

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

01/15/2020

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 January 15, 2020.

**1. Call To Order**

President Guarneri called the meeting to order at 7:07 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. Carr, Ms. DeCeglie  
Mr. Guarneri, Mr. Reynoso and Mr. Tangora

Members Absent: 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. Special Education Medicaid Initiative (SEMI) Program**

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the submission of a waiver from participation in the Special Education Medicaid Initiative (SEMI) Program for the 2020-2021 school year based on the Totowa School District having less than forty (40) eligible students enrolled. The district will continue to participate with the waiver.

**6. Smile Train**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve participation in the fundraiser, *Smile Train*, sponsored by the fourth grade staff and students in conjunction with Nations Night. Smile Train is an international children's charity with a sustainable approach to a single, solvable problem: cleft lip and palate.

**7. Boston Trip Parent Meeting**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Boston Trip Parent Meeting to be held on Tuesday, February 4, 2020, in the Washington Park School Cafeteria at 7:00 P.M.

**8. STEAM Curriculum**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the STEAM Curriculum grades 3 through 5 for the 2019 - 2020 school year.

**9. STEAM Curriculum**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the STEAM Curriculum grades 6 through 8 for the 2019 - 2020 school year.

**10. Music Curriculum**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the updated Music Curriculum grades K through 8 for the 2019 - 2020 school year.

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**11. Art Curriculum**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the updated Art Curriculum grades K through 8 for the 2019 - 2020 school year.

**12. Health / Physical Education Curriculum**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the updated Health / Physical Education Curriculum grades K through 8 for the 2019 - 2020 school year.

Motion for approval of item 5-12

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

**13. Informational**

**Budget**

**Passaic County Annual Poster Calendar Contest**

**Winner - Ashley Caggiano Honorable Mention - Julian Rossi**

**Fashion Show**

**Professional Development Day**

**QSAC Review**

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**Dates for Your Information**

Jan. 20	Martin Luther King Day - 1:20 P.M. Dismissal (Staff Workshops)
Jan. 21	Kindergarten Roundup - MS 7:00 P.M.
Jan. 22	Kindergarten Roundup Snow Date - MS 7:00 P.M.
Jan. 24	2nd Marking Period Closes
Jan. 27	3rd Marking Period Begins
Jan. 31	Paperless Report Cards Issued
Feb. 4	Boston Trip Parent Meeting 7th Grade - WPS 7:00 P.M.
Feb. 11	Unplugged Concert - WPS 7:00 P.M.
Feb. 13	Staff Workshop - 1:20 P.M. Dismissal
Feb. 14 - 17	Mid-Winter Break - Schools Closed
Feb. 19	Board of Education Meeting - WPS 7:00 P.M.

**Use of Facilities - February**

Feb. 3	PTO	Executive Board Meeting (WPS)
Feb. 4-6	PTO	Book Fair (MS / WPS)
Feb. 4	PTO	Executive Board Meeting Snow Date
Feb.	PAL	Basketball (WPS / MS)
Weds.	VITAL	Men's Basketball (MS)

**Attachments:**

**Correspondence:**

Rose A. Bates - Mr. Compel (Thank you - "*Mitten Tree*" Donations of Mittens, Scarves, Hats, and Gloves)

**Newsletters:**

"The Smart Dog" - September - October  
"The Smart Dog" - November - December

**Programs:**

*Grade 1 - Winter Concert*  
*Grade 2 - Winter Concert*

**Reports:**

Discipline Report

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**14. Committee Reports**

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

**15. 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 7:12 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately thirty (30) minutes and no action will be taken.

Motion for approval of item 15

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

The Board returned from executive session at 7:40 P.M.

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**16. Substitute Teachers**

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

Priority I

Spinelli, Joseph

Priority II

Albeik, Amal M.

Faber, Debra L.

Fatima, RN - Arshiya

Girgenti, Karen Lucibello

Gokberk, Taleen

Luisa, Carolyn Bures

Morhun, Lyudmilya

Romero, Krystal

Roseman, Susan P.

Shaabneh, Monerg

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.

**17. Resignation - Ryan Naundorff**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Ryan Naundorff, Educational Support Aide for the Totowa School District effective Friday, December 20, 2019.

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**18. Family Medical Leave of Absence - Carley Fleres**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the family medical leave of absence for Carley Fleres as follows:

Ms. Fleres began her Family Medical Leave of Absence (FMLA) on Thursday, January 2, 2020, through Friday, January 31, 2020, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step - 4 on guide for the 2020 - 2021 school year.
3. Benefits will be retained in accordance with FMLA.
4. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms.Fleres for any further additional time absent outside the FMLA 12 week period.

**19. Approval - Substitute Teacher**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively appoint Mr. Joseph Segura, as a substitute teacher for RISE PB1 beginning on Thursday, January 2, 2020, through approximately Friday, January 31, 2020, at the rate of \$17.75 per hour with no benefits.

**20. 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 reading beginning on Monday, February 3, 2020, through approximately Friday, June 12, 2020, at the rate of \$17.75 per hour with no benefits.

**21. Additional Hours - Part-time Behavior Analyst**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve additional hours for Erica Minde, part-time Behavior Analyst for the Totowa School District. Ms. Minde will work approximately twenty (20) to twenty-five (25) hours per week beginning Thursday, January 2, 2020, through Thursday, February 13, 2020, at the rate of \$80 per hour. If additional hours are needed, they must be pre-approved by the Superintendent.

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**22. Maternity/Child Care Leave of Absence - Christine Harris**

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

Ms. Harris will begin her maternity/child care leave Tuesday, February 18, 2020, through Friday, May 29, 2020, as per the following provisions:

1. Leave is granted without pay and benefits.
2. A. Leave will start on Tuesday, February 18, 2020.
  - B. Medical Leave will be invoked from Tuesday, February 18, 2020, through Friday, March 27, 2020.
  - C. Ms. Harris will use thirty-one (31) accumulated sick/personal days from Tuesday, February 18, 2020, through Tuesday, March 31, 2020.
  - D. FMLA will be invoked from Monday, March 30, 2020, through Friday, May, 29, 2020, - eight (8) weeks. Benefits will be retained in accordance with FMLA.
  - E. Ms. Harris will return on Monday, June 1, 2020.
  - F. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Harris for any further additional time absent outside the FMLA 12 - week period.



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**23. Revised - Maternity/Child Care Leave of Absence - Anna DeBellonia**

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

Ms. DeBellonia began her maternity/childcare leave Friday, September 20, 2019, through Tuesday, February 18, 2020, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-6 on the guide for the 2020 - 2021 school year.
3. A. Leave will start on Friday, September 20, 2019.
  - B. Medical leave will be invoked from Friday, September 20, 2019, through Friday, November 15, 2019.
  - C. Ms. DeBellonia will use twenty-three (23) sick/personal days from Friday, September 20, 2019, through Tuesday, October 22, 2019.
  - D. FMLA will be invoked from Monday, November 18, 2019, through Thursday, February 13, 2020, - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
  - E. Ms. DeBellonia will return on Tuesday, February 18, 2020.
  - F. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. DeBellonia for any further additional time absent outside the FMLA 12-week period.

Motion for approval of item 16-23

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

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**24. Approval of Minutes- December 11, 2019 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of December 11, 2019 as presented.

Motion for approval of item 24

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

**25. Approval of Minutes- December 11, 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 December 11, 2019 as presented.

Motion for approval of item 25

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

**26. Approval of Bills List – January**

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

**27. Acceptance of Financial Status Report – June Final**

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

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**28. Monthly Financial Certification of the Board Secretary and the Board of Education – June Final**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2018-2019 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.

**29. Acceptance of Bank Reconciliations – June Final**

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

**30. Acceptance of Board Secretary Report – June Final**

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

**31. Acceptance of Treasurer of School Monies Report – June Final**

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

**32. Acceptance of Financial Summary Report – June Final**

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

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**33. Approval of Line Item Budget Transfers – June Final**

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

**34. Acceptance of Revenue Report – June Final**

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

**35. Acceptance of Financial Status Report – November**

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

**36. Monthly Financial Certification of the Board Secretary and the Board of Education – November**

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.

**37. Acceptance of Bank Reconciliations – November**

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

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**38. Acceptance of Board Secretary Report – November**

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

**39. Acceptance of Treasurer of School Monies Report – November**

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

**40. Acceptance of Financial Summary Report – November**

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

**41. Approval of Line Item Budget Transfers – November**

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 November 2019, as presented. (See Attachment #2 Monthly Transfer Report)

**42. Acceptance of Revenue Report – November**

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

**43. Acceptance of Financial Status Report – December**

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

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**44. Monthly Financial Certification of the Board Secretary and the Board of Education – December**

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.

**45. Acceptance of Bank Reconciliations – December**

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

**46. Acceptance of Board Secretary Report – December**

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

**47. Acceptance of Treasurer of School Monies Report – December**

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

**48. Acceptance of Financial Summary Report – December**

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

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**49. Approval of Line Item Budget Transfers – December**

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 December 2019, as presented. (See Attachment #3 Monthly Transfer Report)

**50. Acceptance of Revenue Report – December**

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

**51. 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 912120619	1304	\$ 11,293.48
Pomptonian	Invoice 912121319	1305	\$ 14,674.29
Pomptonian	Invoice 912122019	1306	\$ 5,597.17
Pomptonian	Invoice 912010320	1307	\$ 5,516.08
Service Plus	Invoice 173260	1308	\$ 220.00
Service Plus	Invoice 173399	1309	\$ 742.86
Service Plus	Invoice 173739	1310	\$ 1,924.36

**52. 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 2019-2020 Grant to increase the balances in the amount of \$1,644.00 for teacher salaries for and benefits for Title I programs. There was also a \$62.00 increase for Nonpublic funds for professional development. These monies are carry over monies from the 2018-2019 ESEA Title I Part A grant.

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**53. Approval of ESEA Title II 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 II 2019-2020 Grant to increase the balances in the amount of \$758.00 for teacher salaries for Title II programs. There was also a \$153.00 increase for Nonpublic funds for professional development. These monies are carry over monies from the 2018-2019 ESEA Title II grant.

**54. Approval of Power of Attorney (Truck Disposal)**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the Power of Attorney given to Mr. Vincent Varcadipane to obtain a duplicate Title and perform any actions needed in regard to the transfer of title to Grand Motors of Paterson.

**55. 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 #4)

**56. 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.

**MS/WPS**

Folding/Computer Tables (Unrepairable)	x 10pcs
Desks (Unrepairable)	x 10pcs



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**57. Acceptance of Special Olympics New Jersey Grant**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the acceptance of a grant from Special Olympics New Jersey awarding Washington Park School with a \$2,500.00 Play Unified grant for the 2019-2020 school year.

**58. 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 Special Olympics New Jersey in the amount of \$2,500.00 for the purchase of gym equipment. Appropriations will increase account 20-190-100-610-115-901-060.

**59. Approval of Designation of Places to Post Notices for Annual School Election**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following locations to post notices for the School Board Election held on April 21, 2020.

Washington Park School	10 Crews Street
Memorial School	294 Totowa Road
Municipal Building	537 Totowa Road
American Legion Hall	180 Union Blvd.
Lincoln Ave. Firehouse	93 Lincoln Ave.
Mitchell Ave. Firehouse	22 Mitchell Ave.
Riverview Firehouse	440 Riverview Drive
Totowa Community Center	385 Union Blvd.

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**60. Approval of Polling Sites for Annual School Election**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the Passaic County Board of Elections approval to consolidate voting to the following polling site for the Annual School Election held on April 21, 2020.

District 1 & 2 Washington Park School 10 Crews Street  
Will include residents from districts 1,2,3,4,5,6

**61. Approval of Board Workers and Voting Machines for Annual School Election**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve six board workers at each district and two voting machines at each district for the Annual School Election held on April 21, 2020.

**62. Approval of Polling Hours – Annual School Election**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the polling hours for the Annual School Election to be held on April 21, 2020 from 3:00 P.M. to 8:00 P.M.

**63. Approval of Board Workers' Pay – Annual School Election**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve an hourly pay rate of \$14.29 for the Annual School Election held on April 21, 2020.

Motion for approval of item 26-63

MOTION: Ms. Antonucci

SECONDED: Mr. Tangora

VOTE: Unanimous (Mr. Bierach and Ms. DeCeglie abstained from P.O. 20-1313 on #26 Bills List)

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**64. Old Business**

There was no old business.

**65. New Business**

There was no new business.

**66. Hearing and Petition of Citizens**

There were no citizens to be heard.

**67. Other Matters of a Timely Nature**

There were no other matters of a timely nature.

**68. Adjournment**

Upon motion by Mr. Reynoso and seconded by Ms. DeCeglie this meeting was adjourned at 7:44 P.M.

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary

