on Step -0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

Motion for approval of items 25-48

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

49. Approval of Minutes- July 18, 2017 – 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, 2017 as presented.

Motion for approval of items 49

MOTION: Mr. Reynoso
SECONDED: Mr. Kerwin
VOTE: Unanimous (Mr. Bierach and Ms. DeCeglie Abstained)

50. 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.

51. 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.

52. Acceptance of Bank Reconciliations – July

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Bank Reconciliations for the month of July 2017, as presented.

53. Acceptance of Financial Summary Report – July

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of July 2017, as presented.

54. 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 Start Up 17-18	1155	$ 23,677.96
Pomptonian	Invoice 912063017	1156	$ 12,924.41
Metro Fire & Safety	Invoice 0269375-IN	1157	$ 195.00
Advanced Septic Service	Invoice 912063017	1158	$ 175.00

55. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #206 from the school district's Unemployment Compensation Account in the amount of $420.00 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

56. Approval of 2017-2018 Substitute Teacher Registry Agreement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the 2017-2018 Substitute Teacher Registry Agreement in the amount of $9,450.00.

57. Approval of 2017-2018 Memorial School IPM Plan

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the 2017-2018 Memorial School IPM Plan as presented. (See Attachment #1)

58. Approval of 2017-2018 Washington Park School IPM Plan

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the 2017-2018 Washington Park School IPM Plan as presented. (See Attachment #2)

59. 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 approve the transfer of funds from Title IV ESEA to Title II ESEA in the amount of $3,066.00 for the FY 2017-2018 ESEA Grant.

60. 2017-2018 Elementary and Secondary Education Act (ESEA) Application

The Superintendent, in consultation with the Administrative Team recommends the Board, approve the submission of the 2017-2018 Elementary and Secondary Education Act (ESEA) Application, released to the New Jersey State Department of Education and accepts the grant award of funds upon the approval of the FY 2017-2018 ESEA application.

61. Rejection of Tunnel Refurbishment Bids

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board reject the only bid received for the tunnel refurbishment project. The reasons for the rejection are the lowest bid substantially exceeds the cost estimates for the goods and services as well as the lowest bid substantially exceeds the board of education's appropriations for the goods and services.

62. Approval to Transfer Funds, Title IV ESEA to Title III ESEA

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the transfer of funds from Title IV ESEA to Title III ESEA in the amount of $6,934.00 for the FY 2017-2018 ESEA Grant.

63. Delta T Group Contract

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the contract with Delta T Group to provide a Registered School Nurse, as needed, on a substitute basis for the 2017-2018 school year through the ESCNJ State Contract #ESCNJ 16/17-26-Extension.

64. 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.

WPS		**Purchased by**	**Bar Code**
LCD Monitor	x 4 pcs	2008	
PC-P4	x 4 pcs	2008	3603,1368,1334,1352
Old Laptop	x 3pcs	2006	
Old Telephone System (RFP)	x1pc		3153
Old Telephone	x 20 pcs		
NEC Projector	x 3 pcs	2005	
MS			
LCD Monitor	x 3 pcs	2008	
PC-P4	x 3 pcs	2008	3228, 3227, 3225
Old Telephone	x 11 pcs		

Motion for approval of items 50-64

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

65. Old Business

There was no old business.

66. New Business

There was no new business.

67. Hearing and Petition of Citizens

There were no citizens to be heard.

68. Other Matters of a Timely Nature

There were no other matters of a timely nature.

69. Adjournment

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

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary