BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

09/06/2017

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 06, 2017.

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. Antonucci, Mr. Bierach, Ms. Carr, Ms. DeCeglie, Mr. Guarneri, Mr. Kerwin, Ms. Ruocco, and Mr. Schaffer
Members Absent: 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. Regulation Revision 2400 - Summer School

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

6. Regulation Revision 5410 - Promotion and Retention

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

7. 2016-2017 Electronic Violence and Vandalism Reporting System (EVVRS)

The Superintendent, in consultation with the Administrative Team, recommends the Board approve submission of the 2016-2017 Electronic Violence and Vandalism Reporting System data for year-end verification to the New Jersey State Department of Education.

8. New Jersey Department of Education School Self-Assessment

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2017 New Jersey Department of Education School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* July 1, 2016 - June 30, 2017.

9. District Goals & Objectives

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the District Goals & Objectives for the 2017-2018 School Year.

10. Professional Development Plans

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the District and Schools' Professional Development Plans for the 2017-2018 School Year.

11. Cardiac Action Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2017-2018 Cardiac Action Plan. (see attached)

12. HIB Committee

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint the following HIB Committee members for the 2017-2018 School Year:

Michael O'Brien - Coordinator (WPS)
Jonathan Kruzel - Specialist (WPS)
Joseph Compel - Coordinator (MS)
Maggie Morris - Specialist (MS)

13. Restraint Training

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the following staff members to receive restraint training, provided by John Sole, at the Washington Park School Gym on September 5, 2017, from 10:30 A.M. to 1:30 P.M.:

Joe D'Amelio Alycia Desmond Carly Fleres Gina McQuin Brett Scully Erica Wolpert

Amanda Agnes Elizabeth Barrett Chelsea Falone Ashley Gaccione

Toni Malatesta Silvia Povolo Laura Snyder Meredith Warburton

14. ABA Home Programming and Home Consultations

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Home Programming and Home Consultation for the 2017-2018 school year to be provided by the following district personnel at the rate of $50 per hour:

Alycia Desmond Carly Fleres Gina McQuin Erica Wolpert

15. Home Programming

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Home Programming for the 2017-2018 school year to be provided by Toni Malatesta. Payment will be made through Northern Region Educational Services Commission.

16. 121 Learning Works Contract

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the contract with 121 Learning Works to provide Behavior Consultation Services for the 2017-2018 school year on a month to month basis beginning Monday, September 11, 2017. This contract is not to exceed a total of sixty (60) hours per month and will be billed at the rate of $125 per hour.

17. Cultural Arts Field Trip - Lunt-Fontanne Theatre

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following cultural arts field trip, sponsored by the P.T.O.:

Grade 8 "Charlie and the Chocolate Factory" Wednesday, October 18, 2017

Lunt-Fontanne Theatre, 205 West 46th Street, New York, NY

The students will depart Washington Park School at approximately 12:30 P.M. and return at approximately 6:00 P.M. The cost of the transportation will be paid for by the Totowa Board of Education.

18. 2017-2018 Parent Handbook

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2017-2018 Parent Handbook & Calendar. (see attached)

Motion for approval of items 5-18

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

19. Informational

Status of Buildings

TPK Orientation

Kindergarten Orientation

Third Grade Orientation

Dates for Your Information

September 7	Schools Open - All Students
September 26	One Session Day - Back to School Night - MS
September 27	Board of Education Meeting

Use of Facilities - September

Sept. 11	PTO	Executive Board Meeting (WPS)
Weds.	VITAL	Men's Basketball (MS)

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 7:17 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 20

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

The Board returned from executive session at 8:20 P.M.

21. 2017-2018 Substitute Teacher Listing

The Superintendent recommends the Board approve the 2017-2018 Substitute Teacher Listing submitted by the Substitute Registry. (see attached)

22. Substitute Teacher

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

Priority II

Christina J. Castillo, Totowa

23. 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.

24. Posting - ROGATE Instructors

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

25. Posting - Yearbook Advisor

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

26. Posting - Student Counsel Advisors

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

27. Appointment - School Bus Drivers

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively appoint Ms. Donna Alvino as school bus driver for the 2017-2018 school year, beginning September 5, 2017, not to exceed twenty-nine and one-half (29.5) hours per week at a salary of $25 per hour.

28. Appointment - Substitute School Bus Drivers

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Christopher Jacob, Michael Minieri and John Sole as substitute bus drivers for the 2017-2018 school year at the rate of $20 per hour.

29. Bus Aides

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the following bus aides for the 2017-2018 school year with payment to be made through the Northern Region Educational Services Commission:

Joanne Schwartz Toni Malatesta Debra Luciano (substitute)

30. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve Ms. Megan Stotz as a Maternity Leave Replacement for Ms. Rachael Isenhour beginning on or about Tuesday, September 5, 2017, through approximately Wednesday, February 28, 2018. Ms. Stotz will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

31. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Kimberly Panarotto-Locurcio as a Maternity Leave Replacement for Ms. Sevilay Karca beginning on or about Wednesday, September 13, 2017, through approximately Friday, December 15, 2017. Ms. Panarotto-Locurcio will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

32. Approval - Family Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Family Medical Leave for Diane Emmolo beginning Tuesday, September 5, 2017, through Friday, December 22, 2017. She will use seventy-five (75) accumulated sick/personal days.

33. Approval - Family Medical Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Dana Alecci as a Family Medical Leave Replacement for Ms. Diane Emmolo beginning on Tuesday, September 5, 2017, through Friday, December 22, 2017. Ms. Alecci will be placed on Step-0 ($33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

34. Appointment - Part-time Physical Therapist

The Superintendent, in consultation with the Director of Special Education, recommends the Board appoint Sarah Miller as Part-time Physical Therapist for the 2017-2018 School Year at the rate of $80 per hour not to exceed eighteen (18) hours per week.

35. Appointment - Supervisor of Elementary Education/Discipline

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint David Bower as Supervisor of Elementary Education/Discipline in the Totowa School District for the 2017-2018 School Year, beginning on a date to be determined, with a prorated salary of $92,000.

36. Appointment - Armed Police Officer (Retired) 2017-2018

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the appointment of Scott Titus for the position of Armed Police Officer (Retired). He will be compensated at the rate of $40 per hour.

Motion for approval of items 21-36

MOTION: Mr. Kerwin
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Bierach, Ms. DeCeglie, and Mr. Schaffer abstained from item #36 of the Executive Session)

37. Approval of Minutes- August 23, 2017 – Special Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of August 23, 2017 as presented.

Motion for approval of items 37

MOTION: Mr. Kerwin
SECONDED: Ms. Antonucci
VOTE: Unanimous (Ms. Antonucci and Mr. Schaffer Abstained)

38. Approval of Bills List – September 6

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the September 6 Bills List as presented.

39. Acceptance of Financial Status Report – June Adjusted

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

40. 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 2016-2017 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 – June Adjusted

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

42. Acceptance of Board Secretary Report – June Adjusted

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

43. 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 adjusted Treasurer Report for the month of June 2017, as presented.

44. Acceptance of Financial Summary Report – June Adjusted

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

45. 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 adjusted line item budget transfer for the month of June 2017, as presented. (See Attachment #1 Monthly Transfer Report)

46. Acceptance of Revenue Report – June Adjusted

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the adjusted Revenue Report for the month of June 2017, as presented.

47. 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 2017, as presented.

48. 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 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.

49. 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 2017, as presented.

50. 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 2017, as presented.

51. 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 2017, as presented.

52. 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.

53. 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 2017, as presented. (See Attachment #2 Monthly Transfer Report)

54. 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 2017, as presented.

55. 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
NRESC	Invoice 8V0042	1159	$ 65.00
Payschools	Invoice 1565	1160	$ 2,430.00

Check# 1155 was written for the correct amount of $250.00 instead of the $23,677.96 for Pomptonian Inv Start Up 17-18. The amount previously approved was a typo in the dollar amount.

56. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #207 from the school district's Unemployment Compensation Account in the amount of $261.70 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

57. Approval of 2017-2018 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2017-2018 school year transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
1028B -8/18/17	Glenview Academy	Station Wagon	$ 2,293.75+91.75	7/10/17
1039B	New Bridges	Station Wagon	$ 3,429.00 +137.16	6/27/17-8/4/17
1073B -7/11/17	PG Chambers	Sami Peadia Inc.	$ 383.36+11.50	7/10/17
1091B -7/27/17	Memorial/Washington	Station Wagon	$ 4,664.00+186.56	6/26/17
PGTOT	PG Chambers	Jersey Kids	$ 8,339.04+337.56	7/13/17-8/18/17

58. Approval to Terminate Bayada Home Health Care Inc. Nursing Contracts

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve terminating the Bayada Home Health Care Inc. Substitute Nursing contract as well as the Bayada Home Health Care Inc. 1:1 Nursing Contract for the 2017-2018 school year.

59. Approval to Rescind the Bayada Home Health Care Inc. Nursing Contracts' Termination Letters

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve rescinding the termination letters to Bayada Home Health Care Inc. for the Bayada Substitute Nursing contract as well as the Bayada 1:1 Nursing Contract for the 2017-2018 school year.

60. 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 12 pc	2008	
PC-P4	x 12pc	2008	
Old Laptop	x 1pc	2006	
NEC Projector	x 1 pc	2000	
Overhead Projector	x 3 pcs		
Lexmark E250 Printer	x 2 pcs	2009	

MS		
Old Broken Projector	x 1 pc	
Old Broken Projector Screen	x 2 pcs	
LCD Monitor	x 8 pcs	2008
PC-P4	x 8 pcs	2008

Motion for approval of items 38-60

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

61. Old Business

There was no old business.

62. New Business

There was no new business.

63. Hearing and Petition of Citizens

Ms. Sarah Aboukaram of 23 Young 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. Aboukaram."

Ms. Aboukaram stated that herself and some other parents of the Passaic Valley 0 period classes, Italian I and Stem, have some concerns in regards to transportation of the students to and from Passaic Valley. She wanted to ask the Board if there was any way the Board could get a bus to transport the students to and from Passaic Valley because it has been hard for the parents to bring their students to Passaic Valley and then back to Totowa while everyone is working. Ms. Aboukaram also stated that she knows Little Falls and Woodland Park provide a bus for their students.

Ms. Capitelli responded to Ms. Aboukaram by first stating her concerns were also concerns of the district before agreeing to offer the class through Passaic Valley. Ms. Capitelli then stated that First Student, the district's bus company, would not be an option because of the time class gets out. First Student provides normal route transportation for both Passaic Valley as well as Totowa during the school year and are not available. Ms. Capitelli also stated that she was aware that Woodland Park and Little Falls provides their own bus for their students however, both districts school day starts earlier then Totowa. The other two districts buses are available for them where the Totowa bus is doing a daily route for the district and is unavailable.

Ms. Aboukaram asked if there was some sort of solution where the parents could chip in for a bus and the district would also chip in a portion of the money. Ms. Aboukaram brought up her concerns about carpooling and with work how it is hard to get all of the kids together. She also brought up concerns about transportation during days with inclement weather.

Ms. Capitelli reiterated that all of the concerns Ms. Aboukaram had brought up were concerns of the district and why the district almost did not participate in offering the 0 period classes at Passaic Valley. The district looked into a number of options for transportation and the possibility of the Totowa students staying in the Passaic Valley library until a later time in the morning to be picked up. Ultimately the district didn't feel comfortable leaving our students at Passaic Valley longer then need be with the possible interaction with high school students.

Ms. Aboukaram asked if we could look at the figures to get a small bus for transportation.

Ms. Capitelli stated that her concerns were heard and that if Ms. Aboukaram felt that she had found a solution to her concerns she was welcome to come and present them to the Board.

64. Other Matters of a Timely Nature

There were no other matters of a timely nature.

65. Adjournment

Upon motion by Ms. DeCeglie and seconded by Mr. Schaffer this meeting was adjourned at 8:30 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary