

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

01/19/2022

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 19, 2022.

1. Call To Order

President Antonucci called the meeting to order at 7:03 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, Ms. DeCeglie, Mr. La Rose
Mr. Reynoso and Mr. Tangora

Members Absent: Mr. Bierach, 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. Inclement Weather Day

The Superintendent recommends the Board retroactively approve the following school closure due to inclement weather:

Friday, January 7, 2022

7. Harassment, Intimidation and Bullying Report for December 2021

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submitted Harassment, Intimidation, and Bulling (HIB) report as per the attached.

8. New Jersey Department of Education School Self-Assessment

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the New Jersey Department of Education School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* for the period of July 1, 2020 - June 30, 2021, for Memorial and Washington Park Schools.

9. 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, 2021, through December 31, 2021, to the New Jersey State Department of Education as per the attached.

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10. Passaic County Prosecutors Office Assembly

The Superintendent, in consultation with the Administrative Team, recommends the Board approve an assembly by Danielle D’Annibale, from the Passaic County Prosecutors Office. Ms. D’Annibale will present a program on Tuesday, February, 15, 2022, for the sixth through eighth grade students on sexting and cyberbullying.

11. Totowa Library Presentation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a presentation by Brian Sedita and Diana Swetlitschnj, from the Totowa Public Library on Wednesday, January 26 and Thursday, January 27, 2022. Mr. Sedita and Ms. Swetlitschnj will be giving a presentation on Hoopla, a platform for borrowing e-books, to the 5th and 6th grade students.

12. Use of Facilities – Totowa Education Foundation

The Superintendent recommends the Board approve the use of the Washington Park School Gym by the Totowa Education Foundation for CPR Recertification Training which will be held on Sunday, January 23, 2022, from 8:00 A.M. to 12:00 P.M.

13. 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, 3, 2022

Memorial School All Purpose Room

January 28th - Set up after 4:00 P.M.

January 31st through February 3rd during school hours

Washington Park School Gymnasium

January 28th - Set up after 4:00 P.M.

January 31st through February 3rd during school hours

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

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14. Use of Facilities - P.T.O. 4th, 5th and 6th Grade Social

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

4th, 5th & 6th Grade Social – Friday, March 11, 2022
Washington Park School Gym 6:00 P.M. to 9:00 P.M.

The P.T.O. is also requesting the use of tables and chairs at the event.

15. Inclement Weather Day

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

Tuesday, January 18, 2022

Motion for approval of item 5-15

MOTION: Mr. Reynoso

SECONDED: Mr. La Rose

VOTE: Unanimous

16. Informational

School Safety Data System (SSDS)

Harassment, Intimidation and Bullying Self-Assessment Grades

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Dates for Your Information:

Jan. 17 1:20 P.M. Dismissal
Jan. 28 Marking Period 2 Closes
Jan. 31 Marking Period 3 Begins
Feb. 4 Online Reports Cards Marking Period 2 Issued
Feb. 10 Unplugged Concert WPS
Feb. 16 Board of Education Meeting

Use of Facilities:

Jan. 31 PTO Book Fair
Feb. 1 – Feb. 3 PTO Book Fair
Feb. 7 PTO Executive Meeting
Feb. PAL Basketball (MS and WPS)

Attachments:

Reports:

Discipline Reports

17. Committee Reports

Ms. Antonucci stated committee meetings were not held.

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18. 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 7:11 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately forty (40) minutes and no action will be taken.

Motion for approval of item 18

MOTION: Mr. Tangora

SECONDED: Ms. DeCeglie

VOTE: Unanimous

The Board returned from executive session at 8:04 P.M.

19. Substitute Teachers

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

Priority II

Mora, Nivine

20. Appointment – School Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Lauren Manzi as a School Aide for the 2021-2022 school year at the rate of \$17.25 per hour for approximately twenty-nine and a half (29.5) hours. Ms. Manzi will work during the days she is not participating in her student teaching assignment.

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21. Reassignment – Katherine Muehter

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Katherine Muehter for two periods from LEAP ELA grade 1 to Push-In grade 7 beginning on Monday, January 3, 2022, through the remainder of the 2021 – 2022 school year.

22. Reassignment – Kathleen Peterson

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Kathleen Peterson for two periods from Push-In grade 7 to LEAP ELA grade 1 beginning on Monday, January 3, 2022, through the remainder of the 2021 – 2022 school year.

23. Retirement – Katherine Muehter

The Superintendent recommends the Board accept the retirement of Katherine Muehter, Teacher, for the Totowa School District effective June 30, 2022.

24. Approval - Unpaid Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board to retroactively approve an unpaid Medical Leave for Deborah Luciano beginning Tuesday, December 7, 2021, for an indefinite amount of time.

25. Approval - Unpaid Leave - Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve an Unpaid Leave for Toni Malatesta beginning Monday, November 29, 2021, through a date to be determined.

26. Approval - Medical Leave - Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Medical Leave for Beverly Luciano beginning Tuesday, December 21, 2021, through approximately Monday, January 31, 2022. She will use approximately twenty-three (23) accumulated sick days.

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27. Approval - Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Medical Leave for Tina DeRose beginning Monday, March 28, 2022, through approximately Friday, April 22, 2022. She will use approximately fourteen (14) accumulated sick days. Ms. DeRose will return to work on Monday, April 25, 2022.

28. Approval - Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Medical Leave for Cristina Kochanski beginning Friday, January 7, 2022, for an undetermined amount of time. Ms. Kochanski has nineteen (19) accumulated sick days and the remainder of the leave will be unpaid.

Motion for approval of item 19-28

MOTION: Mr. Reynoso

SECONDED: Ms. DeCeglie

VOTE: Unanimous

29. Approval of Minutes- December 15, 2021 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of December 15, 2021, as presented.

Motion for approval of item 29

MOTION: Mr. Tangora

SECONDED: Ms. Alesandrelli

VOTE: Unanimous (Mr. Reynoso abstained)

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30. Approval of Minutes- December 15, 2021 – 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 15, 2021, as presented.

Motion for approval of item 30

MOTION: Ms. DeCeglie

SECONDED: Ms. Alesandrelli

VOTE: Unanimous (Mr. Reynoso abstained)

31. 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.

32. 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 2021, as presented.

33. 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 2021-2022 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.

34. 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 2021, as presented.

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35. 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 2021, as presented.

36. 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 2021, as presented.

37. 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 2021, as presented.

38. 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 2021, as presented. (See Attachment #1 Monthly Transfer Report)

39. 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 2021, as presented.

40. 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 2021 Final, as presented.

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41. 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 2020-2021 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.

42. 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 2021 Final, as presented.

43. 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 2021 Final, as presented.

44. 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 2021 Final, as presented.

45. 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 2021 Final, as presented.

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46. 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 2021 Final, as presented. (See Attachment #2 Monthly Transfer Report)

47. 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 2021 Final, as presented.

48. 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 #912120321	1466	\$ 16,193.44
Pomptonian Food Service	Invoice #912121021	1467	\$ 11,764.02
Pomptonian Food Service	Invoice #912121721	1468	\$ 33,438.35
Pomptonian Food Service	Invoice #912123121	1469	\$ 9,253.39

49. Submission of the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the submission of the 2021-2022 Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2021-2022 school year.

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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 19, 2022.

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 19, 2022.

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 19, 2022.

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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 19, 2022 from 3:00 P.M. to 8:00 P.M.

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 \$14.29 for the Annual School Election held on April 19, 2022.

55. 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.

WPS	Purchased by	Bar Code
Desks		x 20pcs

56. Approval of Payment – Totowa Education Foundation Reimbursement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve check # 2890 to the Totowa Education Foundation for reimbursement in the amount of \$300.00. This amount is a reimbursement for monies collected for the Totowa Kops 4 Kids.

57. Approval of CDW's 470 Bid

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the 470 Bid for switches, access points and licenses from CDW for the 2022-2023 school year.

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Motion for approval of item 31-57

MOTION: Mr. Reynoso

SECONDED: Mr. La Rose

VOTE: Unanimous

58. Old Business

There was no old business.

59. New Business

There was no new business.

60. Hearing and Petition of Citizens

No citizens wished to be heard.

61. Other Matters of a Timely Nature

There was no other matters of a timely nature.

62. Adjournment

Upon motion by Mr. Reynoso and seconded by Ms. DeCeglie this meeting was adjourned at 8:10 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary