

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

07/24/2019

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 July 24, 2019.

**1. Call To Order**

Vice President Antonucci called the meeting to order at 7:06 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, Mr. Kerwin, Mr. Tangora  
Members Absent: Ms. Alesandrelli, Ms. DeCeglie, 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.

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Ms. Alesandrelli entered the meeting at this time.

**5. Professional Days**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submitted Professional Days as per the attached.

**6. Professional Development District/School Plan**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the District and Schools' Professional Development Plans for the 2019 - 2020 School Year as per the attached.

**7. Revision to Community Based Instruction Field Trip**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the change in location for the RISE 4 Community Based Instruction Field Trip scheduled for Wednesday, October 2, 2019, from the QuickChek in Totowa to the QuickChek in Little Falls.

**8. Psychiatric Evaluations**

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve psychiatric evaluations for the 2019 - 2020 school year with the Mental Health Clinic of Passaic at the rate of \$700 per evaluation.

**9. Psychiatric Evaluation**

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve a psychiatric evaluation for student #PSY-19-20-01 on Thursday, July 25, 2019, by the Mental Health Clinic of Passaic at rate of \$700.

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**10. Student Safety Data System (SSDS)**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the 2018 - 2019 Student Safety Data System (SSDS) as per the attached.

**11. Summer Reading**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the addition of the book "Touching Spirit Bear" by Ben Mikaelson for grade eight Summer Reading.

**12. Pilot Program - Amplify Science**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Amplify Science for grades six through eight as a Pilot Program for the 2019 - 2020 school year.

**13. Mystery Science**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Mystery Science for grades kindergarten through five for the 2019 - 2020 school year.

**14. Orton-Gillingham Phonic Program**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Orton-Gillingham Phonic Program for grades kindergarten through two for the 2019 - 2020 school year.

**15. LinkIt Assessment and Benchmarking Tool**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve LinkIt Assessment and Benchmarking Tool for grades kindergarten through eight for the 2019 - 2020 school year.

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**16. Professional Development Workshop - Amplify Science**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Professional Development Workshop held on Wednesday, June 26, 2019, for the Amplify Science Curriculum.

**17. Merit Goals Review and Approval**

The Board approves a merit payment to Ms. Patricia Capitelli, Superintendent, for the achievement of the 2018 - 2019 Quantitative Merit Goals (Improving Communication, 3.33% - \$5,494.50, Increasing Student Literacy Skills, 3.33% - \$5,494.50, Integration of Technology, 3.33% - \$5,494.50) and Qualitative Merit Goals (Monitoring Absenteeism, 2.5% - \$4,125, Building Cohesive Teams, 2.5% - \$4,125) pending New Jersey Department of Education approval, as per the attached.

Motion for approval of items 5-17

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

**18. Informational**

**Fire Drills**

Fire Drills have been held in accordance with Administrative Code as follows:

<u>Washington Park School</u>	<u>Memorial School</u>
<i>Tuesday, June 11, 2019 (FD)</i>	<i>Tuesday, June 11, 2019 (FD)</i>
<i>Tuesday, June 11, 2019 (Shelter in Place)</i>	<i>Monday, June 17, 2019 (Reverse Evac.)</i>
<i>Tuesday, June 18, 2019 (Lock Down)</i>	

**Projects - Memorial School**

**Summer Academy**

**QSAC Interim Review**

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**School Boards Presentation**

**Dates for Your Information**

September 4 Board of Education Meeting - WPS 7:00 P.M.

**Use of Facilities - July**

Weds. VITAL Men's Basketball

**Attachments:**

**News Articles:**

*Totowa Public Schools Graduation*

**Programs:**

*The Twenty-Sixth Annual Kinergarten "Moving On" Ceremony*

*The TPK End of Year Program (A.M. Program)*

*The TPK End of Year Program (P.M. Program)*

**Reports:**

Discipline Report

**19. Committee Reports**

Ms. Antonucci 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 7:15 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: Mr. Bierach

SECONDED: Mr. Tangora

VOTE: Unanimous

The Board returned from executive session at 7:50 P.M.

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**21. Appointment - Elementary Education Teacher**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Saranda Lipovica to the position of LEAP/Specials K - 2 Teacher for the 2019 - 2020 school year beginning on Tuesday, September 3, 2019. Ms. Lipovica will be placed on BA Step - 1 \$52,839 of the contracted teacher salary guide.

**22. Appointment - Elementary Education Teacher**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Anthony Mangarelli to the position of Grade 3 Teacher for the 2019 - 2020 school year beginning on Tuesday, September 3, 2019. Mr. Mangarelli will be placed on BA Step - 1 \$52,839 of the contracted teacher salary guide.

**23. Appointment - Elementary Education Teacher**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Alexa Tillie to the position of Kindergarten Teacher for the 2019 - 2020 school year beginning on Tuesday, September 3, 2019. Ms. Tillie will be placed on BA Step - 1 \$52,839 of the contracted teacher salary guide.

**24. Appointment - Elementary Education Teacher**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Marlena Torres to the position of Kindergarten Teacher for the 2019 - 2020 school year beginning on Tuesday, September 3, 2019. Ms. Torres will be placed on MA Step - 1 \$57,214 of the contracted teacher salary guide.

**25. Appointment - Custodial Engineer**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Joseph Spinner to the position of Custodial Engineer for the 2019 - 2020 school year beginning on Thursday, August 1, 2019. Mr. Spinner will be placed on Step -1 \$38,000 (prorated) of the contracted custodial salary guide and will remain on Step -1 for the 2020 - 2021 school year.

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**26. Appointment - Educational Support Aide**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Jaclyn Soltesz as an Educational Support Aide for the 2019-2020 School Year. Ms. Soltesz, a graduate of William Paterson University, will be paid \$17.75 per hour, beginning on Thursday, September 5, 2019.

**27. Resignation - Jillian Cox**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Jillian Cox, LEAP/Music teacher, for the Totowa School District effective Monday, July 1, 2019.

**28. Resignation - Lauren Mestell**

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Lauren Mestell, Educational Support Aide, for the Totowa School District effective Friday, July 26, 2019.

**29. Posting - Student Council Advisors**

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

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**30. Approval - Maternity/Child Care Leave of Absence - Carley Fleres**

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

Ms. Fleres will begin her maternity/child care leave Monday, September 23, 2019, through Friday, November 29, 2019, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step - 4 on guide for the 2020 - 2021 school year.
3. A. Leave will start on Monday, September 23, 2019.  
B. Medical Leave will be invoked from Monday, September 23, 2019, through Friday, October 18, 2019.  
C. Ms. Fleres will use ten (10) accumulated sick/personal days from Monday, September 23, 2019, through Friday, October 4, 2019.  
D. FMLA will be invoked from Monday, October 21, 2019, through Friday, November 29, 2019 - six (6) weeks. Benefits will be retained in accordance with FMLA.  
E. Ms. Fleres will return on Monday, December 2, 2019.  
F. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Fleres for any further additional time absent outside the FMLA 12 week period.

**31. Resignation - Amal Merhi**

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Amal Merhi, elementary teacher, for the Totowa School District effective Wednesday, July 31, 2019.

Motion for approval of item 21-31

MOTION: Mr. Tangora  
SECONDED: Ms. Alesandrelli  
VOTE: Unanimous



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**32. Approval of Minutes- June 12, 2019 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of June 12, 2019 as presented.

Motion for approval of items 32

MOTION: Mr. Tangora  
SECONDED: Ms. Carr  
VOTE: Unanimous (Mr. Bierach Abstained)

**33. Approval of Minutes- June 27, 2019 – Special Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of June 27, 2019 as presented.

Motion for approval of items 33

MOTION: Mr. Tangora  
SECONDED: Ms. Carr  
VOTE: Unanimous

**34. Approval of Bills List – June Supplemental**

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

**35. Approval of Bills List – July**

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

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**36. Acceptance of Financial Status Report – June**

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of June 2019, as presented.

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

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 – June**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of June 2019, as presented.

**39. Acceptance of Board Secretary Report – June**

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of June 2019, as presented.

**40. Acceptance of Treasurer of School Monies Report – June**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of June 2019, as presented.

**41. Acceptance of Financial Summary Report – June**

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of June 2019, as presented.

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**42. Approval of Line Item Budget Transfers – June**

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 June 2019, as presented. (See Attachment #1 Monthly Transfer Report)

**43. Acceptance of Revenue Report – June**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of June 2019, 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.

<u>Vendor</u>	<u>Description</u>	<u>Check #</u>	<u>Amount</u>
Pomptonian	Invoice 912060719	1279	\$ 9,070.85
Pomptonian	Invoice 912061419	1280	\$ 10,634.80
Service Plus	Invoice 169322	1281	\$ 68.30
Heerema Company	Invoice 3149	1282	\$ 539.00
NRESC	Invoice 0V0035	1283	\$ 80.00
Di Dio Electric Inc	Invoice 20807	1284	\$ 2,500.00

**45. Acceptance of Totowa PTO Donation**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the acceptance of a donation from the Totowa PTO in the amount of \$16,400.00. The donation is to be used for the renovating of Classrooms and upgrade of School's Media Centers for 21<sup>st</sup> Century Learning and any furniture, fixtures, supplies or technologies that may be needed to achieve that goal.

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**46. Approval of State Contract – Copier Machines**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve a new 60-month lease agreement, supplies and repairs included, with Konica Minolta Business Solutions, Morristown, New Jersey 07960 ESCNJ contract #AEP A17-B in the amount of \$4,993.98 a month.

Motion for approval of items 34-46

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

**47. Old Business**

There was no old business.

**48. New Business**

There was no new business.

**49. Hearing and Petition of Citizens**

There were no citizens to be heard.

**50. Other Matters of a Timely Nature**

There were no other matters of a timely nature.

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**51. Adjournment**

Upon motion by Mr. Bierach and seconded by Ms. Alesandrelli this meeting was adjourned at 8:00 P.M.

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary

