BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

09/26/2018

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 September 26, 2018.

1. Call To Order

President Ruocco called the meeting to order at 7:07 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. Kerwin, and Ms. Ruocco
Members Absent:	Mr. Bierach, Ms. Carr, Mr. Guarneri 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 Adoption 2468 - Independent Educational Evaluations

The Superintendent presents to the Board the first read of the new Policy 2468 - Independent Educational Evaluations.

7. Policy Revision 5410 - Promotion and Retention

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

8. New Jersey Department of Education School Self-Assessment

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2018 New Jersey Department of Education School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* July 1, 2017 - June 30, 2018.

9. Tuition Contract with Prospect Park Board of Education

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the contract with the Prospect Park Board of Education for placement of their student, #201809, in Washington Park School for the 2018-2019 school year at the rate of $20,920.40 plus $40.25 per day for a 3:1 aide, if needed.

10. Revision of Petty Cash Funds

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the revision to the following Petty Cash Account:

Washington Park School Petty Cash Fund $100.00 David Bower

11. Bus Evacuation Drill

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Bus Evacuation Drills for the Special Education bus, supervised by Lauren Terranova, as follows:

Washington Park School

Station Wagon Services - Route #172B - Friday, November 16, 2018

12. "Handle with Care"

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve hosting the Handle with Care restraint training for the Passaic County Special Education Programs at Memorial School on Tuesday, January 8, 2019, and Wednesday, January 9, 2019.

13. Revision of RISE 4 Community Based Instruction

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the revised date to visit the Totowa First Aid Squad, from Tuesday, November 6, 2018, to Wednesday, November 7, 2018.

14. Safety Town Revised - *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 23, 2018, instead of Wednesday, October 24, 2018, at 10:00 A.M. as previously approved. The program is a courtesy of AAA North Jersey.

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

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

Collect Orders		
October 3rd	Washington Park School	6:00 P.M. to 8:00 P.M.
October 4th	Washington Park School	6:00 P.M. to 8:00 P.M.
Pickup Orders		
November 15th	Washington Park Cafeteria	4:00 P.M. to 8:30 P.M.

The PTO is also requesting the use of two (2) tables and six (6) chairs for the collection dates and the cafeteria tables and three (3) additional tables to be setup for the pickup date.

16. Use of Facilities - P.T.O. Fundraiser

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O. Kid Stuff Book committee as follows:

Pickup Orders		
Friday, October 26, 2018	Washington Park Cafeteria	3:00 P.M. to 6:30 P.M.

The PTO is also requesting the use of a few cafeteria tables.

17. Use of Facilities - P.A.L. Hockey

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa Hockey program for practice as follows:

Memorial School Gymnasium

Mondays, Tuesdays, Thursdays, & Fridays 6:00 P.M. - 9:00 P.M.

The program will run from Monday, November 5, 2018, through Friday, January 4, 2019. The PAL understands that school related and prior approved activities have priority over the use of the facilities.

Motion for approval of items 5-17

MOTION: Mr. Kerwin
SECONDED: Ms. Antonucci
VOTE: Unanimous (Ms. Alesandrelli abstained from item #17 of the Superintendent Report)

18. Informational

Opening of Schools

Back-to-School Night

One-to-One Initiative

Dates for Your Information

September 27	One Session Day - Back to School Night - WPS
October 1-5	Week of Respect
October 3	8th Grade Broadway Trip
October 5	Paperless Mid Marking Period Reports Issued (5-8)
October 8	School Pictures - MS & WPS
October 9	G&T / SAT Prep Meetings - WPS
October 15-19	Violence Awareness Week
October 17	Family Life Grade 5 - 6:30 P.M. (WPS)
October 17	Board of Education Meeting

Use of Facilities - October

Oct. 1	PTO	Executive Board Meeting (WPS)
Oct. 3-4	PTO	Fall Fundraiser Drop Off (WPS)
Oct. 16	PTO	General Meeting (WPS)
Weds.	VITAL	Men's Basketball (MS)

Attachments:

Programs:

Totowa Preshool for Kids - TPK
All About Kindergarten 2018-2019

19. Committee Reports

Ms. Ruocco said committee meetings were not held.

20. 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 thirty (30) minutes and no action will be taken.

Motion for approval of item 20

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

The Board returned from executive session at 8:04 P.M.

21. Substitute Teachers

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

Priority I
Acikgoz, Aylin - RN
Dodson, Andrew
Merino, Julie
Terrana, Phyllis
Wogisch, Kelly
Priority II
Arslanbeck, Mayada
Barazi, Vein
Chaljub, Alvaro Jose
Handal, Christine
Hinton, Cierra I.
Konciak, Joseph
Odeh, Suzan F.
Sum, Veronica
Taylor, Rashard
Terrana, Phyllis
Trignano, Brienne - RN
Wogisch, Kelly

22. Substitute Teacher

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

Priority II
Levetsanos, Lisa Ann, Totowa

23. Appointment - Educational Support Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Arianny Marchena, as an Educational Support Aide for the 2018 - 2019 school year, beginning on/or about Monday, October 1, 2018, at the rate of $17.25 per hour, pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History.

24. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Clarissa Hall, as a Special Education Aide for the 2018 - 2019 school year, beginning on/or about Monday, October 1, 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.

25. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Milagros Tea, as a Special Education Aide for the 2018 - 2019 school year, beginning on/or about Monday, October 1, 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.

26. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Michelle Alise Ferrara, as a Special Education Aide for the 2018 - 2019 school year, beginning on/or about Monday, October 29, 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.

27. Resignation - Patricia Cusack

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Patricia Cusack, Special Education Aide for the Totowa School District effective Friday, September 21, 2018.

28. Appointment - Yearbook Coordinator

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Kim Hackbarth as the Yearbook Coordinator for the 2018- 2019 school year. Ms. Hackbarth will receive a $2,000 stipend.

29. Appointment - Student Council Advisors - Washington Park School

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Elaine Mostello and Erin Gander as Student Council Advisors for the 2018-2019 school year. Ms. Mostello and Ms. Gander will receive a stipend of $30 per hour.

30. Appointment - Italian Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Brunella Brunetti-Colatruglio to the position of Italian Teacher for the 2018 - 2019 school year beginning on/or about Monday, October 8, 2018, pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Ms. Brunetti-Colatruglio will be placed on BA Step - 1 $52,839 (prorated) of the contracted teacher salary guide.

31. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Christine Taylor as a Maternity Leave Replacement for Ms. Laura Leskowits beginning on/or about Monday, October 8, 2018, through Friday, June 28, 2019, pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. She will receive a salary of $33,000 (prorated) with no sick/personal days or benefits.

32. Approval - Maternity/Child Care Leave of Absence -Kathleen Peterson

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a maternity/child care leave of absence for Kathleen Peterson as follows:

Ms. Peterson will begin her maternity/child care leave Monday, January 14, 2019, through Friday, June 28, 2019, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-7 on guide for the 2019-2020 school year.
3. A. She will use twenty-eight (28) accumulated sick/personal days from Monday, January 14, 2019, through Friday, February 22, 2019.
   B. Leave will start on Monday, February 25, 2019.
   C. FMLA will be invoked from Monday, February 25, 2019, through approximately Thursday, May 23, 2019 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Ms. Peterson will be on unpaid leave from Tuesday, May 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. Peterson for any further additional time absent outside the FMLA 12 week period.

33. Approval - Superintendent of Schools Contract

The Board approves the contract of the Superintendent of Schools for the 2018 - 2019, 2019 - 2020, 2020 - 2021, 2021 - 2022, 2022 - 2023 school years.

34. Approval - Merit Goals

The Board approves the Merit Goals of the Superintendent for the 2018 - 2019, school year as per the attached. The Board further approves the submission of the Merit Goal Submission forms to the Executive County Superintendent for the approval of the Superintendent's Merit Goals for the 2018 - 2019 school year.

35. Resignation - Karen Espinal

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Karen Espinal, Special Education Aide, for the Totowa School District effective September 20, 2018.

36. Appointment - Resource Room/LEAP Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Melissa Stys to the position of Resource Room / LEAP grades 3/4 Teacher for the 2018 - 2019, school year beginning on/or about Monday, October 15, 2018, pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Ms. Stys will be placed on BA Step - 1 $52, 839 (prorated) of the contracted teacher salary guide.

Motion for approval of item 21-36

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

37. Approval of Minutes- September 5, 2018 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of September 5, 2018 as presented.

Motion for approval of item 37

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

38. Approval of Bills List – September 26, 2018

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the September 26, 2018 Bills List as presented.

39. Acceptance of Financial Status Report – August

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

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

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2018-2019 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.

41. Acceptance of Bank Reconciliations – August

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

42. Acceptance of Board Secretary Report – August

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

43. Acceptance of Treasurer of School Monies Report – August

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

44. Acceptance of Financial Summary Report – August

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

45. Approval of Line Item Budget Transfers – August

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

46. Acceptance of Revenue Report – August

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

47. 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 #912083118	1220	$ 6,047.02
Pomptonian	Invoice #912090718	1221	$ 4,893.17
Mrs. Rella	Refund Lunch Balance	1222	$ 37.50

48. Approval of Travel Expense – 2018 Annual Workshop

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the travel expense for the 2018 Annual Workshop in Atlantic City for Ms. Antonucci, Ms. DeCeglie, Ms. Capitelli and Mr. Reddin.

49. Approval of Nonpublic Technology

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the agreement to purchase Nonpublic Technology for The Academy of St. James in accordance with "Guidelines for Administering the New Jersey Nonpublic Technology Initiative Program". Purchases will be made throughout the year in accordance to the guidance listed above.

50. Approval of Nonpublic Security

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the agreement to purchase Nonpublic Security equipment for The Academy of St. James in accordance with "The Nonpublic School Security Program Guidelines". Purchases will be made throughout the year in accordance to the guidance listed above.

51. Approval of Payment – Totowa Education Foundation Reimbursement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve check # 2849 to the Totowa Education Foundation for reimbursement in the amount of $300.00. This amount is a reimbursement for monies collected for the Totowa TPK Kops 4 Kids.

52. 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 3pcs	2008	
PC-P4	x3pcs	2008	
Cashier Drawer	x3pcs	2010	
Cafeteria PC	x3pcs	2010	
MS			
LCD Monitor	x2pcs	2008	
PC-P4	x2pcs	2008	
Projector	x1pc		

53. Approval of Chimney Cleaning Quote

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve Service Star Contractor Inc. quote to clean the chimney at Memorial School in the amount of $3,800.00.

Motion for approval of item 38-53

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

54. Old Business

There was no old business.

55. New Business

There was no new business.

56. Hearing and Petition of Citizens

There were no citizens to be heard.

57. Other Matters of a Timely Nature

There were no other matters of a timely nature.

58. Adjournment

Upon motion by Ms. DeCeglie and seconded by Ms. Alesandrelli this meeting was adjourned at 8:04 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary