BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

09/05/2018

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 5, 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, Mr. Bierach, Ms. Carr, Ms. DeCeglie, Mr. Guarneri, Mr. Kerwin, Mr. Reynoso and Ms. Ruocco
Members Absent:	None
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

Ms. Carla Grant of 88 Grant Ave, Totowa NJ 07512 stepped forward. Ms. Ruocco read the following statement. "For the record please state your name and address. We appreciate you coming forward here tonight. Please speak clearly. You do have three minutes to speak and please note we as a board take all concerns, views, and or statements very seriously. However, we may or may not have the opportunity to address your concerns at this time. The floor is yours Ms. Grant.

Ms. Grant. stated that she received her school mailings, that included orientation information for the 3rd grade on Saturday three days before the orientation on Wednesday September 5, 2018. Ms. Grant felt as if the information was extremely important and should be sent out much sooner so that parents can prepare. Ms. Grant also stated that the Kindergarten orientation letter was not sent out timely either and that she brought these concerns to the board last year.

Ms. Capitelli responded to Ms. Grant that we did take her concerns last year into consideration and did make changes. The 3rd grade orientation date never changes and the date is put on the school calendar and is the school's website and parent portal. Ms. Capitelli stated that the kindergarten orientation information was given to all parents in their registration packets when they registered their students in Totowa Schools.

5. Policy & Regulation Adoption 1613 - Disclosure and Review of Applicant's Employment History

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

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

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

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

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

8. Policy Revision 5410 - Promotion and Retention

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

9. Revision - Grade 6 Health Curriculum

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revisions to the Grade 6 Health Curriculum for the 2018 - 2019 school year.

10. Foreign Language Curriculum

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Foreign Language Curriculum grades Pre-K through Grade 2 for the 2018 - 2019 school year.

11. Theater Curriculum

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Theater Curriculum grades 6 through 8 for the 2018 - 2019 school Year.

12. Dance Curriculum

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Dance Curriculum grades 6 through 8 for the 2018 - 2019 school Year.

13. District Goals and Objectives

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the District Goals and Objectives for the 2018 - 2019 School Year. (see attached)

14. Cardiac Action Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2018 - 2019 Cardiac Action Plan. (see attached)

15. Safety Town Week

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following Safety Town events:

Passaic County Sheriff's Department - Wednesday, October 24, 2018 (P.M.) - Kindergarten

Totowa Police Headquarters Tour - Friday, October 26, 2018 (A.M.) - Kindergarten

Totowa Fire Department - Friday, October 26, 2018 (P.M.) - Memorial School

16. 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 Wednesday, October 24, 2018, at 10:00 A.M. The program is a courtesy of AAA North Jersey.

17. 2018 - 2019 Parent - Teacher Handbook

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2018 - 2019 Parent - Teacher Handbook and Calendar. (see attached)

Motion for approval of items 5-17

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

18. Informational

Building Updates

PARCC Testing

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 7:27 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: Mr. Reynoso
VOTE: Unanimous

The Board returned from executive session at 8:00 P.M.

21. 2018 - 2019 Substitute Teacher Listing

The Superintendent recommends the Board approve the 2018 - 2019 Substitute Teacher Listing submitted by the Substitute Registry. (see attached)

22. Resignation - Sevilay Karca

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Sevilay Karca, teacher, for the Totowa School District effective on/or about October 22, 2018.

23. Resignation - Jamie Appello

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Jamie Appello, Special Education Aide, for the Totowa School District effective September 1, 2018.

24. Resignation - Deborah Luciano

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Deborah Luciano, Special Education Aide, for the Totowa School District effective September 1, 2018.

25. Resignation - Traci Schafer

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Traci Schafer, Educational Support Aide, for the Totowa School District effective September 1, 2018.

26. Appointment - Educational Support Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Tracey Lattanzio, as an Educational Support Aide for the 2018 - 2019 school year, beginning on/or about Thursday, September 13, 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.

27. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Karen Espinal, 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.

28. Reassignment - Christina Padula

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Christina Padula from Resource Room/LEAP grades 3 - 4 teacher to LLD grades 3 - 5 teacher for 2018 - 2019 school year.

29. Reassignment - Sevilay Karca

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Sevilay Karca from LLD grades 3 - 5 to Resource Room/LEAP grades 3 - 4 teacher for 2018-2019 school year.

30. Approval - Maternity/Child Care Leave of Absence -Kristen Flynn

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

Ms. Flynn will begin her maternity/child care leave Tuesday, September 4, 2018, through Tuesday, January 1, 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 eighteen (18) accumulated sick/personal days from Tuesday, September 4, 2018, through Thursday, September 27, 2018
   B. Leave will start on Friday, September 28, 2018.
   C. FMLA will be invoked from Friday, September 28, 2018 through approximately Friday, December 21, 2018 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   D. Ms. Flynn will be on unpaid leave from Monday, December 24, 2018, through Tuesday, January 1, 2019. She will return on Tuesday, January 2, 2019.
   E. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Flynn for any further additional time absent outside the FMLA 12 week period.

31. Posting - Gifted and Talented Instructors

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Gifted and Talented Instructors.

32. Posting - SAT Prep Instructors

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of SAT Prep Instructors.

33. Posting - Yearbook Advisor

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Yearbook Advisor.

Motion for approval of item 21-33

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

34. Approval of Minutes- August 22, 2018 – Special Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of August 22, 2018 as presented.

Motion for approval of item 34

MOTION: Ms. DeCeglie
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Bierach, Ms. Carr and Mr. Reynoso abstained)

35. Approval of Bills List – September

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

36. Acceptance of Financial Status Report – July

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

37. Monthly Financial Certification of the Board Secretary and the Board of Education – July

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.

38. Acceptance of Bank Reconciliations – July

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

39. Acceptance of Board Secretary Report – July

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

40. Acceptance of Treasurer of School Monies Report – July

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

41. 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 2018, as presented.

42. Approval of Line Item Budget Transfers – July

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

43. Acceptance of Revenue Report – July

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

44. 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	Start Up Money	1219	$ 250.00

45. Approval of 2018-2019 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2018-2019 school year transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
B154	Glenview Academy	Jersey Kids Trans.	$ 1,998.00+79.92	7/9/18-8/17/18
B172	Memorial/Washington	Station Wagon	$ 4,240.00+169.60	6/25/18-7/26/18
B200	PG Chambers	Jersey Kids Trans.	$ 10,800.00+432.00	7/9/18-8/17/18
B226	Windsor Bergen Academy	Joshua Tours	$ 1,477.50+59.10	7/2/18-8/13/18

46. Approval to Transfer Monies from Warrant Account to Flexible Spending Account

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

47. Approval of Houghton Mifflin Harcourt Science Dimensions Contract

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the Science Dimensions 1 year grades 6-8 contract with Houghton Mifflin Harcourt in the amount of $7,018.19 for the 2018-2019 school year. (See Attachment #2)

48. Approval of Houghton Mifflin Harcourt Go Math Contract

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the Go Math 3 year grades K-8 contract with Houghton Mifflin Harcourt in the amount of $79,177.50 for the 2018-2019 school year. (See Attachment #3)

49. Approval of Houghton Mifflin Harcourt Journeys (Consumables) Contract

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the Journeys (Consumables) grades K-5 contract with Houghton Mifflin Harcourt in the amount of $15,178.34 for the 2018-2019 school year. (See Attachment #4)

50. Approval of Edmentum (Study Island) Contract

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the Study Island 1 year grades K-8 contract with Edmentum in the amount of $10,872.40 for the 2018-2019 school year. (See Attachment #5)

51. Approval of Electrical Work

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the Di Dio Electric Inc. to completed electrical work in the Boiler Room at Memorial School in the amount of $3,400.00. (See Attachment #6)

52. Approval of Asphalt Work

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the Alvino Asphalt, LLC to grade and asphalt area over the tunnel at Memorial School in the amount of $3,850.00. (See Attachment #7)

Motion for approval of items 35-52

MOTION: Ms. Antonucci
SECONDED: Mr. Kerwin
VOTE: Unanimous (Ms. Antonucci abstained from PO 19-1114 and 19-1119 and Ms. DeCeglie abstained from PO 19-1114 and 19-1110 on $35 Bills List)

53. Old Business

There was no old business.

54. New Business

There was no new business.

55. Hearing and Petition of Citizens

There were no citizens to be heard.

56. Other Matters of a Timely Nature

There were no other matters of a timely nature.

57. Adjournment

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

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary