

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

10/21/2020

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 and in accordance with N.J.S.A. 10:48-8(b), and guidance from the NJ Department of Community Affairs Division of Local Government Services via Zoom on October 21, 2020.

1. Call To Order

President Guarneri called the meeting to order at 7:09 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. Reynoso and Mr. Tangora

Members Absent: Ms. Alesandrelli and Mr. Kerwin

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

Mr. Guarneri asked Mr. Varcadipane if there were any questions from the public. Mr. Varcadipane stated that he will read all of the public questions per participant before a response is given.

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The Barattin, Stroh, Montuori, Elk and Siano Families stated the following:

Last month families gathered at Memorial School and “calked the walk” with positive messages of “thanks” for the teachers, staff, and administration including each of you for your hard work and dedication to our children. The collective efforts of the entire district staff to open school this year is respected and applauded. Our children are happy to go to school each day and love the having a significant piece of normalcy back during what is an unprecedented and difficult time.

Thank you.

Mr. Guarneri stated that this comment was very nice to hear and appreciated.

5. Professional Days

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

6. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Bus Evacuation Drills conducted at Memorial School on Thursday, September 24, 2020, with Madison Coach Route 822, conducted by Ms. Erica Wolpert.

7. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Bus Evacuation Drills conducted at Washington Park School on Thursday, September 24, 2020, with the Totowa Public Schools Bus, conducted by Ms. Lauren Terranova.

8. 2020 Special Education Data

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the submission of the 2020 Special Education Data released to NJSMART on or about Monday, November 16, 2020.

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9. New Jersey Department of Education School Self-Assessment

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the New Jersey Department of Education School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* for the period of July 1, 2019 - June 30, 2020, for Memorial and Washington Park Schools.

10. Instructional Resource List Additions

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the additions to the Totowa School District Instructional Resource List for the 2020 - 2021 school year as follows:

Digital Resources:

Freckle Flocabulary Spelling Classroom

Education.com Openphysed.org

11. Revised Marking Period

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revision to the First Marking Period dates. The first Marking Period will close on Wednesday, November 4, 2020.

12. Policy Revision 1620 - Administrative Employment Contracts

The Superintendent presents to the Board the first read of the revised mandated Policy 1620 - Administrative Employment Contracts.

13. Policy Revision 2431 - Athletic Competition

The Superintendent presents to the Board the first read of the revised mandated Policy 2431 - Athletic Competition.

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14. Regulation Revision 2431.1 - Emergency Procedures for Sports and Other Athletic Activity

The Superintendent presents to the Board the first read of the revised mandated Regulation 2431.1 - Emergency Procedures for Sports and Other Athletic Activity.

15. Policy & Regulation Revision 2464 - Gifted and Talented Students

The Superintendent presents to the Board the first read of the revised mandated Policy & Regulation 2464 - Gifted and Talented Students.

16. Policy & Regulation Adoption 5330.05 - Seizure Action Plan

The Superintendent presents to the Board the first read of the new mandated Policy & Regulation 5330.05 - Seizure Action Plan.

17. Policy Revision 6440 - Cooperative Purchasing

The Superintendent presents to the Board the first read of the revised mandated Policy 6440 - Cooperative Purchasing.

18. Policy & Regulation Adoption 6470.01 - Electronic Funds Transfer and Claimant Certification

The Superintendent presents to the Board the first read of the new mandated Policy & Regulation 6470.01 - Electronic Funds Transfer and Claimant Certification.

19. Policy & Regulation Revision 7440 - School District Security

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

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20. Policy Revision 7450 - Property Inventory

The Superintendent presents to the Board the first read of the revised mandated Policy 7450 - Property Inventory.

21. Policy & Regulation Revision 7510 - Use of School Facilities

The Superintendent presents to the Board the first read of the revised mandated Policy & Regulation 7510 - Use of School Facilities.

22. Policy Revision 8420 - Emergency and Crisis Situations

The Superintendent presents to the Board the first read of the revised mandated Policy 8420 - Emergency and Crisis Situations.

23. Fall Pictures

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the P.T.O. to use the Blacktop at Memorial School and Washington Park School as follows:

Fall Pictures

<u>Washington Park School</u>	Monday, October 12, 2020	8:00 A.M. - 5:00 P.M.
<u>Memorial School</u>	Tuesday, October 13, 2020	9:00 A.M. - 1:00 P.M.

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24. Use of Facilities - P.T.O. Cookie, Cake and Pie Fundraiser

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

Collect Orders

October 21, 2020 Washington Park School Gym (outside) 4:30 P.M. to 6:30 P.M.

Pick Up Orders

November 19, 2020 Washington Park School Cafeteria 4:00 P.M. to 7:30 P.M.

The PTO is also requesting the use of one (1) table and two (2) chairs outside the Gym doors for the collection date and two (2) tables, four (4) chairs at the door and the Cafeteria tables to be setup for the pickup date.

25. Revision to Use of Facilities - P.T.O. Cookie, Cake and Pie Fundraiser

The Superintendent, in consultation with the Administrative Team, recommends the Board approve October 28, 2020, as the revised date for the Totowa P.T.O. Cookie, Cake and Pie Fundraiser Order Collection, to be held at the Washington Park School Gym (Outside).

Motion for approval of item 5-25

MOTION: Ms. DeCeglie

SECONDED: Mr. Reynoso

VOTE: Unanimous

26. Informational

Back-to-School Night Virtual

Week of Respect

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Parent Training Academy

Ms. Capitelli stated the school is starting a Parent Training Academy. The administration and the Board listens to all ideas presented to them, however, the District has to make decisions that are in the best interest for all students. All parents, staff, administration and the Board have different backgrounds and many programs will work in other districts or companies that aren't conducive to the Totowa School District. However, the Parent Training Academy was an idea from one of our parents which we feel will be very beneficial to our District. Mr. Kruzel will be hosting a training every Tuesday for parents that are quick and cover a number of technological topics. Anyone interested can also email Mr. Kruzel any suggestions for a future Parent Training Academy session.

Ms. Capitelli also wanted to remind parents that Friday is the last day to change from remote learning to in-person learning or vice versa. Please email your building principal if you want to make a change.

Dates for Your Information

- Oct. 19 Violence Awareness Week
- Oct. 30 Halloween
- Nov. 3 Election Day - School Closed
- Nov. 4 First Marking Period Closes
- Nov. 5-6 NJEA Convention - Schools Closed
- Nov. 4 Youth Week Elections
- Nov. 9 Second Marking Period Begins
- Nov. 13 Paperless Reports Cards Online - Marking Period 1
- Nov. 17-19 Parent/Teacher Conferences - 1:20 P.M. Dismissal
- Nov. 18 Board of Education Meeting

Use of Facilities - November

- Nov. 2 PTO
- Executive Board Meeting (WPS)
- Nov. 19 PTO Cookie, Cake and Pie Pick-up (WPS)

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Attachments:

Correspondence:

Cheryl Johnson (Thank you)

News Articles:

TPK Registration Underway

Back to School - Local Districts Start Year with In-Person Learning

Making Them Smile - Local Bus Driver Charms Kids with Decorations

27. Committee Reports

Mr. Guarneri said committee meetings were not held.

28. 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 7:18 p.m.

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

Motion for approval of item 28

MOTION: Mr. Reynoso

SECONDED: Ms. Antonucci

VOTE: Unanimous

The Board returned from executive session at 7:43 P.M.

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29. Substitute Teachers

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

Priority I

Campbell, Stephen

Dailey, Marcia L. (RN)

Mandry-Booth, E. Sloan

Rowe, Colleen M.

Rowe Kelley

Priority II

Chowdhury, Ilham L.

Pucci, Stefany Jade

30. Approval - Family First Coronavirus Response Act

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Family First Coronavirus Response Act Leave for Cynthia Colella. Ms. Colella has requested an Intermittent Leave of Absence for every Monday beginning on October 12, 2020, through December 31, 2020.

31. Approval - Family First Coronavirus Response Act

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Family First Coronavirus Response Act Leave for Kathleen Peterson. Ms. Peterson requested a leave for Monday, September 21, 2020.

32. Approval - Payroll Deduction

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Payroll Deduction for Sonja Oldja. Ms. Oldja will be docked two (2) days pay for absences on Thursday, September 10, 2020, and Friday, September 11, 2020.

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33. Resignation - Jessica Haftek

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Jessica Haftek, Psychologist for the Totowa School District, effective Tuesday, December 8, 2020.

34. Posting - Learning Disabilities Teacher Consultant (LDT-C)

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Learning Disabilities Teacher Consultant (LDT-C) for the 2020-2021 School Year.

35. Posting - School Psychologist

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of School Psychologist for the 2020-2021 School Year.

36. Revision - Family First Coronavirus Response Act

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revision to the Family First Coronavirus Response Act Leave for Cynthia Colella. Ms. Colella's Intermittent Leave of Absence will conclude on Monday, November 2, 2020.

Motion for approval of item 29-36

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

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37. Approval of Minutes- September 23, 2020 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of September 23, 2020 as presented.

Motion for approval of item 37

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

38. Approval of Minutes- September 23, 2020 – 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 23, 2020 as presented.

Motion for approval of item 38

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

39. Approval of Bills List – October

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

40. 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 2020, as presented.

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41. 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 2020-2021 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.

42. 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 2020, as presented.

43. 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 2020, as presented.

44. 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 2020, as presented.

45. 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 2020, as presented.

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46. 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 2020, as presented. (See Attachment #1 Monthly Transfer Report)

47. 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 2020, as presented.

48. 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 912091820	1400	\$ 6,649.30
Pomptonian	Invoice 912092520	1401	\$ 4,011.01
Pomptonian	Invoice 912100220	1402	\$ 8,098.72

49. Approval of 2020-2021 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2020-2021 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>
822	Memorial School	Madison Coach	\$ 71,100.00+2,844.00	9/8/20-June 2021
950	PG Chambers	Jersey Kids Transportation	\$ 47,035.80+1,881.43	9/8/20-June 2021
952	South Bergen Jointure	Jets Transportation	\$ 41,220.00+1,648.80	9/8/20-June 2021

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50. Approval of Additional Appropriations (Covid-19)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following additional appropriations do to the Covid-19 pandemic.

1. Advanced Central Heating PO 21-1145 \$4,064.36 Merv13 Filters

51. Approval of 2019-2020 Nonpublic Project Completion Report

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2019-2020 Nonpublic Project Completion Report. (See attachment #2) upon state appropriate funds.

52. Approval of 2019-2020 Nonpublic Project State Reimbursement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the state reimbursement for the 2019-2020 Nonpublic Projects in the amount of \$21,821.00.

53. Approval of Chapters 192/193 Report of Nonpublic Auxiliary and Handicapped Service 2021-2022 Report

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2021-2022 Report of Nonpublic Auxiliary and Handicapped Services. (See attachment #3)

54. 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 #4)

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55. Approval of Structural Workshop LLC Proposal

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve Structural Workshop LLC's proposal for design and administrative phases of a potential field upgrade summer project in 2021.

Motion for approval of item 39-55

MOTION: Mr. Reynoso

SECONDED: Ms. Antonucci

VOTE: Unanimous (Mr. Bierach abstained from P.O. 21-1182 on #39 Bills List)

56. Old Business

There was no old business.

57. New Business

There was no new business.

58. Hearing and Petition of Citizens.

Mr. Guarneri asked Mr. Varcadipane if there were any other citizens that wished to be heard. Mr. Varcadipane stated there was one question.

Ms. Lisa Molan asked:

Why weren't crossing guards notified of the WPS "bell schedule change" that effected dismissal time on Monday 10/12? My children had to cross Totowa Road at the intersection of Crew Street by themselves once dismissed.

Ms. Capitelli responded that the police department employs the crossing guards and that any questions regarding the crossing guards should be directed to the Municipal building.

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59. Other Matters of a Timely Nature

There were no other matters of a timely nature.

60. Adjournment

Upon motion by Mr. Reynoso and seconded by Ms. DeCeglie this meeting was adjourned at 7:48 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary