

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

08/21/2019

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 21, 2019.

1. Call To Order

President Guarneri called the meeting to order at 7:12 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, Mr. Tangora

Members Absent: Ms. Alesandrelli 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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5. Policy Revision 1110 - Organizational Chart

The Superintendent presents to the Board the first read of the revisions to Policy 1110 - Organizational Chart. (see attached)

6. Out-of-District Placement

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve placement of Student #O-19-20-01 at the Maywood Campus of the South Bergen Jointure Commission for the 2019 - 2020 school year at the rate of \$58,950 for 180 days plus approximately \$3,800 for the 2020 Extended School Year, if appropriate. Transportation to be provided by the Northern Region Educational Services Commission.

7. Field Trip - Passaic Valley Holiday Show

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a field trip for kindergarten through fourth grade students to Passaic Valley High School for the annual Holiday Show. The show will take place on Wednesday, December 11, 2019, from 9:30 A.M. to approximately 11:15 A.M. Transportation will be provided by the Totowa Board of Education.

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8. P.T.O. Activities - 2019 - 2020 School Year

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the P.T.O. activities for the 2019 - 2020 School Year as follows:

P.T.O. Executive Meetings: September 9th, October 7th, November 4th, January 6th - (January 7th - Snow Date), February 3rd (February 4th - Snow Date), March 2nd - (March 3rd - Snow Date), April 6th, May 4th, and June 3rd.

General Meetings: October 15, 2019, March 10, 2020, and June 1, 2020. The P.T.O. is also requesting the use of tables, chairs and, a podium with microphone.

Fundraisers:

Fall Fundraiser - September 9, 2019 - September 27, 2019
(Order Dropoff - October 2, 2019 and October 3, 2019)
(Order Pick Up - November 21, 2019)
Pie/Cookie Dough Fundraiser - October 9, 2019 - October 23, 2019
Student Pictures - October 14, 2019
Student Picture Retakes - November 25, 2019
Holiday Gift Shop - December 6, 2019
Book Fair - February 4, 2020 - February 6, 2020
Spring Pictures - March 9, 2020
Tricky Tray - April 30, 2020
Vendor Night - TBD

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9. Calendar Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following 2019-2020 calendar revisions:

Parent/Teacher Conferences Revisions

Tuesday, November 18, 2019, Conferences - Evening MS and WPS - 1:20 P.M. Dismissal

Wednesday, November 19, 2019, Conferences - Afternoon MS and WPS - 1:20 P.M. Dismissal

Thursday, November 20, 2019, Conferences - Evening MS and WPS - 1:20 P.M. Dismissal

10. Use of Facilities - P.A.L. Football

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the Totowa P.A.L. as follows:

P.A.L. Football - Monday, August 26, 2019 through Friday, November 29, 2019

Washington Park School Gym and Memorial School Gym
6:00 P.M. to 8:00 P.M.

Motion for approval of items 5-10

MOTION: Mr. Bierach

SECONDED: Ms. DeCeglie

VOTE: Unanimous

11. Informational

Student Safety Data System (SSDS)

Building Updates

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Attachments:

Correspondence:

Kevin V. Galland, Municipal Clerk - Totowa Board of Education (A Resolution of Support for R19 - 189)

News Articles:

Eighth Graders Enjoy Trip to Nation's Capital

12. Committee Reports

Mr. Guarneri said committee meetings were not held.

13. 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 7:23 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately twenty-five (25) minutes and no action will be taken.

Motion for approval of item 13

MOTION: Ms. DeCeglie

SECONDED: Mr. Tangora

VOTE: Unanimous

The Board returned from executive session at 7:59 P.M.

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14. Maternity/Child Care Leave of Absence - Anna DeBellonia

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

Ms. DeBellonia will begin her maternity/child care leave on/or about Monday, October 14, 2019, through Friday, February 28, 2020, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step - 6 on guide for the 2020 - 2021 school year.
3. A. Leave will start on Monday, October 14, 2019.
B. Medical Leave will be invoked on Monday, October 14, 2019, through Friday, November 22, 2019.
C. Ms. DeBellonia will use twenty-three (23) sick/personal days from Monday, October 14, 2019, through Friday, November 15, 2019.
D. FMLA will be invoked from Monday, November 25, 2019, through Friday, February 28, 2020, - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
E. She will return on Monday, March 2, 2020.
F. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. DeBellonia for any further additional time absent outside the FMLA twelve (12) week period.

15. Reassignment - Anna DeBellonia

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Anna DeBellonia from grade 4 teacher to grade 3 for 2019 - 2020 school year.

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16. Reassignment - Evelyn Garofalo

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Evelyn Garofalo, from full time Media Center teacher to Media Center/STEAM teacher for 2019 - 2020 school year.

17. Resignation - Joseph Calandriello

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Joseph Calandriello, custodial engineer, for the Totowa School District effective Wednesday, August 14, 2019.

18. Appointment - Custodial Engineer

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Douglas J. Upritchard to the position of Custodial Engineer for the 2019 - 2020 school year beginning on Tuesday, September 3, 2019. Mr. Upritchard 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.

19. Resignation - Michelle Ferrara

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Michelle Ferrara, Special Education Aide, for the Totowa School District effective Wednesday, August 21, 2019.

20. Appointment - Elementary Education Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Nakea Beers to the position of Pre-K/Music grades 1 - 2 teacher for the 2019 - 2020 school year beginning on Tuesday, September 3, 2019, pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Ms. Beers will be placed on BA Step - 1 \$52,839 of the contracted teacher salary guide.

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21. Appointment - Special Education Aide

The Superintendent, in consultation with the Supervisor of Special Education, recommends the Board appoint Ms. Geovana Curl as Special Education Aide for the 2019 - 2020 school year, beginning on Thursday, September 5, 2019. She will be paid \$17.25 per hour.

Motion for approval of items 14-21

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

22. Approval of Minutes- July 24, 2019 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of July 24, 2019 as presented.

Motion for approval of items 22

MOTION: Mr. Bierach
SECONDED: Mr. Kerwin
VOTE: Unanimous (Ms. DeCeglie and Mr. Guarneri abstained)

23. Approval of Minutes- July 24, 2019 – Executive Session

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the Executive Session during the meeting of July 24, 2019 as presented.

Motion for approval of items 23

MOTION: Mr. Kerwin
SECONDED: Mr. Bierach
VOTE: Unanimous (Ms. DeCeglie and Mr. Guarneri abstained)

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24. Approval of Bills List – August

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

25. Acceptance of Financial Status Report – June Adjusted

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 Adjusted, as presented.

26. 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 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.

27. Acceptance of Bank Reconciliations – June Adjusted

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

28. Acceptance of Board Secretary Report – June Adjusted

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 Adjusted, as presented.

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29. 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 Treasurer Report for the month of June 2019 Adjusted, as presented.

30. Acceptance of Financial Summary Report – June Adjusted

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 Adjusted, as presented.

31. 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 line item budget transfer for the month of June 2019 Adjusted, as presented. (See Attachment #1 Monthly Transfer Report)

32. Acceptance of Revenue Report – June Adjusted

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

33. 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 2019, as presented.

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34. 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 2019-2020 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.

35. 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 2019, as presented.

36. 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 2019, as presented.

37. 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 2019, as presented.

38. 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 2019, as presented.

39. 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 2019, as presented. (See Attachment #2 Monthly Transfer Report)

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40. 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 2019, as presented.

41. 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 912063019	1285	\$ 4,217.20
Metro Fire & Safety	Invoice SM 1267	1286	\$ 195.00

42. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #213 and check #214 from the school district's Unemployment Compensation Account in the amount of \$375.00 and \$13.20 respectively to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

43. Approval of 2019-2020 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2019-2020 school year transportation contract with North Region Educational Services Commission, Wayne as follows:

<u>Route #</u>	<u>School</u>	<u>Contractor</u>	<u>Cost Per Route</u>	<u>Date</u>
B172	Memorial/Washington	Station Wagon	\$ 4,301.40+172.06	6/24/19-7/25/19
B200	PG Chambers	Jersey Kids Trans.	\$ 12,456.60+498.26	7/8/19-8/16/19

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44. Approval to Dispose of Textbooks

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the disposal of the following textbooks.

Title	Publisher	ISBN	Copyright Date	Grade	Total Number
Science Explorer: From Bacteria to Plants	Prentice Hall	0-13-434490-1	2000	7	119
Science Explorer: Antimals Text B	Prentice Hall	0-13-434477-4	2000	7	92
Science Explorer: Cells and Heredity Text C	Prentice Hall	0-13-434479-0	2000	7	82

45. Approval of 2019-2020 Agreement with NRESC Non-Public Nursing

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the contract with NRESC to provide a Registered School Nurse, as needed, on a substitute basis for the 2019-2020 school year based upon state appropriate funds.

Motion for approval of items 24-45

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

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46. Old Business

There was no old business.

47. New Business

There was no new business.

48. Hearing and Petition of Citizens

There were no citizens to be heard.

49. Other Matters of a Timely Nature

There were no other matters of a timely nature.

50. Adjournment

Upon motion by Ms. DeCeglie and seconded by Mr. Tangora this meeting was adjourned at 8:03 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary