BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

9/23/2015

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 September 23, 2015.

1. Call To Order

President Ruocco called the meeting to order at 7:00 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. Ferraro, Mr. Guarneri, Mr. Reynoso, Ms. Ruocco and Mr. Schaffer
Members Absent:	Mr. Kerwin
Also Present:	Patricia Capitelli, Superintendent of Schools
	Colin Monahan, Board Secretary
Also Present:	Raymond B. Reddin, Board Attorney

3. Open Public Meeting Notice

The following statement was read by Mr. Monahan:

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, recommended the Board approve the submitted Professional Days as per the attached.

6. ABA Home Programming

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommended the Board retroactively approve ABA Home Programming for the 2015-2016 school year at the rate of $50 per hour for the ABA instruction and $80 per hour for the Behaviorist Consultations as follows:

Student #PS155 - Two (2) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #PS140 - Two (2) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #PS139 - One (1) 120-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #PS153 - Four (4) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #PS157 - Two (2) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

Student #PS158 - Two (2) 60-minute sessions per week ABA instruction
One (1) 60-minute Behaviorist Consultation per month

7. Pilot Program - Houghton Mifflin "Fusions" Science Program

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the piloting of the 6th grade program, Houghton Mifflin "Fusions" Science Program for the 2015 -2016 school year which incorporates the Next Generations State Science Curriculum mandated to be implemented district wide 2016-2017 school year.

8. Policy Adoption 3322 - Staff Members Use of Personal Cellular Telephones/Other Communication Devices

The Superintendent presents to the Board Policy 3322 - Staff Members Use of Personal Cellular Telephones/Other Communication Devices. (see attached)

The Superintendent recommended the Board approve Policy 3322 - Staff Member Use of Personal Cellular Telephones/Other Communication Devices.

9. Policy Adoption 4322 - Support Staff Members Use of Personal Cellular Telephones/Other Communication Devices

The Superintendent presents to the Board Policy 4322 - Support Staff Members Use of Personal Cellular Telephones/Other Communication Devices. (see attached)

The Superintendent recommended the Board approve Policy 4322 - Support Staff Member Use of Personal Cellular Telephones/Other Communication Devices.

10. Policy & Regulation Adoption 5330 - Administration of Medication

The Superintendent presents to the Board mandated Policy & Regulation 5330 - Administration of Medication. (see attached)

The Superintendent recommended the Board approve mandated Policy & Regulation 5330 - Administration of Medication.

11. Policy Adoption 5339 - Screening for Dyslexia

The Superintendent presents to the Board mandated Policy 5339 - Screening for Dyslexia. (see attached)

The Superintendent recommended the Board approve mandated Policy 5339 - Screening for Dyslexia.

12. Policy Adoption 5615 - Suspected Gang Activity

The Superintendent presents to the Board Policy 5615 - Suspected Gang Activity. (see attached)

The Superintendent recommended the Board approve Policy 5615 - Suspected Gang Activity.

13. Policy Adoption 5756 - Transgender Students

The Superintendent presents to the Board Policy 5756 - Transgender Students. (see attached)

The Superintendent recommended the Board approve Policy 5756 - Transgender Students.

14. Regulation Abolishment 8540 - Free and Reduced Rate Meals

The Superintendent recommended the Board abolish Regulation 8540 - Free and Reduced Rate Meals.

15. Policy Adoption 8540 - School Nutrition Programs

The Superintendent presents to the Board Policy 8540 - School Nutrition Programs. (see attached)

The Superintendent recommended the Board approve Policy 8540 - School Nutrition Programs.

16. Policy Adoption 8550 - Outstanding Food Service Charges

The Superintendent presents to the Board Policy 8550 - Outstanding Food Service Charges. (see attached)

The Superintendent recommended the Board approve Policy 8550 - Outstanding Food Service Charges.

17. Policy Adoption 8820 - Opening Exercises/Ceremonies

The Superintendent presents to the Board Policy 8820 - Opening Exercises/Ceremonies. (see attached)

The Superintendent recommended the Board approve Policy 8820 - Opening Exercises/Ceremonies.

18. Use of Facilities - P.T.O. Fall Fundraiser

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the request of the Totowa P.T.O. Fall Fundraiser committee as follows:

Collect Orders		
October 6th	Washington Park School	6:00 p.m. to 8:00 p.m.
October 7th	Washington Park School	6:00 p.m. to 8:00 p.m.
October 8th	Washington Park School	5:00 p.m. to 7:00 p.m.
Pickup Orders		
November 19th	Washington Park All Purpose Room	3:30 p.m. to 8:00 p.m.

The PTO is also requesting the use of three (3) tables and six (6) chairs for the collection dates and the cafeteria tables and four (4) additional tables and ten (10) chairs to be setup for the pickup date.

19. Safety Town

The Superintendent, in consultation with the Administrative Team, recommended the Board approve Safety Town Programs to be held at Memorial School on Tuesday, October 20, 2015 and Friday, October 23, 2015.

20. Field Trip

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the following field trip:

Grade 8

Washington, DC Thursday, May 5, 2016 - Friday, May 6, 2016

21. Field Trip

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the following field trip:

Grade 7
Boston, MA. Thursday, June 2, 2016 - Friday, June 3, 2016

22. District Goals & Objectives

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the District Goals & Objectives for the 2015-2016 School Year.

23. 2015-2016 Parent Handbook

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the 2015-2016 Parent Handbook & Calendar. (see attached)

24. Totowa Board of Education Orientation Packet

The Superintendent recommended the Board approve the Totowa Board of Education Orientation Packet. (see attached)

25. Name Change - RISE

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the change in name of the district's self-contained classes for autism from Primary Behavior to the acronym RISE - Reaching Independence through Structured Environment.

26. Use of Facilities - Passaic Valley Elks Hoop Shoot

The Superintendent recommended the Board approve the use of the Washington Park School Gym by the Passaic Valley Elks Lodge #2111 for their Hoop Shoot being held on Saturday, November 14, 2015 from 10:00 a.m. to 12:00 p.m. The program is open to Totowa, Little Falls and Woodland Park students ages 8 thru 13.

27. Use of Facilities - Totowa P.A.L. Girls Travel Basketball

The Totowa P.A.L. Girls Travel Basketball Program retroactively requests the use of the Washington Park School Gym on Wednesday and Thursday nights from 7:00 p.m. - 9:00 p.m. beginning Wednesday, September 23, 2015 through Friday, December 18, 2015.

28. Use of Facilities - Totowa Police Basketball

The Totowa Police request the use of the Washington Park School Gym for Basketball on Tuesday and Thursday nights beginning at 9:00 p.m. from Thursday, October 1, 2015 through June 9, 2015.

Motion for approval of item 5-28

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

29. Informational

Orientation TPK / Kindergarten - Ms. Capitelli said TPK and Kindergarten orientation was held on September 9th. The parents had a tour of the building and Mr. Compel gave a presentation.

Orientation Grade 3 - Ms. Capitelli said the third grade orientation was also held on September 9th. The orientation was held in the afternoon for students only. The students were able to get acclimated to the school and their teachers.

Pilot Program - Ms. Capitelli said the school district will be piloting a science program in grade 6th.

NJASK Science Scores - Ms. Capitelli announced the science ASK scores.

Grade 4th 91.4% proficiency
Grade 8th 71 % proficiency

Washington and Boston Trip - Ms. Capitelli said the 8th grade Washington Trip will be on May 6th. The 7th grade Boston trip will be on June 2nd.

Safety Town - Ms. Capitelli said on October 20th, Otto the Auto and Sheriff department will be at Memorial School. On October 23rd, The students will visit the Municipal building and there will be a fire prevention presentation.

Dates for Your Information

September 29	One Session Day - Back to School Night @ MS
October 1	One Session Day - Back to School Night @ WPS
October 5-9	Week of Respect
October 9	Paperless Mid Marking Period Reports Issued (5-8)
October 12	School Pictures - MS & WPS
October 19	Violence Awareness Week
October 20&23	Safety Town
October 21	Board of Education Meeting

Use of Facilities - October

Oct. 6	PTO	Executive Meeting (WPS)
Oct. 6-8	PTO	Fall Fundraiser Collection (WPS)
Oct. 20	PTO	General Meeting (WPS)

Use of Washington Park Field - October

Sat. / Sun.	PAL Soccer (9:00 a.m. to dusk)
Mon.- Fri.	PAL Soccer (4:00 p.m. to dusk)

30. Committee Reports

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

31. Request for 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 7:15 P.M.

Mr. Reddin said, in Executive Session the Board will be discussing personnel matters. The discussion will last approximately thirty minutes and no action will be taken.

Motion for approval of item 31

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

The Board returned from executive session at 7:55 P.M.

32. Substitute Teachers

The Superintendent recommended the Board approve the following substitute teachers submitted by the Substitute Registry:

Priority II

Argenziano, Kelly
Bagh, Maha
Bellet, Daniel M.
Canillas, Ashley L.
DeKorte, Michael John
Khatun, Rafia
Rusiniak, Tracy
Sbobba, Marilyn Grace
Thomas, Samuel Matthew
Tuesta, Nadine
Reveron, Rosario

33. Salary Adjustment - Jessica Haftek

The Superintendent, in consultation with the Administrative Team, recommended the Board approve a salary adjustment of a $2,000 differential for Jessica Haftek for the 2015-2016 school year.

34. Resignation - Caitlin Schwartz

The Superintendent, in consultation with the Administrative Team, recommended the Board retroactively accept the resignation of Caitlin Schwartz, Educational Support Aide, for the Totowa School District effective September 10, 2015.

35. Resignation - Cheryl Law

The Superintendent, in consultation with the Administrative Team, recommended the Board retroactively accept the resignation of Cheryl Law, Special Education Aide, for the Totowa School District effective September 10, 2015.

36. Maternity/Child Care Leave of Absence - Jennifer Nieglos

The Superintendent, in consultation with the Administrative Team, recommended the Board approve a maternity/child care leave of absence for Jennifer Nieglos as attached:

Ms. Nieglos will begin her maternity/child care leave Monday, January 4, 2016, through Friday, May 6, 2016 as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-5 on guide for the 2016-2017 school year.
3. A. She will use Twenty-one (21) accumulated sick/personal days from January 4, 2016 through February 5, 2016.
   B. Leave will start on Monday, February 8, 2016.
   C. FMLA will be invoked from February 8, 2016 through May 6, 2016 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Nieglos for any further additional time absent outside the FMLA 12 week period.

37. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommended the Board approve Ms. Dana Alecci as a Maternity Leave Replacement for Ms. Kathleen Peterson beginning October 12, 2015 through April 8, 2016. Ms. Alecci will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

38. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommended the Board approve Ms. Kristen Birch as a Maternity Leave Replacement for Ms. Christine Harris beginning October 26, 2015 through February 26, 2016. Ms. Birch will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

39. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommended the Board approve Ms. Jillian Serra as a Maternity Leave Replacement for Ms. Jennifer Nieglos beginning January 4, 2016 through May 9, 2016. Ms. Serra will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

40. Approval - Yearbook Coordinator Stipend

The Superintendent, in consultation with the Administrative Team, recommended the Board approve Thomas Nelson, Yearbook Coordinator, to receive a stipend of $2,000 for the 2015 -2016 school year.

41. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommended the Board appoint Ms. Mirna Polibio as a special education aide for the 2015-2016 School Year. Ms. Polibio will begin on Monday, October 12, 2015, pending the approval of an Archive Fingerprint Check, at the rate of $16.80 per hour.

42. Retirement - Regina Cross Stratford

The Superintendent recommended the Board accept with regret the resignation of Regina Cross Stratford, Teacher for the Totowa School District effective December 1, 2015.

43. Approval to Post Anticipated Position

The Superintendent recommended the Board approve the posting of the anticipated opening of the position of school Board Business Administrator/Board Secretary.

Motion for approval of item 32-43

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

44. Approval of Minutes- September 2, 2015 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board accept the minutes of the meeting of September 2, 2015 as presented.

Motion for approval of item 44

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

45. Approval of Bills List – September Supplemental

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

46. Acceptance of Financial Status Report – August

The Superintendent, in consultation with the School Business Administrator/Board secretary recommended the Board accept the Financial Status Report for the month of August 2015, as presented.

47. Monthly Financial Certification of the Board Secretary and the Board of Education – August

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended 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.

48. Acceptance of Revenue Report – August

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board accept the Revenue Report for the month of August 2015, as presented.

49. Approval of Line Item Budget Transfers – August

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the following line item budget transfer for the month of August 2015, as presented. (See Attachment #1 Monthly Transfer Report)

50. Approval of Payment of Cafeteria Invoices

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board approve payment of the following cafeteria invoices.

Vendor	Description	Check #	Amount
Pomptonian	Invoice #912082815	1041	$ 1,154.24
Pomptonian	Invoice #912090415	1042	$ 8,910.36
Pomptonian	Invoice #912091115	1043	$ 3,163.37
Bryan Saccal Electrical	Repairs to Freezer	1044	$ 265.00

51. Approval of Internal Controls – Student Activity and School Store

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the revised internal controls for the School District's Student Activity and School Store Accounts at Washington Park and Memorial School. (See Attachment # 2)

52. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended that the Board retroactively approve check # 196 from the school district's Unemployment Compensation Account in the amount of $ 397.50 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

53. Approval of IDEA - Salaries

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommended the Board approve the IDEA funds in the amount of $ 64,371.00 for the salary and FICA benefits for Jessica Haftek. The salary will be charged from Psychologist, Account # 11-000-219-104-166-903 to IDEA Salaries 20-251-100-100-000-000.

54. Approval of IDEA - Salaries

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommended Board approve the IDEA funds in the amount of $ 51,550.00 for the salary and FICA benefits for the Carley Fleres. The salary will be charged from Primary Behavior, Account # 11-209-100-101-128 -903 to IDEA Salaries 20-251-100-100-000-000.

55. Approval of IDEA - Salaries

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommended Board approve the IDEA funds in the amount of $ 82,874.00 for the salary and FICA benefits for the following aides. The salary will be charged from Primary Behavior Aides, Account # 11-209-100 -106-128-904 to IDEA Salaries 20-250-100-100-000-000 for the autistic program.

Justine Capolongo
Gabrielle Emmolo
Autore Bryan
Diana DeLorenzo
Sam Roca

56. Approval of IDEA Preschool - Salaries

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommended Board approve the IDEA Preschool funds in the amount of $ 7,732.00 for the salary and FICA benefits for the following aides. The salary will be charged from Primary Behavior Aides, Account # 11-209-100-106-128-904 to IDEA Salaries 20-251-100-106-000-000 for the inclusive preschool program.

Elizabeth Carpio

57. Approval of Travel Expense - 2015 Annual Workshop

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended that the Board approve the travel expense for the 2015 Annual Workshop in Atlantic City for Mr. Ferraro.

58. Approval to Transfer Monies from Warrant Account To Flexible Spending Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board retroactively approve the transfer from the Warrant Account to the Flexible Spending Account in the amount of $300.00.

59. Approval of 2015-2016 Transportation Contract PCESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended that the Board retroactively approve the 2015-2016 school year transportation contract with Passaic County Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route
8036	Godwin Sch/Highland Sch	Rudco Inc.	$ 5,492.52 + 219.70
8060	NJEDDA	Scholastic Bus	$ 51,438.60 + 2,057.54
1073	Washington Pk/Memorial	Station Wagon	$ 36,900.00 + 1,476.00
WASTW	Washington South	York Trans	$ 7,289.00 + 291.56

60. Approval to Dispose of Equipment

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

Teacher Desk (Room #5)

61. Non -Public Technology

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board approve the purchase of technology equipment for St. Francis of Assisi from Eastern Datacomm in the amount of $2,500.00. These monies will be expended through Fund 20 Non Public Technology.

Motion for approval of item 45-61

MOTION:	Mr. Schaffer
SECONDED:	Mr. Ferraro
VOTE:	Unanimous (Mr. Ferraro abstained on #57, Mr. Reynoso abstained on P.O. 16-1110 on #45 bills list)

62. Old Business

There was no old business.

63. New Business

There was no new business.

64. Hearing and Petition of Citizens

There were no citizens to be heard.

65. Other Matters of a Timely Nature

There were no other matters of a timely nature.

66. Adjournment

Upon motion by Mr. Reynoso and seconded by Mr. Schaffer this meeting was adjourned at 8:05 P.M.

Respectfully submitted,

Colin J. Monahan
School Business Administrator/Board Secretary