

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

01/18/2023

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 18, 2023.

1. Call To Order

President Antonucci called the meeting to order at 7:11 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, Ms. Carr, Mr. La Rose, Mr. Parlegreco and Mr. Reynoso

Members Absent: Mr. Bierach, Ms. DeCeglie 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. Policy Abolishment 1648.11 – The Road Forward COVID-19 – Health and Safety

The Superintendent presents to the Board the abolishment of the mandated Policy 1648.11 –The Road Forward COVID-19 – Health and Safety.

6. Policy Abolishment 1648.13 - School Employee Vaccination Requirements

The Superintendent presents to the Board the abolishment of the mandated Policy 1648.13 – School Employee Vaccination Requirements.

7. Policy Revision 0152 – Board Officers

The Superintendent presents to the Board the first read of the revised Policy 0152 – Board Officers.

8. Policy Revision 0161 – Call, Adjournment, and Cancellation

The Superintendent presents to the Board the first read of the revised Policy 0161 – Call, Adjournment, and Cancellation.

9. Policy Revision 0162 – Notice of Board Meetings

The Superintendent presents to the Board the first read of the revised Policy 0162 – Notice of Board Meetings.

10. Policy Revision 2423 – Bilingual and ESL Education

The Superintendent presents to the Board the first read of the revised mandated Policy 2423 – Bilingual and ESL Education.

11. Policy Revision 2425 – Emergency Virtual or Remote Instruction Program

The Superintendent presents to the Board the first read of the revised mandated Policy 2425 – Emergency Virtual or Remote Instruction Program.

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12. Policy Revision 5200 – Attendance

The Superintendent presents to the Board the first read of the revised mandated Policy 5200 – Attendance.

13. Policy Revision 5512 – Harassment, Intimidation, or Bullying

The Superintendent presents to the Board the first read of the revised mandated Policy 5512 – Harassment, Intimidation, or Bullying.

14. Policy Revision 8140 – Student Enrollments

The Superintendent presents to the Board the first read of the revised mandated Policy 8140 – Student Enrollments.

15. Policy Revision 8330 – Student Records

The Superintendent presents to the Board the first read of the revised mandated Policy 8330 – Student Records.

16. Regulation Revision 2423 – Bilingual and ESL Education

The Superintendent presents to the Board the first read of the revised mandated Regulation 2423 – Bilingual and ESL Education.

18. Adoption Regulation 2425 – Emergency Virtual or Remote Instruction Program

The Superintendent present to the Board the first read of the new mandated Regulation 2425 - Emergency Virtual or Remote Instruction Program.

17. Regulation Revision 5200 – Attendance

The Superintendent presents to the Board the first read of the revised mandated Regulation 5200 – Attendance.

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18. Regulation 8140 – Enrollment Accounting

The Superintendent presents to the Board the first read of the revised mandated Regulation 8140 - Enrollment Accounting.

19. Regulation Revision 8330 – Student Records

The Superintendent presents to the Board the first read of the revised mandated Regulation 8330 – Student Records.

20. Regulation Revision 8420.2 – Bomb Threats

The Superintendent presents to the Board the first read of the revised mandated Regulation 8420.2 – Bomb Threats.

21. Regulation Revision 8420.7 – Lockdown Procedures

The Superintendent presents to the Board the first read of the revised mandated Regulation 8420.7 – Lockdown Procedures.

22. Regulation Revision 8420.10 – Active Shooter

The Superintendent presents to the Board the first read of the revised mandated Regulation 8420.10 – Active Shooter.

23. Student Safety Data System (SSDS)

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the Student Safety Data System (SSDS) for Period 1, beginning on September 1, 2022, through December 31, 2022, to the New Jersey State Department of Education as per the attached.

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24. Special Olympics – Project Unify

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve approximately twenty-five to thirty students in grades seven and eight to participate in the Special Olympics New Jersey. Students will serve as cross country skiing course controllers (students do not ski) at the National Winter Activity Center in Vernon, New Jersey on Monday, February 6, 2023. Students will leave Washington Park School at 7:15 A.M. and will return at approximately 3:00 P.M. Brett Scully and one additional staff member to be determined will chaperone. Transportation will be funded by Project Unify.

25. Calendar Revision

The Superintendent, in consultation with the Administrative Team, requests the Board retroactively approve the following calendar revisions:

Boston Parent/Guardian Meeting January 10, 2023, 7 P.M.
Washington Park School Cafeteria

26. Fifth Grade Trip – Meadowlands Environmental Center

The Superintendent, in consultation with the Administrative Team, recommends the Board approve students and staff in grade five to travel to the Meadowlands Environmental Center in Lyndhurst, New Jersey on Tuesday, May 30, 2023. The students will leave Washington Park School at approximately 9:30 A.M. and return at approximately 2:00 P.M. The cost of the trip is \$18.00 per student plus transportation which will be incurred by the Totowa Board of Education.

27. Sixth Grade Trip – Fairview Lake YMCA

The Superintendent, in consultation with the Administrative Team, recommends the Board approve students and staff in grade six to travel to Fairview Lake YMCA, in Newton, New Jersey on Monday, June 5, 2023. Students will leave Washington Park School at approximately 9:00 A.M. and return at approximately 5:00 P.M. The cost of the trip is \$45.00 per student plus transportation which will be incurred by the Totowa Board of Education.

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28. Seventh Grade Trip – Boston, MA

The Superintendent, in consultation with the Administrative Team, requests the Board approve students and staff in grade seven to travel to Boston, Massachusetts on Thursday, June 1, 2023, and Friday, June 2, 2023. Students will leave Washington Park School at approximately 7:00 A.M. on Thursday, June 1st and return at approximately 11:00 P.M. on Friday, June 2nd. All costs will be incurred by the parents/guardians.

29. Eighth Grade Trip – Broadway Play

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the students in eighth grade to attend the Broadway Play – *Aladdin* on Wednesday, April 19, 2023. Students will leave Washington Park School at approximately 11:15 A.M. and return at approximately 6:00 P.M. The Totowa PTO will provide funding for the tickets and transportation will be provided by the Totowa Board of Education.

30. Use of Facilities – Totowa Education Foundation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa Education Foundation to use the Washington Park School Gymnasium on Wednesday, April 26, 2023, (Matinee) Thursday, April 27, 2023, and Friday, April 28, 2023, for their Spring Musical, *Moana*. The matinee performance will begin at 1:00 P.M. and Thursday and Friday's performances will begin at 7:00 P.M.

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31. Use of Facilities - P.T.O. Book Fair

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa PTO Book Fair committee as follows:

Book Fair – January 31, February 1, 2, 2023

Memorial School All Purpose Room

January 30th - Set up after 4:00 P.M.

January 31st through February 2nd during school hours

February 1st from 5:30 P.M. – 9:30 P.M.

Washington Park School Gymnasium

January 30th - Set up after 4:00 P.M.

January 31st through February 2nd during school hours

February 1st from 5:30 P.M. – 9:30 P.M.

The PTO is also requesting the use of tables and chairs.

32. Use of Facilities – P.T.O. Kids’ Tricky Tray Donation Drop Off

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa PTO to use the Washington Park School front lobby on Thursday, March 16, 2023, from 6:00 P.M. to 8:00 P.M. for the Kids’ Tricky Tray Donation Drop Off. The PTO is also requesting the use of one table, four chairs, and a rolling cart.

Motion for approval of item 5-32

MOTION: Mr. Reynoso

SECONDED: Mr. La Rose

VOTE: Unanimous

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33. Informational

Student Safety Data System (SSDS)

QSAC

Boston Parent Meeting

Meadowlands Environmental Center

Fairview Lake YMCA

Dates for Your Information:

Jan. 16	1:20 P.M. Dismissal
Jan. 27	Marking Period 2 Closes
Jan. 30	Marking Period 3 Begins
Feb. 3	Online Reports Cards Marking Period 2 Issued
Feb. 7	Unplugged Concert 7 P.M. WPS
Feb. 15	Board of Education Meeting 7 P.M. WPS

Use of Facilities:

Jan. 9	P.T.O. Executive Meeting
Jan. 10	P.T.O. Executive Meeting (Snow Date)
Jan. 30	P.T.O. Setup for Book Fair MS/WPS
Jan 31-Feb. 2	P.T.O. Book Fair
Jan.	P.A.L. Basketball (MS/WPS)
Jan.	P.A.L. Floor Hockey (MS)

Attachments:

Reports:

Discipline Reports
Thank You – Little Sisters of the Poor

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34. Committee Reports

Ms. Antonucci stated committee meetings were not held.

35. 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 7:18 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately fifteen (15) - twenty (20) minutes and no action will be taken.

Motion for approval of item 35

MOTION: Mr. Reynoso

SECONDED: Mr. La Rose

VOTE: Unanimous

The Board returned from executive session at 7:56P.M.

Mr. Bierach joined the meeting at this time.

36. Unpaid Medical Leave – Deborah Luciano

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve an unpaid medical leave for Deborah Luciano beginning on Tuesday, November 18, 2022, through Friday, January 6, 2023.

Motion for approval of item 36

MOTION: Ms. Carr

SECONDED: Mr. Reynoso

VOTE: Unanimous

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37. Approval of Minutes- December 14, 2022 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of December 14, 2022, as presented.

Motion for approval of item 37

MOTION: Mr. La Rose
SECONDED: Mr. Bierach
VOTE: Unanimous (Mr. Reynoso abstained)

38. 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.

39. 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 2022, as presented.

40. 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 2022-2023 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.

41. 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 2022, as presented.

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42. 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 2022, as presented.

43. 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 2022, as presented.

44. 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 2022, as presented.

45. 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 2022, as presented. (See Attachment #1 Monthly Transfer Report)

46. 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 2022, as presented.

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47. 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 Food Service	Invoice #912120922	1535	\$ 12,777.28
Pomptonian Food Service	Invoice #912121622	1536	\$ 24,898.46
Pomptonian Food Service	Invoice #912123022	1537	\$ 9,921.45
Totowa Board of Education	Custodial Reimb.	Transfer to Warrant	\$ 15,147.49
Totowa Board of Education	PSE&G Reimb.	Transfer to Warrant	\$ 959.81

48. 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.

Washington Park School

- Old broken/unrepairable art drafting table
- Old broken/unrepairable Apple Ipad cart 2012
- Old broken/unrepairable 2nd Generation Ipads x 15 2012
- Old broken/unrepairable poster printer HP Designjet 500ps 2008

49. Approval of Emergency Repairs – Steam Pipe Return Memorial School

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the repair services and parts purchase of a new steam pipe return to the boiler system at Memorial School from CJ Vanderbeck in the amount of \$12,250.00. These repair services and parts are needed to repair a broken steam pipe return at Memorial School that can damage the boilers and lose heat in the building. The emergency request was submitted to the Passaic County Executive County Business Official on December 8, 2022 and was approved on December 13, 2022.

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50. 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 25, 2023.

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.

51. 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 25, 2023.

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

52. 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 25, 2023.

53. 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 25, 2023 from 3:00 P.M. to 8:00 P.M.

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54. 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 \$21.43 for the Annual School Election held on April 25, 2023.

55. Approval of Submission of Long-Range Facility Plan (LRFP) Major Amendment

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the submission of the Totowa School district's Long Range Facility Plan (LRFP) major amendment to the New Jersey Department of Education.

Motion for approval of item 38-55

MOTION: Ms. Alesandrelli

SECONDED: Ms. Carr

VOTE: Unanimous (Mr. Bierach and Mr. Parlegreco abstained from PO 23-1316 on # 38 Bills List January)

56. Old Business

There was no old business.

57. New Business

There was no new business.

58. Hearing and Petition of Citizens

No citizens wished to be heard.

59. Other Matters of a Timely Nature

There was no other matters of a timely nature.

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60. Adjournment

Upon motion by Mr.Reynoso and seconded by Mr. Bierach this meeting was adjourned at 8:00 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary