

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

**11/18/2015**

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 November 18, 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, Ms. Carr, Ms. DeCeglie, Mr. Ferraro, Mr. Guarneri, Mr. Kerwin, and Ms. Ruocco

Members Absent: Mr. Reynoso and Mr. Schaffer

Also Present: Patricia Capitelli, Superintendent of Schools  
Vincent Varcadipane, School Business Administrator/Board Secretary

Also Present: 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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**5. Professional Days**

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

**6. Harassment, Intimidation and Bullying Report for October 2015**

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

**7. 2015 Special Education Annual Data Report**

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board retroactively approve submission of the 2015 Special Education data released to NJSMART via the New Jersey State Department of Education Homeroom on October 22, 2015.

**8. Approval - Revised Job Description**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised Behavioral Specialist job description. (see attached)

**9. Bus Evacuation Drills**

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board retroactively approve Bus Evacuation Drills for the Special Education buses as follows:

Memorial School - Totowa School Bus - Friday, October 16, 2015

Washington Park School - Station Wagon Services - Route 1073 - Monday, November 9, 2015

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**10. Bus Evacuation Drills - Revision**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve Evacuation Drills for the General Education buses as follows:

**Memorial School and Washington Park School**  
**First Student Routes 1-8 Thursday, October 29, 2015**

**11. Feeding Evaluations**

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board approve contract with Nutritional Management Associates LLC for the 2015-2016 school year for two (2) feeding evaluations for student #O-22 at the rate of \$650 per evaluation.

**12. Home Programming**

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board approve Home Programming (Direct Student Contact) for the 2015 - 2016 school year to be provided by the following additional district personnel at the rate of \$50 per hour:

Erica Wolpert

**13. ROGATE Revision**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised criteria for ROGATE. (see attached)

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**14. Environmental Education Outreach Program**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Morris County Parks Commission Outreach Program to visit the TPK on Wednesday, December 2, 2015. They will have three separate presentations at 9:15 a.m., 10:30 a.m., and 11:45 a.m.. The total fee for the program will be \$425 paid for by the Totowa PTO Cultural Arts funds.

**15. Cultural Arts Field Trips**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following cultural arts field trips, sponsored by the PTO:

Kindergarten

"Skippyjon Jones"

Montclair State University, Montclair, NJ Thursday, April 21, 2016

Grade 1

"Alexander, Who's Not, Not, Going to Move"

Montclair State University, Montclair, NJ Tuesday, May 26, 2016

Grade 2

"Charlotte's Web"

Montclair State University, Montclair, NJ Tuesday, March 8, 2016

The entire cost of the trips is funded by the PTO Cultural Arts Program.

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**16. Use of Facilities - P.T.O. Holiday Gift Shop**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O. Holiday Gift Shop as follows:

Holiday Gift Shop Setup  
Thursday, December 3, 2015

Washington Park School All Purpose Room  
6:00 p.m. to 9:00 p.m.

Holiday Gift Shop  
Friday, December 4, 2015

Washington Park School All Purpose Room  
2:00 p.m. to 10:00 p.m.

The P.T.O. is also requesting the use of tables, chairs, access to refrigerators, pizza warmers, and the PA System.

**17. Use of Facilities - P.T.O. Spring Candy Fundraiser Pickup**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the P.T.O. as follows:

Spring Candy Fundraiser Pickup  
Washington Park School Cafeteria 4:00 p.m. to 8:30 p.m.  
Thursday, March 10, 2016 Friday, March 11, 2016 (Snow Date)

The P.T.O. is also requesting the use of the lunch tables as they are set up and three (3) tables at the front door.

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**18. Use of Facilities - P.T.O. Book Fair**

The Superintendent, in consultation with the Administrative Team recommends the Board approve the request of the Totowa PTO Book Fair committee as follows:

**Book Fair - February 2, 3, 4, 2016**

**Memorial School All Purpose Room**

February 1st - Set up after 4:00 p.m.

February 2nd thru 4th during school hours February 3rd 6:00 p.m. - 8:30 p.m.

**Washington Park School Gymnasium**

February 1st - Set up after 4:00 p.m.

February 2nd thru 4th during school hours February 3rd 6:00 p.m. - 8:30 p.m.

The PTO is also requesting the use of tables and chairs.

Motion for approval of items 5-18

MOTION: Ms. DeCeglie

SECONDED: Mr. Ferraro

VOTE: Unanimous

**19. Informational**

**Fire Drills**

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

**Washington Park School**

*Wednesday, October 21, 2015(FD)*

*Wednesday, October 14, 2015(Evac. O.S.)*

**Memorial School**

*Wednesday, October 21, 2015(FD)*

*Wednesday, October 14, 2015(Evac. O.S.)*

**2015 Play Unified Award**

**8th Grade Broadway Show**

**Student Faculty Volleyball Game**

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**G&T & ROGATE Parent Meetings**

**Play Tryouts**

**Submitted QSAC SOA, Declaration Page, Board Resolution**

**Dates for Your Information**

Nov. 19	PTO Fall Fundraiser Order Pickup - WPS
Nov. 20	Paperless Report Cards Online - Marking Period 1
Nov. 23	PTO Picture Retakes
Nov. 25	One Session Day - 1:20 p.m. Dismissal
Nov. 26-27	Thanksgiving Recess - Schools Closed
Dec. 1-3	Parent/Teacher Conferences - 1:20 p.m. Dismissal
Dec. 4	PTO Holiday Gift Shop - WPS 7:00 p.m.
Dec. 8	PVHS Holiday Show - Grades K-4
Dec. 10	MS Winter Concert Grade 2 - 1:30 p.m.
Dec. 11	MS Winter Concert Grade 1 - 1:30 p.m.
Dec. 15	WPS Winter Concert - WPS 7:00 p.m.
Dec. 16	Board of Education Meeting - WPS 6:00 p.m.

**Use of Facilities - December**

Dec. 3	PTO	Holiday Gift Shop Set Up (WPS)
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**Attachments:**

**Correspondence:**

Heather Andersen - Mr. Scully (Congratulations - Washington Park School)

**News Articles:**

*Walk for a Cure*

*New Totowa School Administrators Settling in to New Roles*

*Totowa to Issue Fines for Illegal Student Enrollment*

**Newsletters:**

*The Smart Dog - September-October 2015 Volume 3, Issue 1*

*The Park Press - October 2015 Volume 10, Issue 1*

**Reports:**

Discipline Report

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**20. Committee Reports**

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

**21. 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 matters. The discussion will last approximately thirty (30) minutes and no action will be taken.

Motion for approval of item 21

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

The Board returned from executive session at 7:53 p.m.



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**22. Substitute Teachers**

The Superintendent recommends the Board approve the following substitute teachers submitted by the Substitute Registry:

Priority I

Kyle-Rawya  
Mancuso, Robert

Priority II

Berenson, Elaine  
Corniell, Javier Antonio  
Gil, Magalis A.  
Mauriello, Daniello  
Parrales, Norka P.  
Puzo, Giovanna  
Roufail, Mervat  
Schweighardt, Kyle John

**23. Appointment - Resource Teacher**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Jessica Fernandez to the position of Resource Teacher for the 2015-2016 school year beginning Monday, November 23, 2015. She will be placed on BA Step-1 \$51,550 (prorated) of the contracted teacher salary guide.

**24. Posting - Gifted & Talented Instructors**

The Superintendent, in consultation with the Supervisor of Pupil Personnel Services, recommends the Board retroactively approve posting the positions of Gifted and Talented Instructors to identified students in grades 1 - 4 during planning time. The teachers will receive remuneration at the rate of \$25 per planning period.

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**25. Posting - Elementary Teacher Long Term Substitute**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Elementary Long Term Substitute Teacher.

**26. Maternity/Child Care Leave of Absence - Marissa Bednarski**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a revision to the maternity/child care leave of absence for Marissa Bednarski as attached:

Ms. Bednarski will begin her maternity/child care leave Monday, October 19, 2015 through Friday, April 29, 2016 as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-7 on guide for the 2016-2017 school year.
3. A. She will use sixty-three (63) accumulated sick/personal days from October 19, 2015 through Friday, January 8, 2016.  
B. Leave will start on Monday, February 1, 2016.  
C. FMLA will be invoked from February 1, 2016 through April 29, 2016 -twelve (12) weeks. Benefits will be retained in accordance with FMLA.  
D. Her annual benefit contribution will be charged. COBRA costs will be incurred by Ms. Bednarski for any further additional time absent outside the FMLA 12 week period.

Motion for approval of items 22-26

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

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**27. Approval of Minutes - October 8, 2015 - Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of October 8, 2015 as presented.

Motion for approval of item 27

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

**28. Approval of Minutes - October 21, 2015 - Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of October 21, 2015 as presented.

Motion for approval of item 28

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

**29. Approval of Bills List – November**

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

**30. Acceptance of Financial Status Report – October**

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of October 2015, as presented.

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**31. Monthly Financial Certification of the Board Secretary and the Board of Education – September**

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 – September**

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

**33. Acceptance of Board Secretary Report – September**

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

**34. Acceptance of Treasurer of School Monies Report – September**

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

**35. Acceptance of Financial Summary Report – September**

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

**36. Acceptance of Revenue Report – October**

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

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**37. Approval of Line Item Budget Transfers – October**

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 October 2015, as presented. (See Attachment #1 Monthly Transfer Report)

**38. 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 912100915	1053	\$ 10,293.20
Pomptonian	Invoice 912101615	1054	\$ 12,585.60
Pomptonian	Invoice 912102315	1055	\$ 4,462.88
Pomptonian	Invoice 912103015	1056	\$ 8,174.89
Pomptonian	Invoice 912110615	1057	\$ 8,963.35
Bryan Saccal LLC	Electrical Repairs	1058	\$ 645.00

**39. Unemployment Compensation Account**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #197 from the school district's Unemployment Compensation Account in the amount of \$26,569.25 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits

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**40. Approval of Construction Manager Services**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the construction service agreement with Mr. Joseph Pacelli of Construction Co-Ordinators LLC, Totowa, N.J. for construction management services of \$5,000.00. (see attachment #2)

**41. Approval of 2015-2016 Transportation Contract PCESC**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2015-2016 school year transportation contract with Passaic County Education Services Commission, Wayne as follows:

Route # Date	School	Contractor	Cost Per Route	Starting
1106	Washington South	Jersey Kids	\$26,598.00 + \$1,063.92	11/2/15 – 6/30/16

Motion for approval of items 29-41

MOTION: Mr. Guarneri

SECONDED: Mr. Kerwin

VOTE: Unanimous (Mr. Bierach abstained on P.O. 16-1259 on #29 bills  
list, Ms. DeCeglie abstained on P.O. 16-1259 on #29 bills)

**42. Old Business**

There was no old business.

**43. New Business**

There was no new business.

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**44. Hearing and Petition of Citizens**

There were no citizens to be heard.

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

There were no other matters of a timely nature.

**46. Adjournment**

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

Respectfully submitted,

Vincent Varcadipane  
School Business Administrator/Board Secretary