

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

10/16/2019

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 October 16, 2019.

1. Call To Order

President Guarneri called the meeting to order at 7:04 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. Alesandrelli, Mr. Bierach, Ms. Carr, Ms. DeCeglie,
Mr. Guarneri and Mr. Tangora

Members Absent: Ms Antonucci, Mr. Kerwin 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. Professional Days

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

6. Policy & Regulation Revision 1642 - Earned Sick Leave Law

The Superintendent presents to the Board the second read of the revisions to the mandated Policy & Regulation 1642 - Earned Sick Leave Law.

7. Regulation Revision 2464 - Gifted and Talented Pupils

The Superintendent presents to the Board the second read of the revisions to the Regulation 2464 - Gifted & Talented Pupils.

8. Policy Revision 3159 - Teaching Staff Member/School District Reporting Responsibilities

The Superintendent presents to the Board the second read of the revisions to the mandated Policy 3159 - Teaching Staff Member/School District Reporting Responsibilities.

9. Policy & Regulation Revision 3218 - Use, Possession, or Distribution of Substances

The Superintendent presents to the Board the second read of the revisions to the mandated Policy & Regulation 3218 - Use, Possession, or Distribution of Substances.

10. Policy & Regulation Revision 4218 - Use, Possession, or Distribution of Substances

The Superintendent presents to the Board the second read of the revisions to the mandated Policy & Regulation 4218 - Use, Possession, or Distribution of Substances.

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11. Policy Revision 4219 - Commercial Driver's License Controlled Substance and Alcohol Use Testing

The Superintendent presents to the Board the second read of the revisions to the mandated Policy 4219 - Commercial Driver's License Controlled Substance and Alcohol Use Testing.

12. Policy & Regulation Revision 6112 - Reimbursement of Federal and Other Grant Expenditures

The Superintendent presents to the Board the second read of the revisions to the mandated Policy & Regulation 6112 - Reimbursement of Federal and Other Grant Expenditures.

13. Policy & Regulation Revision 7440 - School District Security

The Superintendent presents to the Board the second read of the revisions to the mandated Policy & Regulation 7440 - School District Security.

14. Policy Revision 8600 - Student Transportation

The Superintendent presents to the Board the second read of the revisions to the mandated Policy 8600 - Student Transportation.

15. Regulation Revision 8600 - Student Transportation

The Superintendent presents to the Board the second read of the revisions to the Regulation 8600 - Student Transportation.

16. Policy Revision 8630 - Bus Driver/Bus Aide Responsibility

The Superintendent presents to the Board the second read of the revisions to the mandated Regulation 8630 - Bus Driver/Bus Aide Responsibility.

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17. Regulation Revision 8630 - Emergency School Bus Procedures

The Superintendent presents to the Board the second read of the revisions to the mandated Regulation 8630 - Emergency School Bus Procedures.

18. Policy Revision 8670 - Transportation of Special Needs Students

The Superintendent presents to the Board the second read of the revisions to the mandated Policy 8670 - Transportation of Special Needs Students.

19. Policy Revision 9210 - Parent Organizations

The Superintendent presents to the Board the second read of the revisions to the Policy 9210 - Parent Organizations.

20. Policy Revision 9400 - Media Relations

The Superintendent presents to the Board the second read of the revisions to the Policy 9400 - Media Relations.

21. NJQSAC District Performance Review

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the NJQSAC District Performance Review to the New Jersey State Department of Education.

22. Instructional Minutes

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Instructional Minutes for the 2019 - 2020 School Year as per attached.

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23. "Handle with Care" Restraint Training

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the registration of Joseph D'Amelio and Alycia Desmond to the "Handle with Care" Restraint Training new instructor training class at the Passaic County Public Safety Academy in Wayne, N.J. The training will be held on Monday, January 6, 2020, through Wednesday, January 8, 2020. The cost for registration is \$625 per person.

24. Home Instruction

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve home instruction for student #19-20-01 beginning on Thursday, October 10, 2019, for an undetermined amount of time. Instruction will be five (5) hours per week provided by Alycia Desmond and ninety (90) minutes of Speech Language Therapy per week to be provided by Julie Levy.

25. Cultural Arts Field Trips

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following Theatreworks USA cultural arts field trips:

Kindergarten

"Charlotte's Web"

Montclair State University, Montclair, NJ Tuesday, June 2, 2020

Grade 1

"The Magic School Bus"

Montclair State University, Montclair, NJ Tuesday, May 5, 2020

Grade 2

"Click Clack Moo"

Montclair State University, Montclair, NJ Thursday, April 23, 2020

These trips are part of the Cultural Arts Program and are funded by the Totowa P.T.O.

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26. Fashion Show

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 19th Annual Eighth Grade Fashion Show to be held on Thursday, February 20, 2020, at The Brownstone Restaurant.

27. Safety Town Week

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following Safety Town events:

Totowa Municipal Building Tour - Friday, October 25, 2019 (A.M.) - Kindergarten

Totowa Fire Department - Friday, October 25, 2019 (P.M.) - T.P.K. through grade 2

28. Use of Facilities - P.T.O. Save Around Coupon Book Pickup

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O. Save Around Coupon Book committee as follows:

Pickup Orders

Monday, October 28, 2019 - Washington Park School Lobby - 6:00 P.M. to 8:00 P.M.

The PTO is also requesting the use of one (1) table and two (2) chairs.

29. 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 committee as follows:

Holiday Gift Shop

Friday, December 6, 2019 - Washington Park School Cafeteria - 3:00 P.M. to 10:00 P.M.

The P.T.O. is also requesting the use of tables.

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30. Use of Facilities - P.A.L. Hockey

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

Memorial School Gymnasium

Mondays, Tuesdays, Thursdays, & Fridays 6:00 P.M. - 9:00 P.M.

The program will run from Monday, November 4, 2019, through Friday, January 10, 2020. The P.A. L. understands that school related and prior approved activities have priority over the use of the facilities.

31. Use of Facilities - Passaic Valley Elks Hoop Shoot

The Superintendent recommends the Board approve the use of the Washington Park School Gym by the Passaic Valley Elks Lodge #2111 for their Hoop Shoot being held on Saturday, November 16, 2019, from 10:00 A.M. to 12:00 P.M. The program is open to Totowa, Little Falls, and Woodland Park students ages 8 through 13.

32. 2019 Special Education Data

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the submission of the 2019 Special Education Data released to NJSMART on or about Wednesday, November 6, 2019.

33. Project Unify

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the Totowa School District to participate in the Project Unify Youth Fall North Middle School Summit to be held at The College of St. Elizabeth on Tuesday, December 17, 2019. There will be approximately 10 - 15 students participating and chaperoned by Brett Scully. Transportation will be provided by Project Unify.

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34. Use of Facilities - CVS Pharmacy Flu Shots

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the CVS Pharmacy to provide flu shots for staff members who wish to participate on Tuesday, November 5, 2019. The CVS Pharmacy will administer the flu shots at Washington Park School from 8:30 A.M. to 4:00 P.M.

Motion for approval of items 5-34

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

35. Informational

Back-to-School Night

Week of Respect

8th Grade Mentoring Program

8th Grade Broadway Trip

NJQSAC District Performance Review

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Dates for Your Information

- Oct. 21 Violence Awareness Weeek
- Oct. 22 Kindergarten Safety Town
- Oct. 22 Title I Parent Meeting - WPS Cafe 7:00 P.M.
- Oct. 24 Student Council Breast Cancer Walk - WPS 3:30 P.M.
- Oct. 25 Kindergarten Safety Town
- Oct. 25 Student Council Breast Cancer Walk - Rain Date
- Oct. 31 Halloween Celebrations
- Nov. 4 Inview Testing - Grades 2 and 5
- Nov. 4 Special Ed Parent Advisory Group Meeting - WPS 3:30 P.M.
- Nov. 5 Inview Testing - Grades 2 and 5
- Nov. 5 Youth Week Elections
- Nov. 5 First Marking Period Closes
- Nov. 6 Regional In-Service - Schools Closed
- Nov. 7-8 NJEA Convention - Schools Closed
- Nov. 11 Second Marking Period Begins
- Nov. 12 Student/Faculty Volleyball Game - WPS 7:00 P.M.
- Nov. 14 Inview Make-ups - Grades 2 and 5
- Nov. 14 Parent Meeting Washington D.C. Trip - WPS 7:00 P.M.
- Nov. 15 Inview Make-ups - Grades 2 and 5
- Nov. 15 Paperless Reports Cards Online - Marking Period 1
- Nov. 19-21 Parent/Teacher Conferences - 1:20 P.M. Dismissal
- Nov. 20 Board of Education Meeting - WPS 7:00 P.M.

Use of Facilities - November

Nov. 4 PTO

Executive Board Meeting (WPS)

- Nov. 21 PTO Fall Fundraiser Pickup (WPS)
- Nov. 16 PV Elks Hoop Shoot (WPS)
- Nov. PAL Hockey (MS)
- Weds. VITAL Men's Basketball (MS)

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Attachments:

Correspondence:

Aloia Law Firm LLC - Board of Education (Totowa Investment Group LLC -
Municipal Land Use Law)

Programs:

Back-to-School Night - Memorial School
Back-to-School Night - Washington Park School

Reports:

Discipline Report

36. Committee Reports

Mr. Guarneri stated committee meetings were not held.

37. 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 7:11 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately fifteen (15) to twenty (20) minutes and no action will be taken.

Motion for approval of item 37

MOTION: Ms. DeCeglie
SECONDED: Ms. Alesandrelli
VOTE: Unanimous

The Board returned from executive session at 7:25 P.M.

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38. Substitute Teachers

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

Priority I

Reich-Baer, Karen

Hussain Layes

Priority II

Awad, Reem

Gokeh, Sanaa

Hamad, Ghadeer

Kaghadou, Satanai

Yousef, Saher

39. Appointment - Custodial Engineer

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Gregory Shields to the position of Custodial Engineer for the 2019 - 2020 school year beginning on Monday, October 21, 2019. Mr. Shields 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.

40. Resignation - Tracey Lattanzio

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the revised resignation of Tracey Lattanzio, Educational Support Aide, for the Totowa School District effective Friday, October 4, 2019.

Motion for approval of item 38-40

MOTION: Ms. Alesandrelli

SECONDED: Mr. Tangora

VOTE: Unanimous

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41. Approval of Minutes- September 25, 2019 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of September 25, 2019 as presented.

Motion for approval of item 41

MOTION: Ms. DeCeglie
SECONDED: Ms. Alesandrelli
VOTE: Unanimous

42. Approval of Minutes- September 25, 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 September 25, 2019 as presented.

Motion for approval of item 42

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

43. Approval of Bills List – October

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the October 2019 Bills List as presented.

44. Acceptance of Financial Status Report – September

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

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45. 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 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.

46. Acceptance of Bank Reconciliations – September

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

47. Acceptance of Board Secretary Report – September

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

48. 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 2019, as presented.

49. 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 2019, as presented.

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50. Approval of Line Item Budget Transfers – September

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

51. Acceptance of Revenue Report – September

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

52. 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 912092019	1291	\$ 16,673.59
Pomptonian	Invoice 912092719	1292	\$ 2,676.82

53. Approval of Totowa Schools Standard Operating Procedures and Internal Controls (Revised)

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the Totowa Public Schools Standard Operating Procedures and Internal Controls for the 2019-2020 school year Revised. The SOP was revised to reflect the people responsible for ASSA data collection/submission and certification. (See attachment #2)

54. Approval of ESEA Title I Part A Amendment

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the amendment to the ESEA Title I Part A 2019-2020 Grant to accurately reflect the total teacher salary for one individual. The total grant allocation remains unchanged.

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55. Comprehensive Facilities Maintenance Plan

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the M-1 form, Comprehensive Facilities Maintenance Plan and LRFP worksheet as per the state monitoring guidelines. (Attachment #3)

56. 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:

Route #	School	Contractor	Cost Per Route	Date
B200	PG Chambers	Jersey Kids Trans	\$ 73,739.60+2,949.58	Sept 2019-June 2020

Motion for approval of items 43-56

MOTION: Ms. Carr
SECONDED: Ms. Alesandrelli
VOTE: Unanimous (Mr. Bierach and Ms. DeCeglie abstained from P.O. 20-1163 on #43 Bills List)

57. Old Business

There was no old business.

58. New Business

There was no new business.

59. Hearing and Petition of Citizens

There were no citizens to be heard.

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60. Other Matters of a Timely Nature

There were no other matters of a timely nature.

61. Adjournment

Upon motion by Ms. DeCeglie and seconded by Mr. Bierach this meeting was adjourned at 7:30 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary