

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/20/2019

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 November 20, 2019.

1. Call To Order

President Guarneri called the meeting to order at 7:06 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, Ms. Antonucci, Mr. Bierach, Ms. DeCeglie,
Mr. Guarneri, Mr. Kerwin and Mr. Tangora

Members Absent: Ms Carr 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

Mr. Guarneri read the following statement. "For the record please state your name and address. We appreciate you coming forward here tonight. Please speak clearly. You do have three minutes to speak and please note we as a board take all concerns, views, and or statements very seriously. However, we may or may not have the opportunity to address your concerns at this time.

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Ms. Carla Grant of 88 Grant Ave, Totowa NJ 07512 stepped forward. Ms. Grant stated that her sons have signed up for the book share program however they were not happy with the selection of books at their reading levels. Ms. Grant noted that a lot of the books are from the early 2000's or older. Ms. Grant wanted to know if there were funds in the budget for new books or if it is something that can be added during the next budget.

Mr. Guarneri thanked Ms. Grant.

5. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Bus Evacuation Drills conducted at Memorial School on Wednesday, October 16, 2019, at 9:15 A.M. with First Student, Routes 1 - 8, supervised by Mr. Joseph Compel.

6. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Bus Evacuation Drills conducted at Washington Park School on Wednesday, October 16, 2019, at 9:20 A.M. with First Student, Routes 1 - 8, supervised by Mr. David Bower.

7. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Bus Evacuation Drills conducted at Memorial School on Friday, November 1, 2019, with Joshua Tours Route B596, supervised by Ms. Erica Wolpert.

8. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Bus Evacuation Drills conducted at Washington Park School on Tuesday, November 5, 2019, with the Totowa Public Schools Bus, supervised by Ms. Lauren Terranova.

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9. NJQSAC District Performance Review

The Superintendent, in consultation with the Administrative Team, recommends the Board reapprove the NJQSAC District Performance Review for the 2019 - 2020 school year.

10. 2019 - 2020 Totowa School District School Safety/Emergency Operations Manual

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2019 - 2020 Totowa School District School Safety/Emergency Operations Manual.

11. 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 2019 - 2020 school year as follows:

Online Programs

Splash Math

Legends of Learning

SeeSaw

Spelling City

12. Fall Picture Retakes

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the P.T.O. to use the Memorial School Auditorium and Washington Park School Gym for Fall Picture Retakes on Monday, November 25, 2019.

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13. 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:

<u>Holiday Gift Shop Setup</u>	Washington Park School Cafeteria
Thursday, December 5, 2019	6:00 P.M. to 9:00 P.M.

14. Use of Facilities - P.T.O. Fortune Cookie Fundraiser Pick Up

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

<u>Fortune Cookie Fundraiser Pick Up</u>	Washington Park School Cafeteria
Wednesday, January 29, 2020	4:00 P.M. - 7:00 P.M.
Thursday, January 20, 2020	4:00 P.M. - 7:00 P.M.

15. Use of Facilities - P.A.L. Basketball

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa PAL Basketball for practice as follows:

<u>Washington Park School Gymnasium & All-Purpose Room - Memorial School Gymnasium</u>	Monday through Friday	6:00 P.M. - 9:00 P.M.
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The programs will run from Monday, November 25, 2019, through Friday, March 13, 2020. The PAL understands that school related and prior approved activities have priority over the use of the facilities. Please note that V.I.T.A.L. Men's Basketball already has the use of the Memorial School Gym on Wednesdays from 5:00 P.M. to 7:00 P.M.

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Motion for approval of item 5-15

MOTION: Ms. DeCeglie

SECONDED: Mr. Tangora

VOTE: Unanimous

16. Informational

QSAC DPR's

Regional In-Service

Breast Cancer Walk

Student Faculty Volleyball

InView Testing

Play Tryouts

Dates for Your Information

Nov. 21	Parent/Teacher Conferences - 1:20 P.M. Dismissal
Nov. 21	PTO Fall Fundraiser Order Pickup - WPS
Nov. 25	PTO Picture Retakes
Nov. 27	One Session Day - 1:20 P.M. Dismissal
Nov. 28-29	Thanksgiving Recess - Schools Closed
Dec. 6	PTO Holiday Gift Shop - WPS 5:30 P.M.
Dec. 11	PVHS Holiday Show - Grades K-4
Dec. 11	Board of Education Meeting - WPS 6:00 P.M.

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Attachments:

Correspondence:

Passaic Valley Regional High School - *Strategic Plan 2019 - 2022*

News Articles:

Totowa's Finest Remembering John Sole

The Totowa Schools Salute Their "Superhero"

Coming Together to Fight for a Cause

Lickity Split

Totowa Schools STEAM Ahead

Washington Park School Steams Ahead

Memorial School Class Updates

Library's Summer Reading Program Smashes Records

Reports:

Discipline Report

17. Committee Reports

Mr. Guarneri stated committee meetings were not held.

18. 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 7:26 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 18

MOTION: Mr. Kerwin

SECONDED: Ms. Antonucci

VOTE: Unanimous

The Board returned from executive session at 8:04 P.M.

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19. Substitute Teachers

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

Priority II

Aponte, Judith (Yudekla)
Ibrahim, Sandra
Munairji, Rasha
Qattous, Rawan
Ceylan, Nursema

20. Resignation - Christina Padula

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Christina Padula, Learning Language Disabilities teacher, for the Totowa School District effective Friday, January 3, 2020.

21. Resignation - Josephine Filippini

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Josephine Filippini, Special Education Aide, for the Totowa School District effective Thursday, November 14, 2019.

22. Posting - Learning Language Disabilities Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Learning Language Disabilities Teacher for the 2019 - 2020 School Year.

23. Approval - Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Medical Leave for Maria Sagui beginning Tuesday, November 19, 2019, through approximately Wednesday, December 11, 2019. She will use accumulated sick/personal days.

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24. Approval - Substitute Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Joseph Segura, as a substitute teacher for grade 5 writing beginning on Wednesday, November 20, 2019, through approximately Wednesday, December 11, 2019, at the rate of \$17.75 per hour with no benefits.

Motion for approval of item 19-24

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

25. Approval of Minutes- October 16, 2019 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of October 16, 2019 as presented.

Motion for approval of item 25

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

26. Approval of Minutes- October 16, 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 October 16, 2019 as presented.

Motion for approval of item 26

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

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27. Approval of Bills List – November

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

28. 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 2019, as presented.

29. Monthly Financial Certification of the Board Secretary and the Board of Education – October

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.

30. Acceptance of Bank Reconciliations – October

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

31. Acceptance of Board Secretary Report – October

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

32. Acceptance of Treasurer of School Monies Report – October

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

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33. Acceptance of Financial Summary Report – October

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

34. 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 2019, as presented. (See Attachment #1 Monthly Transfer Report)

35. 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 2019, as presented.

36. 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 912100419	1293	\$ 9,111.47
Pomptonian	Invoice 912101119	1294	\$ 14,861.15
Pomptonian	Invoice 912101819	1295	\$ 15,521.99
Pomptonian	Invoice 912102519	1296	\$ 2,577.04
Pomptonian	Invoice 912110119	1297	\$ 12,547.06
Pomptonian	Invoice 912110819	1298	\$ 9,983.35
DiDio Electric Inc	Invoice 20825	1299	\$ 1,308.39

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37. 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 (Revised) 2020	PG Chambers	Jersey Kids Trans	\$ 56,739.60+2,269.58	Sept 2019-June
B596 2020	MS/WPS	Joshua Tours	\$ 39,060.00+1,562.40	9/5/19-June

38. Approval of Chapters 192/193 Report of Nonpublic Auxiliary and Handicapped Service 2019-2020 Report

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2019-2020 Report of Nonpublic Auxiliary and Handicapped Services. (See attachment #2)

39. Approval to Dispose of Textbooks

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the disposal of outdated poor condition books. (See attachment #3)

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40. Approval to Dispose of Equipment

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

WPS	Purchased by	Bar Code
LCD Monitor (Unrepairable)	x 5pcs	2008
PC-P4 (Unrepairable)	x 3pcs	2008
Lexmark Color Printer (Unrepairable)	x 1pc	2007
NEC Projector (Unrepairable)	x 1pc	2007

41. Approval to Dispose of Truck (Unrepairable)

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the disposal of the 1997 Ford F-250. The truck is unrepairable and will be traded in for \$225.00 to reduce the price of a new truck being purchased.

42. Approval to Purchase a Truck

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the purchase of a 2016 Ford F-250 4x4 Super Duty with a Western Plow. The net cost of the truck, after trade in, is \$32,145.00. The truck is being purchased from Grand Motor Sales of Paterson NJ 07502.

43. Acceptance of Totowa Education Foundation Donation

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the acceptance of a donation from the Totowa Education Foundation in the amount of \$23,250.44. These funds were used for the purchase of new iPads, iPad carts and iPad Cases.

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44. Approval to Increase Appropriations

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve appropriating the restricted local revenue from the Totowa Education Foundation in the amount of \$23,250.44 for the purchase of new iPads, iPad carts and iPad Cases. Appropriations will increase to the following accounts: 11-190-100-340-200-001-050, 11-190-100-340-201-002-060 and 11-190-100-340-200-001-050.

45. Acceptance of 2019 BASF STEM Education Grant

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the acceptance of the BASF STEM Education Grant in the amount of \$5,000.00. These funds will be used for STEAM Lab equipment, supplies and programs.

46. Approval to Increase Appropriations

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve appropriating the restricted local revenue from the BASF STEM Education Grant in the amount of \$5,000.00 for the purchase of STEAM Lab equipment, supplies and programs. Appropriations will increase to the following accounts: 11-190-100-340-201-002-060 and 11-190-100-610-115-901-060.

47. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #215 from the school district's Unemployment Compensation Account in the amount of \$8,407.27 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

48. Approval of the 2020 Budget Calendar

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the 2020 Budget Calendar. (See attachment #4)

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49. Acceptance of the 2018-2019 Audit

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board accept the Comprehensive Annual Financial Report and Management Report for the period of July 1, 2018 to June 30, 2019, as prepared by Lerch, Vinci & Higgins. No audit recommendations were noted in the report.

Motion for approval of items 27-49

MOTION: Mr. Kerwin

SECONDED: Ms. Antonucci

VOTE: Unanimous (Mr. Bierach and Ms. DeCeglie abstained from P.O. 20-1227 on #27 Bills List)

50. Old Business

There was no old business.

51. New Business

There was no new business.

52. Hearing and Petition of Citizens

Ms. Maya Buono of 84 Hobart Place, Totowa NJ 07512 stepped forward. Ms. Buono stated she has a daughter in Kindergarten. Ms. Buono stated she has been doing research on multitiered systems of support for students. The NJ DOE's website is a great source of information. The multitiered system has nine components that you can pick and choose from to help build on all of the good things that the district is already doing. Ms. Buono stated she wanted to bring it to the board's attention to help promote mental health.

Mr. Guarneri thanked Ms. Buono.

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Ms. Capitelli responded to Ms. Grant's earlier questions. Ms. Capitelli stated that books were reviewed over the summer and are continually evaluated. A number of the books in the library are classics and all have been leveled over the summer. As the district prepares its budget all needs are addressed. Classroom libraries were recently addressed.

Ms. Capitelli thanked Ms. Buono for the information provided. Ms. Capitelli stated that the district does use a tiered system of support. It is not necessarily called RTI as it is with the State but there is a system. The tiered system is constantly being evaluated and adjusted as needed as well.

53. Other Matters of a Timely Nature

There were no other matters of a timely nature.

54. Adjournment

Upon motion by Mr. Bierach and seconded by Ms. DeCeglie this meeting was adjourned at 8:18 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary