

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

8/12/2015

The Special 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 August 12, 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 Absent 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.

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**5. Committee Reports**

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

**6. 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 appointments, reassignments and title changes. The discussion will last approximately twenty minutes and no action will be taken.

Motion for approval of item 6

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

The Board returned from executive session at 7:30 P.M.

**7. Revised Appointment - Staff for Summer Enrichment Programs**

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommended the Board appoint Jamie Bray as Behaviorist for the 2014-2015 Summer Enrichment Programs at the rate of \$80 per hour. This is a revision from not to exceed sixteen (16) hours per week at \$80 per hour.

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**8. Appointment - Staff for Summer Enrichment Program**

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommended the Board appoint Lisa Kenduck as Speech/Language Therapist for the 2014-2015 Summer Enrichment Programs at the rate of \$55 per hour for four and one-half (4.5) hours per day for the period June 29, 2015 through July 15, 2015 and four (4) hours per day beginning July 16, 2015 through July 30, 2015. This is a change from not to exceed sixteen (16) hours per week for the entire program.

**9. CST Summer Employment**

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommended the Board retroactively approve Charisse Torres (Occupational Therapist) for summer services as needed, not to exceed ten (10) hours at the prorated individual hourly per diem based on the 2014-2015 salary guide with cap.

**10. Rescind Action of Item #21 - April 29, 2015**

The Superintendent, in consultation with the Administrative Team, recommended the Board rescind the action of Item #21, Appointment - School Bus Driver from the April 29, 2015 Agenda.

**11. Appointment - School Bus Driver**

The Superintendent, in consultation with the Administrative Team, recommended the Board appoint Ms. Donna Alvino as school bus driver for the 2015-2016 school year not exceed twenty-nine and one-half (29.5) hours per week at a salary of \$20 per hour.

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**12. Appointment - Elementary Teacher**

The Superintendent, in consultation with the Administrative Team, recommended the Board appoint Ms. Sonja Oldja to the position of LEAP Instructor for the 2015-2016 school year beginning on Tuesday, September 8, 2015. Ms. Oldja will be placed on MA Step-1 \$55,800 of the contracted teacher salary guide.

**13. Appointment - School Psychologist**

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommended the Board appoint Jessica Haftek as School Psychologist for the 2015-2016 School Year beginning Tuesday, September 8, 2015. Ms. Haftek will be placed on MA+30 Step -2 (\$62,371) of the contracted teacher salary guide.

**14. Reassignment - Katherine Castrianni**

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the reassignment of Katherine Castrianni from art teacher at Memorial School to art teacher at Washington Park School for the 2015-2016 school year.

**15. Approval - Title Change**

The Superintendent, in consultation with the Administrative Team, recommended the Board approve the title change of Wanda Kopic from Supervisor of Research/Data/Evaluation to Director of Research/Data/Evaluation.

Motion for approval of item 7-15

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

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**16. 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.

**17. Acceptance of Financial Status Report – June Supplemental**

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

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

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.

**19. Acceptance of Bank Reconciliations – June Supplemental**

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

**20. Acceptance of Board Secretary Report – June Supplemental**

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

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**21. Acceptance of Treasurer of School Monies Report – June Supplemental**

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

**22. Approval of Line Item Budget Transfers – June Supplemental**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the following line item budget transfer for the month of June 2015 supplemental, as presented. (See Attachment #1 Monthly Transfer Report)

**23. Approval of HMH Go Math 5-8 grade**

The Superintendent, in consultation with the Administrative Staff, recommended the Board approve Houghton, Mifflin, Harcourt 5th-8th grade Go Math Curriculum in the amount of \$ 74,763.55.

**24. Approval of Payment - Cafeteria Invoices**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board approve payment of the following cafeteria invoices.

<u>Vendor</u>	<u>Description</u>	<u>Check #</u>	<u>Amount</u>
Service Plus	Repairs to Warmer	1030	\$ 387.00
Central Restaurant Products	Warmer Carriers	1031	\$ 1,128.05

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**25. Approval of State Contract – Copier Machine**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve a new 63-month lease agreement, supplies and repairs included, with Konica Minolta Business Solutions, Fairfield, New Jersey state contract #A52046 in the amount of \$5,197.50 a month.

**26. Approval of Qualified Purchasing Agent and Increase Bid Threshold**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve Colin Monahan, School Business Administrator/Board Secretary as Qualified Purchasing Agent and approve increased bid threshold.

WHEREAS, Colin Monahan, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1, 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the Totowa Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Colin Monahan, School Business Administrator/Board Secretary, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), purchases that do not exceed in the aggregate of the newly established bid threshold amounts.

**27. Approval of Professional Services – Memorial School Abatement**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board retroactively approve D & S Abatement, Inc. Totowa, New Jersey for abatement services at Memorial School in the amount of \$5,500.00.

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**28. Approval of Cafeteria Equipment Repairs Payment - Small Claims Civil Suit**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approves the amount of \$500.00 to be paid to Malachy Parts & Service for cafeteria equipment repairs. These monies will be paid through the cafeteria account.

Motion for approval of item 16-28

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

**29. Old Business**

There was no old business.

**30. New Business**

There was no new business.

**31. Hearing and Petition of Citizens**

There were no citizens to be heard.

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

There were no other matters of a timely nature.



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**33. Adjournment**

Upon motion by Mr. Schaffer and seconded by Mr. Guarneri this meeting was adjourned at 7:40 P.M.

Respectfully submitted,

Colin J. Monahan  
School Business Administrator/Board Secretary