BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

9/2/2015

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 2, 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, Mr. Ferraro, Mr. Guarneri, Mr. Kerwin, Mr. Reynoso, Ms. Ruocco and Mr. Schaffer
Members Absent:	Ms. Carr and Ms. DeCeglie
Also Present:	Patricia Capitelli, Superintendent of Schools Colin Monahan, Board Secretary
Also Present	Mr. Justin Christidono Esq. filling in for Mr. 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. HIB Grades

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the HIB Grades for the New Jersey State Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act July 1, 2014-June 30, 2015.

7. Out of District Placement

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommended the Board approve placement of Student #O-29 at Bergen County Special Services program located at Passaic Valley Regional High School for the 2015-2016 school year pending receipt of contract. Transportation to be determined.

8. Special Education Summer School Placement - Additional Aides

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommended the Board retroactively approve the addition of 1:1 aides for the following summer placements:

Student #	Program
O-20	North Jersey Elks Development Disabilities Center
O-17	Washington South (BCSS)
O-28	Washington South (BCSS)

9. Out-of-District Placements - Additional Aides

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommended the Board approve the addition of 1:1 aides for the following Out-of-District placements for the 2015-2016 school year:

Student #	Program
O-20	North Jersey Elks Development Disabilities Center
O-17	Washington South (BCSS)
O-28	Washington South (BCSS)

10. Equipment Disposal

The Superintendent, in consultation with the Administrative Team recommended the Board approve disposing of the following equipment:

Washington Park School
Panasonic TV - Model PV-m2037 - Serial #D7AA20042
Panasonic TV - Model PV-m2037 - Serial #E7AA23947
2 - Quasar TV/VCR Combo - no model or serial number on either TV
Sharp TV - Model 27L-S100B - Serial #71632

Memorial School
Philips TV - Model# CCZ 110AT32 - Serial# 82488631
Toshiba TV - Model# MD20463 - Serial# BCC 264000224
Emerson TV - Model# BT1921 - Serial# 652-30104783
Panasonic TV - Model# CT27D20B - Serial# LC-02100857
Funai TV - Model# TVCR19F - Serial# C 48810730
Proscan TV - Model# PS3710 - Serial# 041632067

11. P.T.O. Activities - 2015-2016 School Year

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the P.T.O. activities for the 2015-2016 School Year as follows:

P.T.O. Executive Meetings: September 14th, October 5th, November 2nd, January 4th - (5th Snow Date), February 1st - (2nd Snow Date), March 7th - (8th Snow Date), April 4th, May 2nd, June TBA

General Meetings: October 20th, March 15th, June 7th - Also requesting the use of tables, chairs and a podium with microphone.

Fund Raisers:

Fall Fundraiser - September-November
Pictures - October 12th
Picture Retakes - November 23rd
Holiday Gift Shop - December 4th
Book Fair - February 2nd, 3rd, & 4th
Tricky Tray - April 28, 2016
Eighth Grade Dance - June 3, 2016
Spring Pictures - TBD

Motion for approval of item 5-11

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

12. Informational

Status of Buildings

Memorial School Carpet - Ms. Capitelli said the hallway carpeting at Memorial School was completed. Ms. Capitelli and Mr. Pacelli met with an installation company representative regarding repairs to the classroom doorway entrances.

Memorial School Wall - Ms. Capitelli said the wall caps outside Memorial School are completed. The maintenance staff did a very nice job.

Memorial School Classroom - Ms. Capitelli said the classroom renovations at Memorial School were completed and the final inspections are being done.

Memorial and Washington Park School Grounds - Ms. Capitelli said the maintenance staff worked hard this summer and both buildings are ready to open for the new school year.

Kindergarten/Pre School/3rd Grade Orientation - Ms. Capitelli said Kindergarten orientation will be held next Wednesday, September 9th at 10:00 A.M. at Memorial School. The Preschool orientation will be held in the afternoon at Memorial School. The third grade orientation will be held at 1:00 P.M. at Washington Park School.

Ms. Capitelli said the schedules are completed and posted on the portal, parent packets were mailed today. The district is ready to open next week.

Dates for Your Information

Sept. 7	Labor Day - Schools Closed
Sept. 8	Staff Workshops
Sept. 9	Staff Workshops / Orientations for Pre-K, Kindergarten & Grade 3
Sept. 10	Schools Open - All Students
Sept. 10	First Marking Period Begins
Sept. 23	Board of Education Meeting - WPS 7:00 p.m.

13. Committee Reports

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

14. 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 7:10 P.M.

Mr. Monahan 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 14

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

The Board returned from executive session at 7:40 P.M.

15. 2015-2016 Substitute Teacher Listing

The Superintendent recommended the Board approve the 2015-2016 Substitute Teacher Listing submitted by the Substitute Registry. (see attached)

16. Substitute Teacher

The Superintendent recommended the Board approve the following substitute teacher:

Priority II
Mazur, Mara - Totowa

17. Maternity/Child Care Leave of Absence - Christine Harris

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

Ms. Harris will begin her maternity/child care leave Monday, November 2, 2015 through Friday, February 26, 2016 as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-4 on guide for the 2016-2017 school year.
3. A. She will use Thirty-three (33) accumulated sick/personal days from November 2, 2015 through December 22, 2015.
   B. Leave will start on Monday, January 4, 2016.
   C. FMLA will be invoked from January 4, 2016, 2016 through February 26, 2016 - eight (8) weeks. Benefits will be retained in accordance with FMLA.
   D. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Harris for any further additional time absent outside the FMLA 12 week period.

18. Reappointment - School Aides

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the reappointment of School Aides for the 2015-2016 school year as per the attached.

19. Reassignment - Sevilay Karca

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the reassignment of Sevilay Karca from Resource Room teacher at Memorial School to Kindergarten teacher for the 2015-2016 school year.

20. Reassignment - Teuta Istrefi

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the reassignment of Teuta Istrefi from LEAP/Music teacher at Memorial School to Resource Room/Music teacher at Memorial School for the 2015-2016 school year.

21. Reassignment - Danielle Wardrop

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the reassignment of Danielle Wardrop from Physical Education teacher at Washington Park and Memorial School to Physical Education/Explore teacher at Memorial School for the 2015 -2016 school year.

22. Reassignment - Nancy Reed

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the reassignment of Nancy Reed from LEAP/TPK teacher at Memorial School to LEAP teacher at Memorial School for the 2015-2016 school year.

23. Salary Correction - Denise Porta

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the salary correction for Denise Porta for the 2006-2007 through the 2013-2014 school year as stipulated in contract.

24. Posting - LDTC-C

The Superintendent, in consultation with the Administrative Team, recommended the Board approve posting of LDTC-C for the 2015-2016 school year.

Motion for approval of item 15-24

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

25. Approval of Minutes – July 15, 2015 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board accept the minutes of the meeting of July 15, 2015 as presented.

Motion for approval of item 25

MOTION: Mr. Schaffer
SECONDED: Mr. Guraneri
VOTE: Unanimous (Ms. DeCeglie abstained)

26. Approval of Minutes- August 12, 2015 – Special Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board accept the minutes of the meeting of August 12, 2015 as presented.

Motion for approval of item 26

MOTION: Mr. Ferraro
SECONDED: Mr. Guraneri
VOTE: Unanimous (Ms. Carr and Ms. DeCeglie abstained)

27. Approval of Corrected Minutes – June 17, 2015

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board accept the corrected minutes of the meeting of June 17, 2015 as presented. (See Attachment #1)

28. Approval of Bills List – August

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

29. Acceptance of Financial Status Report – July 2015

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

30. Monthly Financial Certification of the Board Secretary and the Board of Education – June 2015 Adjusted

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board certify that the major accounts and fund balances in the 2014-2015 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.

31. Monthly Financial Certification of the Board Secretary and the Board of Education – July 2015

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

32. Acceptance of Bank Reconciliations – July 2015

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of July 2015, as presented.

33. Acceptance of Board Secretary Report – June 2015 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 2015, as presented.

34. Acceptance of Board Secretary Report – July 2015

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

35. Acceptance of Treasurer of School Monies Report – June 2015 Adjusted

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

36. Acceptance of Treasurer of School Monies Report – July 2015

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

37. Acceptance of Financial Summary Report – June 2015 Adjusted

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

38. Acceptance of Financial Summary Report – July 2015

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

39. Acceptance of Revenue Report – July 2015

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

40. Approval of Line Item Budget Transfers – June 2015

The Superintendent, in consultation with the School Administrator/Board Secretary, recommended the Board approve the following line item budget transfer for the month of June 2015. (See Attachment #2)

41. Approval of Line Item Budget Transfers – July 2015

The Superintendent, in consultation with the School Administrator/Board Secretary, recommended the Board approve the following line item budget transfer for the month of July 2015. (See Attachment #3)

42. 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 # 912063015	1032	$ 8,711.17
Johnson Rest Equip Co.	Cold Pan Serving Counter	1033	$ 4,800.00
Singer Equipment Co.	Heated Cabinet	1034	$ 2,250.00
Data Business Systems	Annual POS Agreement	1035	$ 2,430.00
Central Restaurant Products	Supplies	1036	$ 1,342.19
PCESC	Nutrition Ad	1037	$ 45.00
Pomptonian	Yearly Start-up	1038	$ 250.00
Malachy Parts and Service	Equipment Repairs	1039	$ 500.00

43. Approval of Parental Contract for Student Transportation

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended that the Board approve the Parental Contract for student transportation for student # 18003 to the Washington South School, Paramus, New Jersey. The contract cost is $40.00 per day on the days school is in session from September 3, 2015 to June 30, 2016. The Washington South School will supply an attendance sheet and any days missed will be subtracted off the original contract price.

44. Approval of NCLB - Title I Salary

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommended the Board approve the following Title I funds in the amount of $69,948.00 for the salary/benefits for Ms. Andrea Piccirillo, Washington Park School Teacher for Individual Instruction in ELA. This amount represents 85% of salary and benefits for Ms. Piccirillo.

45. Approval of NCLB - Title I Salary

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommended the Board approve the following Title I funds in the amount of $17,718.00 for the salary/benefits for Ms. Regina Stratford, Washington Park School Teacher for Individual Instruction in ELA. This amount represents .20% of salary and benefits for Ms. Stratford.

46. Approval of NCLB - Title II Salary

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommended the Board approve the following Title II funds in the amount of $9,863.00 for the salary/benefits for Ms. Kellie Zarek, Washington Park School Teacher to reduce class size grade 3. This amount represents 15% of salary and benefits for Ms. Zarek.

47. Approval of Landscaping

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board retroactively approve Landscaping at Washington Park School in the amount of $800.00 to Spinella landscaping Inc., Totowa, N.J. These services include planting and removing shrubs, soil and mulch.

48. Approval of 2015-2016 Substitute Teacher Registry Agreement

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended that the Board approve the 2015-2016 Substitute Teacher Registry Agreement in the amount of $9,162.00.

49. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended that the Board retroactively approve check # 195 from the school district's Unemployment Compensation Account in the amount of $ 848.62 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

50. Authorization to Bid - Premiere Energy Products

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the "Authorization to Go to Bid" for Premiere Energy Products.

51. Approval of Premiere Energy

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended that the Board approve the use of Premiere Energy as a third party supplier for the purchase of electricity not to exceed .102kWh and a gas not to exceed .65 therm.

52. Approval of Quotes - Cafeteria Equipment

The Superintendent, in consultation with the School Administrator/Board Secretary, recommended the Board approve a reach-in refrigerator in the amount of 3,270.00 to BFA Food Service Equipment & Supplies. Monies will be paid from the cafeteria account.

53. Approval of Study Island

The Superintendent, in consultation with the Administrative Staff, recommended the Board approve Study Island and Edmentum web based Assessments in the amount of $11,024.06 for the 2015-2016 School Year.

54. Approval of Construction Manager Services – Memorial School

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board retroactively approve the construction service agreement with Mr. Joseph Pacelli of Construction Co-Ordinators, Totowa, N.J. for additional construction management services for classroom repairs in Memorial School in the amount of $4,700.00 and reimbursed expenses of $2,178.97.

55. 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.

3 bay warmer Model # EP 300 (Cafeteria)
Hobart Refrigerator Model HES Serial # 32873776 Bar Code 003660 (Cafeteria/Suncrest)

56. Approval of NCLB - Title I Salary

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommended the Board approve the following Title I funds in the amount of $16,963.00 for the salary/benefits for Ms. Donna Trommelen, Washington Park School Teacher for individual instruction in for math. This amount represents .20% of salary and benefits for Ms. Trommelen.

Motion for approval of item 27-56

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

57. Old Business

There was no old business.

58. New Business

There was no new business.

59. Hearing and Petition of Citizens

Ms. Grant of 88 Grant Avenue asked to speak.

Ms. Grant said she was upset there has been know information regarding the Kindergarten orientation sent home. She went on to say she is a working parent and it is hard to make arrangements to be there for her child on such short notice.

Ms. Capitelli thanked her, and said the student packets were mailed this morning. The district will take in consideration her concerns.

60. Other Matters of a Timely Nature

There were no other matters of a timely nature.

61. Adjournment

Upon motion by Mr. Reynoso and seconded by Mr. Schaffer this meeting was adjourned at 7:50 P.M.

Respectfully submitted,

Colin J. Monahan
School Business Administrator/Board Secretary