

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

04/29/2020

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 April 29, 2020.

1. Call To Order

President Guarneri called the meeting to order at 7:12 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. DeCeglie, Mr. Guarneri, Mr. Kerwin
Mr. Reynoso and Mr. Tangora

Members Absent: Ms. Antonucci and Ms. Carr

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. Policy Revision 0152 - Board Officers

The Superintendent presents to the Board the second read of the revisions to Policy 0152 - Board Officers.

6. Policy Revision 1581 - Domestic Violence

The Superintendent presents to the Board the second read of the revisions to mandated Policy 1581 - Domestic Violence.

7. Regulation Adoption 1581 - Domestic Violence

The Superintendent presents to the Board the second read of the new mandated Regulation 1581 - Domestic Violence.

8. Policy Revision 2422 - Health and Physical Education

The Superintendent presents to the Board the second read of the revisions to mandated Policy 2422 - Health and Physical Education.

9. Policy Adoption 3421.13 - Postnatal Accommodations

The Superintendent presents to the Board the second read of the new Policy 3421.13 - Postnatal Accommodations.

10. Policy Adoption 4421.13 - Postnatal Accommodations

The Superintendent presents to the Board the second read of the new Policy 4421.13 - Postnatal Accommodations.

11. Policy & Regulation Revisions 5330 - Administration of Medication

The Superintendent presents to the Board the second read of the revisions to the mandated Policy and Regulation 5330 - Administration of Medication.

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12. Policy Revision 7243 - Supervision of Construction

The Superintendent presents to the Board the second read of the revisions to the mandated Policy 7243 - Supervision of Construction.

13. Policy Revision 8210 - School Year

The Superintendent presents to the Board the second read of the revisions to Policy 8210 -School Year.

14. Policy Revision 8220 - School Day

The Superintendent presents to the Board the second read of the revisions to the mandated Policy 8220 - School Day.

15. Regulation Revision 8220 - School Closings

The Superintendent presents to the Board the second read of the revisions to Regulation 8220 - School Closings.

16. Policy Revision 8462 - Reporting Potentially Missing or Abused Children

The Superintendent presents to the Board the second read of the revisions to the mandated Policy 8462 - Reporting Potentially Missing or Abused Children.

17. Totowa School District Home Instruction Plan Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revisions to the Home Instruction Plan.

18. Project Unify Visitation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Project Unify Grant Providers, Susan Collachello and Andrea Moore, to participate in the Zoom breakfast hosted by Mr. Scully.

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19. Calendar Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following last day of the school calendar revision due to remaining snow days:

Last Day of School - Tuesday, June 16, 2020

20. Program Postponed

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the postponement of the TPK Open House.

21. Programs Cancelled

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following program cancellations:

TPK Program - "Georgie and the Ants in the Pants"

Theatreworks USA Field Trips -

Kindergarten "Charlotte's Web"

Grade 1 "The Magic School Bus"

Grade 2 "Click Clack Moo"

Art Show and Science Fair

Washington D.C Trip

Boston Trip

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22. Use of Facilities Requests Rescinded

The Superintendent, in consultation with the Administrative Team, recommends the Board approve rescinding of use of facilities requests as follows:

Totowa Education Foundation - "Frozen Jr."

Totowa P.T.O. -

Executive Board Meetings - Monday, April 6, 2020 and Monday, May 4, 2020

Spring Candy Pickup

5th & 6th Grade Dance

Motion for approval of item 5-22

MOTION: Mr. Reynoso

SECONDED: Mr. Tangora

VOTE: Unanimous (Ms. DeCeglie's connection disconnected during the vote)

23. Informational

Distant Learning

TPK Open House

Dates for Your Information

May 22 - 25	Schools Closed - Memorial Day
May 26	Special Education Parent Advisory Group Meeting - MS 10:30 A.M.
May 26	Youth Week Council Meeting - Municipal Building - 8:00 P.M.
May 27	Youth Week Board of Education Meeting - WPS 7:00 P.M.
May 28	Youth Week Visitations

24. Committee Reports

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

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25. 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 7:21 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 25

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

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

26. Appointment - Maternity Leave Replacement for Speech/Language Therapist

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively appoint Ms. Lisa Cafaro as a Maternity Leave Replacement to provide Speech/Language Therapy beginning on Monday, April 20, 2020, for the remainder of the 2019 - 2020 School Year. Ms. Cafaro will be paid \$80 per hour, not to exceed twenty (20) hours per week.

27. TECA Sick Day Donation

Persuant to the resolution passed at the March 25, 2020, meeting regarding approval of the donated sick day request by the Totowa Custodial Engineers Association, the Board authorizes the acceptance of twenty-seven (27) days donated by the staff to be applied retroactively and forward until June 30, 2020, and close the request at this time.

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28. Rescind Expense Stipends

The Superintendent recommends the Board approve rescinding expense stipends to the following staff members for the Washington D.C. trip:

David Bower	Joseph D'Amelio	Kristen Flynn
Evelyn Garofalo	Elaine Mostello	Doreen Peranio

Motion for approval of item 26-28

MOTION: Mr. Bierach
SECONDED: Mr. Reynoso
VOTE: Unanimous (Ms. DeCeglie's connection disconnected during the vote)

29. Approval of Minutes- March 25, 2020 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of March 25, 2020 as presented.

Motion for approval of item 29

MOTION: Mr. Bierach
SECONDED: Ms. Alesandrelli
VOTE: Unanimous (Ms. DeCeglie's connection disconnected during the vote)

30. Approval of Bills List – April

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

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31. Acceptance of Financial Status Report – March

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

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

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.

33. Acceptance of Bank Reconciliations – March

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

34. Acceptance of Board Secretary Report – March

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

35. Acceptance of Treasurer of School Monies Report – March

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

36. Acceptance of Financial Summary Report – March

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

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37. Approval of Line Item Budget Transfers – March

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

38. Acceptance of Revenue Report – March

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of March 2020, 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 912031320	1324	\$ 5,012.76
Pomptonian	Invoice 912032020	1325	\$ 7,892.01
Pomptonian	Invoice 912040320	1326	\$ 6,371.12
Service Plus	Invoice 175179	1327	\$ 400.00

**40. Approval of Safety Grant Application – New Jersey Schools Insurance Group
ERIC West Sub Fund**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the New Jersey School Insurance Group ERIC West Sub fund Safety Grant Application in the amount of \$5,000.00 for the purchase of new security equipment. (See attachment #2)

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41. Approval of Student Transportation Resolution

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the attached resolution to continue payments to First Student for services during the mandated school closing. (See attachment #3)

42. 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.	First Student	PO 20-0803	\$19,850.40
2.	Major Hardware Supply	PO 20-1490	\$119.85

Motion for approval of item 30-42

MOTION: Mr. Kerwin

SECONDED: Mr. Reynoso

VOTE: Unanimous (Mr. Bierach and Ms. DeCeglie abstained from P.O. 20-1463 on #30 Bills List)

43. Old Business

There was no old business.

44. New Business

There was no new business.

45. Hearing and Petition of Citizens

There were no citizens to be heard.

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46. 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.

47. Adjournment

Upon motion by Mr. Reynoso and seconded by Mr. Bierach this meeting was adjourned at 7:46 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary

