

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

03/28/2018

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 March 28, 2018.

1. Call To Order

President Ruocco 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. Carr, Ms. DeCeglie, Mr. Guarneri, Mr. Kerwin
Mr. Reynoso, Ms. Ruocco, and Mr. Schaffer

Members Absent: Ms. Antonucci and Mr. Bierach

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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Ms. Capitelli presented Keith Schaffer with a plaque commemorating his time on the Totowa Board of Education. Ms. Capitelli stated that Mr. Schaffer's tenure as a board member started in 2006 and will end this year 2018. Mr. Schaffer was Chairman of The Buildings and Grounds committee, rarely missed a meeting, and that his leadership will be missed. Ms. Capitelli then read the plaque being presented.

Mr. Schaffer thanked everyone.

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 Director of Special Education, recommends the Board approve Bus Evacuation Drills for the Special Education buses as follows:

Memorial School - Jersey Kids Transportation - Route 1151F (Clifton Student)
Wednesday, April 11, 2018

Washington Park School - J. Carpiolin Transportation - Route 1364F (Prospect Park Student)
Wednesday, April 11, 2018

Memorial School - Station Wagon Services - Route 1091B - Thursday, April 12, 2018

7. Inclement Weather Days

The Superintendent recommends the Board retroactively approve the following inclement weather days:

Wednesday, March 7, 2018 Thursday, March 8, 2018 Wednesday, March 21, 2018

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8. Delayed Opening

The Superintendent recommends the Board retroactively approve the following delayed opening due to inclement weather:

Thursday, March 22, 2018

9. Calendar Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following 2017-2018 calendar revision:

Last Day of School for Students - Wednesday, June 20, 2018

8th Grade Graduation - Wednesday, June 20, 2018 at 6:00 P.M.

Staff Reports - Thursday, June 21, 2018, and Friday, June 22, 2018

10. 2018- 2019 Proposed School Calendar

The Superintendent recommends the Board approve the 2018 - 2019 proposed school calendar. (see attached)

11. Use of Facilities - Totowa P.T.O. Meeting

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O. to use the Memorial School Auditorium for their General Meeting to be held on Tuesday, March 27, 2018, from 7:00 P.M. to 9:30 P.M.

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12. Use of Facilities - Totowa Board of Recreation

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the Totowa Board of Recreation as follows:

"Breakfast with the Bunny"
Saturday, March 24, 2018

Washington Park School Cafeteria
7:30 A.M. to 12:00 P.M.

13. 2018 Student Safety Data

The Superintendent, in consultation with the Administrative Team, recommends the Board approve submission of the 2018 Student Safety Data to the New Jersey State Department of Education on or about Thursday, April 28, 2018.

Motion for approval of items 5-13

MOTION: Mr. Guarneri
SECONDED: Mr. Kerwin
VOTE: Unanimous

14. Informational

Fire Drills

Fire Drills have been held in accordance with Administrative Code as follows:

<u>Washington Park School</u>	<u>Memorial School</u>
<i>Wednesday, February 14, 2018(FD)</i>	<i>Wednesday, February 14, 2018 (FD)</i>
<i>Wednesday, February 21, 2018 (SIP)</i>	<i>Wednesday, February 28, 2018 (ASD)</i>
<i>Tuesday, February 27, 2018(ASD)</i>	

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Budget Presentation

Ms. Capitelli then presented a budget presentation to the public, which can be found on the Totowa School District's website. Mr. Reynoso asked if the percent increases year to year could be added to the ballot. Ms. Capitelli stated the ballots are templates and we just fill in the candidates' names for elections and the tax levy dollar amount. There were no other questions or comments from the board or the public.

Autism Awareness Month - Celebrating Minds of All Kinds

Valentines for Veterans

STEM Grant

Dates for Your Information

Mar. 29	3rd Marking Period Closes
Mar. 30-Apr. 6	Spring Recess - Schools Closed
Apr. 9	4th Marking Period Begins
Apr. 10	Art Show & Science Fair Grade K-8 - WPS 7:00 P.M.
Apr. 12-13	8th Grade Washington DC Trip
Apr. 16-May 11	PARCC Testing
Apr. 17	School Board Elections - WPS 3:00 P.M.-9:00 P.M.
Apr. 19	TPK Open House - MS 7:00 P.M.
Apr. 25	Board of Education Reorganization Meeting - WPS 7:00 P.M.
Apr. 27	PTO Tricky Tray - Westmount Country Club

Use of Facilities - April

Apr. 9	PTO	Executive Board Meeting (WPS)
Weds.	VITAL	Men's Basketball (MS)

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Attachments:

Correspondence:

Mary Beth Hynoski - Thank you - Valentines for Veterans
Houston Food Bank Donation - Thank you

News Articles:

Washington Park School Will Present "The Lion King"

Programs:

PLAYBILL The Lion King JR.

Reports:

Discipline Report

15. Committee Reports

Ms. Ruocco said committee meetings were held, there was a discussion on personnel and buildings and grounds.

16. 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 7:29 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately (10) ten minutes and no action will be taken.

Motion for approval of item 16

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

The Board returned from executive session at 8:07 P.M.

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17. Substitute Teachers

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

Priority II

Ballon, Elida Lucia
Grier, Sherrellf
Ring, Michael
Yousef, Saher

18. Rescind Approval - Substitute Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board rescind the approval of the the following substitute teacher submitted by the Substitute Registry:

Priority II

Dominianni, Gina

19. Resignation - Danielle Beazley

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Danielle Beazley, Special Education Aide for the Totowa School District effective Thursday, March 29, 2018.

20. Reassignment - Alexis Puluse

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Alexis Puluse from grade 2 teacher to RISE PB III teacher for the remainder of the 2017-2018 school year.

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21. Approval - Extend Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve extending Mr. Kevin Sinsimer as a Maternity Leave Replacement for Ms. Alexis Puluse through approximately Friday, June 22, 2018. Mr. Sinsimer will remain on Step-0 (\$33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

22. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve Ms. Angela Siano as a Maternity Leave Replacement for Ms. Alycia Desmond beginning Monday, February 26, 2018 through approximately Friday, March 23, 2018. Ms. Siano will be placed on Step-0 (\$33,000 prorated) of the contracted teacher salary guide without sick/personal days or benefits.

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23. Revision - Maternity/Child Care Leave of Absence - Trisha DiDio

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised maternity/child care leave of absence for Trisha DiDio.

Ms. DiDio, will begin her maternity/child care leave on Tuesday, January 2, 2018, through Thursday, June 22, 2018, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-11 on guide for the 2018-2019 school year.
3. A. She will use fifty-two (52) accumulated sick/personal days from Tuesday, January 2, 2018, through Thursday, March 22, 2018.
B. Leave will start on Friday, March 23, 2018.
C. FMLA will be invoked from Friday, March 23, 2018, through approximately Thursday, June 21, 2018, - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
D. Ms. DiDio will be on unpaid leave Friday, June 22, 2018.
E. Ms. DiDio will be on unpaid Child Care Leave from September 1, 2018, through June 30, 2019. She will return on Tuesday, September 3, 2019.
F. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. DiDio for any further additional time absent outside the FMLA 12 week period.

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24. Maternity/Child Care Leave of Absence - Tina Fulco

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised maternity/child care leave of absence for Tina Fulco.

Ms. Fulco will begin her maternity/child care leave on Tuesday, February 20, 2018, through Tuesday, January 1, 2019, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-11 on guide for the 2018-2019 school year.
3. A. She will use twelve (12) accumulated sick/personal days from Tuesday, February 20, 2018, through Friday, March 9, 2018.
B. Leave will start on Monday, March 12, 2018.
C. FMLA will be invoked from Monday, March 12, 2018, through approximately Friday, June 8, 2018 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
D. Ms. Fulco will be on unpaid leave from Monday, June 11, 2018 through Tuesday, January 1, 2019. She will return on Wednesday, January 2, 2019.
E. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Fulco for any further additional time absent outside the FMLA 12 week period.

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25. Revison - Maternity/Child Care Leave of Absence - Alycia Desmond

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised maternity/child care leave of absence for Alycia Desmond.

Ms. Desmond, will begin her maternity/child care leave on Monday, February 26, 2018, through Thursday, June 21, 2018, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-9 on guide for the 2018-2019 school year.
3. A. She will use nineteen (19) accumulated sick/personal days from Monday, February 26, 2018, through Wednesday, March 28, 2018.
B. Leave will start on Friday, March 29, 2018.
C. FMLA will be invoked from Friday, March 29, 2018, through approximately Friday, June 22, 2018, - eleven (11) weeks. Benefits will be retained in accordance with FMLA.
D. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Desmond for any further additional time absent outside the FMLA 12 week period.

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26. Maternity/Child Care Leave of Absence - Danielle Berdan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the maternity/child care leave of absence for Danielle Berdan.

Ms. Berdan, will begin her maternity/child care leave on Tuesday, September 4, 2018, through Friday, December 7, 2018, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-6 on guide for the 2019-2020 school year.
3. A. She will use forty (40) accumulated sick/personal days from Tuesday, September 4, 2018, through Monday, October 29, 2018.
B. Leave will start on Tuesday, October 30, 2018.
C. FMLA will be invoked from Tuesday, October 30, 2018, through approximately Friday, December 7, 2018, - six (6) weeks. She will return on Monday, December 10, 2018. Benefits will be retained in accordance with FMLA.
D. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Berdan for any further additional time absent outside the FMLA 12 week period.

27. Extension - Maternity/Child Care Leave of Absence - Lindsey Miglino

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the extension of maternity/child care leave of absence for Lindsey Miglino. Ms. Miglino will extend her child care leave of absence through Tuesday, January 1, 2019, with no pay or benefits. She will return to work on Wednesday, January 2, 2019.

Motion for approval of items 17-27

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

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28. Approval of Minutes- February 21, 2018 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of February 21, 2018 as presented.

Motion for approval of items 28

MOTION: Mr. Reynoso
SECONDED: Mr. Guarneri
VOTE: Unanimous (Mr. Kerwin abstained)

29. Approval of Minutes- March 16, 2018 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of March 16, 2018 as presented.

Motion for approval of items 29

MOTION: Mr. Kerwin
SECONDED: Mr. Schaffer
VOTE: Unanimous

30. Approval of Bills List – March

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

31. Acceptance of Financial Status Report – February

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of February 2018, as presented.

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32. Monthly Financial Certification of the Board Secretary and the Board of Education – February

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2017-2018 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.

33. Acceptance of Bank Reconciliations – February

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of February 2018, as presented.

34. Acceptance of Board Secretary Report – February

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of February 2018, as presented.

35. Acceptance of Treasurer of School Monies Report – February

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of February 2018, as presented.

36. Acceptance of Financial Summary Report – February

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of February 2018, as presented.

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37. Approval of Line Item Budget Transfers – February

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 February 2018, as presented. (See Attachment #1 Monthly Transfer Report)

38. Acceptance of Revenue Report – February

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of February 2018, as presented.

39. 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 912020918	1189	\$ 12,454.26
Pomptonian	Invoice 912021618	1190	\$ 8,659.89
Pomptonian	Invoice 912022318	1191	\$ 4,636.20
Pomptonian	Invoice 912030218	1192	\$ 11,882.03
Pomptonian	Invoice 912030918	1193	\$ 12,045.42
Pomptonian	Invoice 912031618	1194	\$ 12,745.50
Advanced Septic Service	Invoice 8340	1195	\$ 175.00

40. Approval of ESEA Title I Part A Amendment (Carry Over)

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 2017-2018 Grant in the amount of \$9,644.00 for teacher salaries for Title I programs and \$292.00 for Nonpublic funds. These monies are carry over monies from the 2016-2017 ESEA Title I Part A grant.

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41. Approval of ESEA - Title I Salary

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board retroactively approve the following ESEA Title I funds in the amount of \$21,670.00 for the salary/benefits for Ms. Victoria Puzio, Memorial School Teacher for an Instructional Pull Out Program in ELA. This amount represents 20% of salary and benefits for Ms. Puzio.

42. Approval of ESEA - Title I Salary

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board retroactively approve the following ESEA Title I funds in the amount of \$30,505.00 for the salary/benefits for Ms. Debra Barone, Washington Park School for an Instructional Pull Out Program in ELA. This amount represents 25% of salary and benefits for Ms. Barone.

43. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #209 from the school district's Unemployment Compensation Account in the amount of \$5,239.84 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

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44. Adoption of the 2018-2019 School Budget

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board adopts and submits the 2018-2019 School Budget as presented.

BE IT RESOLVED, by the Totowa Board of Education, County of Passaic, that the 2018-2019 school district budget be approved as follows:

BE IT FURTHER RESOLVED, that the following GENERAL FUND AND DEBT SERVICE tax levies be approved to support the 2018-2019 budget:

	General Fund	Special Fund	Debt Service	Total
2018-2019 Total				
Expenditures	18,375,129	564,820	720,200	19,660,149
Less: Anticipated				
Revenues	<u>2,958,871</u>	<u>564,820</u>	-	<u>3,523,691</u>
Taxes to be Raised	<u>15,416,258</u>	-	720,200	<u>16,136,458</u>

45. Approval of Maximum Travel Expenditure 2018-2019

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board establish a maximum travel expenditure amount for the 2018-2019 school year of \$10,000.00 in accordance with NJAC 6A:23A-7.3. The total expenditure in the pre-budget year to date is \$1,831.00.

46. Approval of Subcontracting Jordan Transportation 2017-2018

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve First Student subcontracting routes Totowa 5 and Totowa 7 to Jordan Transportation for the remainder of the 2017-2018 school year or until further notice. All payments will still be made to First Student.

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Motion for approval of items 30-46

MOTION: Ms. DeCeglie

SECONDED: Mr. Kerwin

VOTE: Unanimous (Ms. DeCeglie, and Mr. Schaffer abstained from P.O.
18-1557 on #30 Bills List)

47. Old Business

There was no old business.

48. New Business

There was no new business.

49. Hearing and Petition of Citizens

There were no citizens to be heard.

50. Other Matters of a Timely Nature

There were no other matters of a timely nature.

51. Adjournment

Upon motion by Mr. Schaffer and seconded by Mr. Reynoso this meeting was adjourned at 8:12 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary