

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

02/19/2020

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 on February 19, 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. Alesandrelli, Ms. DeCeglie, Mr. Guarneri, Mr. Reynoso and Mr. Tangora

Members Absent: Ms. Antonucci, Mr. Bierach, Ms. Carr 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

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. 2019-2020 Student Safety Data System (SSDS)

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the submission of the Student Safety Data System Report Period I, September 3, 2019, through December 31, 2019, Student Safety Data System to the New Jersey State Department of Education as per the attached.

7. Extended School Year Operations/Postings

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve operating an Extended School Year program at Memorial School and Washington Park School from Monday, June 29, 2020, through Wednesday, July 29, 2020, for nineteen (19) days of instruction from 9:00 A.M. to 1:00 P.M. on Mondays through Thursdays.

The Summer Enrichment recommended staff position postings are as follows: the number of staff required will be dependent upon enrollment.

Special Education Teachers with Autism/ABA experience
Special Education Aides/Instructional Aides with ABA experience
Speech/Language Therapist
Occupational Therapist (part-time)
Physical Therapist (part-time)
Behaviorist (part-time)
Nurse/Aide

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8. Bedside Tuition

The Superintendent, in consultation with the Director of Special Education, retroactively recommends the Board approve bedside tuition for student #19-02-02 beginning on Monday, January 13, 2020, for the remainder of the 2019 - 2020 school year on an as needed basis to be provided by Professional Educational Services, Inc. for one (1) hour per day at the rate of \$34. per hour.

9. Bedside Tuition

The Superintendent, in consultation with the Director of Special Education, retroactively recommends the Board approve bedside tuition for student #19-02-02 beginning on Wednesday, February 5, 2020, for the remainder of the 2019 - 2020 school year on an as needed basis to be provided by St. Clare's Hospital for one (1) hour per day at the rate of \$34. per hour.

**10. NJ Single Accountability Continuum (NJQSAC) District Performance Review
School Year 2019 - 2020**

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the District Placement and the Score Summary of the NJ Single Accountability Continuum (NJQSAC) District Performance Review for the 2019 - 2020 school year as per the attached.

11. 2020- 2021 Proposed School Calendar

The Superintendent recommends the Board approve the 2020 - 2021 proposed school calendar. (see attached)

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12. Use of Facilities - Totowa Education Foundation

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the Totowa Education Foundation to use the facilities as follows:

<u>Kops-4-Kids Program</u>	July 1, 2019, through June 30, 2020
<u>Afterschool Enrichment Programs</u>	July 1, 2019, through June 30, 2020
<u>Spring Musical</u>	November 1, 2019, through March 21, 2020

13. Use of Facilities - P.T.O. 3rd & 4th Grade Social

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

3rd & 4th Grade Social - Thursday, February 13, 2020
Washington Park School Cafeteria 6:00 P.M. to 9:00 P.M.

The P.T.O. is also requesting the use of three (3) tables and four (4) chairs at the event.

14. Use of Facilities - P.T.O. 5th & 6th Grade Dance

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

5th & 6th Grade Dance - Friday, April 3, 2020
Washington Park School Gym 6:00 P.M. to 9:30 P.M.

The P.T.O. is also requesting the use of two (2) tables and four (4) chairs at the event.

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15. Use of Facilities - P.T.O. Tricky Tray

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

Tricky Tray Basket Drop Off & Ticket Sales

Washington Park School Front Foyer Thursday, February 27, 2020
6:00 P.M. to 8:00 P.M.

They are also requesting the use of two (2) tables and four (4) chairs.

16. 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
Thursday, March 26, 2020
(Inclement Weather Monday, March 30, 2020)
3:30 P.M. to 8:00 P.M.

The P.T.O. is also requesting the use of the lunch tables, two (2) tables, and six (6) chairs.

Motion for approval of items 5-16

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

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17. Informational

Student Safety Data System Report

NJQSAC Placement Results

St. James Knights of Columbus Spelling Bee Winners

1st Place - Daniel Pagano 2nd Place - James Reynolds

"Unplugged Concert"

Fashion Show

Spring Musical "Disney Frozen Jr."

PTO Book Fair

Dates for Your Information

Feb. 20 Fashion Show - The Brownstone 6:30 P.M.
Feb. 28 Paperless Mid-Marking Period 3 Reports Online Grades 5 - 8
Mar. 3 Board of Education Meeting Approval of Budget - W.P.S 7:00 P.M.
Mar. 5 Nations Night - WPS 6:30 P.M.
Mar. 9 Spring Pictures - MS/WPS
Mar. 10 PTO General Meeting - MS 7:00 P.M.
Mar. 18 Spring Musical Matinee Disney "Frozen JR." - WPS 1:30 P.M.
Mar. 19-21 Spring Musical Disney "Frozen JR." - WPS 7:00 P.M.
Mar. 25 Board of Education Meeting Budget Hearing - WPS 7:00 P.M.

Use of Facilities - March

Mar. 2 PTO Executive Board Meeting (WPS)
Mar. 10 PTO General Meeting (MS)
Mar. PAL Basketball (WPS / MS)
Weds. VITAL Men's Basketball (MS)

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Attachments:

News Articles:

"It's An Air Affair"

"Teachers Welcomed Back to Washington Park School"

"Memorial School Update"

Programs:

"Unplugged Concert"

Reports:

Discipline Report

18. Committee Reports

Mr. Guarneri said committee meetings were not held.

19. 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 7:17 p.m.

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

Motion for approval of item 19

MOTION: Ms. DeCeglie

SECONDED: Ms. Alesandrelli

VOTE: Unanimous

The Board returned from executive session at 7:51 P.M.

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20. Substitute Teachers

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

Priority I

Dailey, Marcia L. (RN)

Priority II

Bronfman, Beth

Gavalakis, Kyriaki

Kologrivov, Cassidy A.

Lucanto, Kristina Ann

Masri, Ayah Raja

Omar Amal

Silvestri, Michelle M.

Wahab-Ishaq, Terina

Priority I substitutes will be paid \$110. per day and Priority II substitutes will be paid \$100. per day and work no more than twenty-nine and one-half (29.5) hours per week. Criminal background checks have been successfully completed by the Northern Region Educational Services Commission.

21. Appointment - Special Education Aide

The Superintendent, in consultation with the Director of Special Education, recommends the Board appoint Ms. Ghadeer Hamad as a Special Education Aide for the 2019 - 2020 School Year. Ms. Hamad will be paid \$17.25 per hour with no benefits, beginning on/about Monday, March 2, 2020. Her appointment will be contingent upon her pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History.

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22. Appointment - Special Education Aide

The Superintendent, in consultation with the Director of Special Education, recommends the Board appoint Ms. Rita Saknat as a Special Education Aide for the 2019 - 2020 School Year. Ms. Saknat will be paid \$17.25 per hour with no benefits, beginning on/or about Monday, March 2, 2020. Her appointment will be contingent upon her pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History.

23. Appointment - Home Instructors

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Carley Fleres and Alycia Desmond as Home Instructors for the 2020 - 2021 school year on an as needed basis.

24. Approval - Substitute Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively appoint Ms. Angela Siano, as a substitute teacher for grade 3 - 4 Resource teacher beginning on Tuesday, February 18, 2020, through Friday, March 13, 2020, at the rate of \$17.25 per hour with no benefits.

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25. Maternity/Child Care Leave of Absence - Kaitlin Nieglos

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

Ms. Nieglos will begin her maternity/childcare leave Monday, April 20, 2020, through Friday, November 20, 2020, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-12 on the guide for the 2021 - 2022 school year.
3. A. Leave will start on Monday, April 20, 2020.
B. Medical leave will be invoked from Monday, April 20, 2020, through Friday, May 29, 2020.
C. Ms. Neiglos will use forty-four (44) sick/personal days from Monday, April 20, 2020, through Monday, June 22, 2020.
D. FMLA will be invoked from Monday, June 1, 2020, through Friday, October 23, 2020, - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
E. Ms. Nieglos will use an additional four (4) weeks as per the TEA contract from Monday, October 26, 2020, through Friday, November 20, 2020.
F. Ms. Neiglos will return Monday, November 23, 2020.
G. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Nieglos for any further additional time absent outside the FMLA 12-week period.

Motion for approval of items 20-25

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

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26. Approval of Minutes- January 15, 2020 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of January 15, 2020 as presented.

Motion for approval of items 26

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

27. Approval of Minutes- January 15, 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 January 15, 2020 as presented.

Motion for approval of items 27

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

28. Approval of Bills List – February

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

29. Acceptance of Financial Status Report – January

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of January 2020, as presented.

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30. Monthly Financial Certification of the Board Secretary and the Board of Education – January

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.

31. Acceptance of Bank Reconciliations – January

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of January 2020, as presented.

32. Acceptance of Board Secretary Report – January

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of January 2020, as presented.

33. Acceptance of Treasurer of School Monies Report – January

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of January 2020, as presented.

34. Acceptance of Financial Summary Report – January

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of January 2020, as presented.

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35. Approval of Line Item Budget Transfers – January

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

36. Acceptance of Revenue Report – January

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of January 2020, as presented.

37. 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 912011020	1311	\$ 21,516.57
Pomptonian	Invoice 912011720	1312	\$ 4,512.25
Pomptonian	Invoice 912012420	1313	\$ 15,318.99
Pomptonian	Invoice 912013120	1314	\$ 3,850.52
Service Plus	Invoice 173316	1315	\$ 1,356.54
Service Plus	Invoice 173957	1316	\$ 362.94
Metro Fire & Safety	Invoice SM23581	1317	\$ 195.00

38. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #216 from the school district's Unemployment Compensation Account in the amount of \$3,704.36 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

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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 #2)

40. Approval to Dispose of Equipment

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

41. 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 for 21st Century flexible seating. The total cost of the flexible seating donated was \$16,425.99.

42. 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
F701	So Berg Jointure	Omar Trans	\$ 19,800.00+792.00	1/2/20-June 2020

43. Approval of Legal Costs

The Superintendent, in consultation with the School Business Administrator/Board Secretary and school district auditor recommends the Board approve and acknowledge the school district exceeds 130% of the statewide average for legal costs. The school district will implement internal controls for the reduction of costs or to provide evidence that such procedures would not result in a reduction of costs.

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Motion for approval of item 28-43

MOTION: Ms. DeCeglie

SECONDED: Mr. Tangora

VOTE: Unanimous (Ms. DeCeglie abstained from P.O. 20-1370 on #28 Bills List)

44. Old Business

There was no old business.

45. New Business

There was no new business.

46. Hearing and Petition of Citizens

There were no citizens to be heard.

47. Other Matters of a Timely Nature

Ms. Capitelli noted that the next board meeting is Tuesday, March 3, 2020 at 7:00 P.M. strictly for the approval to adopt the budget to be submitted to the County Department Of Education. The Budget presentation is scheduled to be held at the March 25, 2020 meeting.

48. Adjournment

Upon motion by Mr. Reynoso and seconded by Mr. Tangora this meeting was adjourned at 7:55 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary

