

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

10/18/2023

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 October 18, 2023.

1. Call To Order

President Antonucci called the meeting to order at 7:05 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. Coiro,
Mr. Kerwin, Mr. La Rose, Mr. Parlegreco and Dr. Vancheri

Members Absent: None

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. Policy Adoption 1642.01 – Sick Leave

The Superintendent presents to the Board the first read of the new Policy 1642.01 – Sick Leave.

7. Policy Revision 2270 – Religion in the Schools

The Superintendent presents to the Board the first read of the revised Policy 2270 – Religion in the Schools.

8. Policy Revision 2419 – School Threat Assessment Teams

The Superintendent presents to the Board the first read of the revised mandated Policy 2419 – School Threat Assessment Teams.

9. Policy Revision 3161 – Examination for Cause

The Superintendent presents to the Board the first read of the revised Policy 3161 – Examination for Cause.

10. Policy Revision 3212 - Attendance

The Superintendent presents to the Board the first read of the revised mandated Policy 3212 - Attendance.

11. Policy Adoption 3324 – Right of Privacy

The Superintendent presents to the Board the first read of the new Policy 3324 – Right of Privacy.

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12. Policy Revision 4161 – Examination for Cause

The Superintendent presents to the Board the first read of the revised Policy 4161– Examination for Cause.

13. Policy Revision 4212 - Attendance

The Superintendent presents to the Board the first read of the revised mandated Policy 4212 - Attendance.

14. Policy Adoption 4324 – Right of Privacy

The Superintendent presents to the Board the first read of the new Policy 4324 – Right of Privacy.

15. Policy Revision 5111 – Eligibility of Resident/Nonresident Students

The Superintendent presents to the Board the first read of the revised mandated Policy 5111 – Eligibility of Resident/Nonresident Students.

16. Policy Revision 5116 – Education of Homeless Children and Youths

The Superintendent presents to the Board the first read of the revised Policy 5116 – Education of Homeless Children and Youths.

17. Policy Revision 8500 – Food Services

The Superintendent presents to the Board the first read of the revised mandated Policy 8500 – Food Services.

18. Regulation Adoption 1642.01 – Sick Leave

The Superintendent presents to the Board the first read of the new Regulation 1642.01 – Sick Leave.

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19. Regulation Revision 2419 – School Threat Assessment Teams

The Superintendent presents to the Board the first read of the revised mandated Regulation 2419 – School Threat Assessment Teams.

20. Regulation Revision 3212 - Attendance

The Superintendent presents to the Board the first read of the revised mandated Regulation 3212 - Attendance.

21. Regulation Revision 4212 - Attendance

The Superintendent presents to the Board the first read of the revised mandated Regulation 4212 - Attendance.

22. Regulation Revision 5111 – Eligibility of Resident/Nonresident Students

The Superintendent presents to the Board the first read of the revised mandated Regulation 5111 – Eligibility of Resident/Nonresident Students.

23. Regulation Revision 5116 – Education of Homeless Children and Youths

The Superintendent presents to the Board the first read of the revised Regulation 5116 – Education of Homeless Children and Youths.

24. Regulation Revision 2464 – Gifted and Talented Pupils

The Superintendent presents to the Board the second read of the revised Regulation 2464 – Gifted and Talented Pupils.

25. Policy Abolishment 1524 – School Leadership Councils

The Superintendent presents to the Board the abolishment of Policy 1524 – School Leadership Councils.

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26. Policy and Regulation Abolishment 3432 – Sick Leave

The Superintendent presents to the Board the abolishment of Policy and Regulation 3432 – Sick Leave.

27. Policy and Regulation Abolishment 4432 – Sick Leave

The Superintendent presents to the Board the abolishment of Policy and Regulation 4432 – Sick Leave.

28. Policy and Regulation Abolishment 5460.02 – Bridge Year Pilot Program

The Superintendent presents to the Board the abolishment of mandated Policy and Regulation 5460.02 – Bridge Year Pilot Program.

29. Policy Abolishment 6361 – Relations With Vendors for Abbott Districts

The Superintendent presents to the Board the abolishment of Policy 6361 – Relations With Vendors for Abbott Districts.

30. Policy Abolishment 8540 – School Nutrition Programs

The Superintendent presents to the Board the abolishment of mandated Policy 8540 – School Nutrition Programs.

31. Policy Abolishment 8550 – Meal Charges/Outstanding Food Service Bill

The Superintendent presents to the Board the abolishment of mandated Policy 8550 – Meal Charges/Outstanding Food Service Bill.

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32. "Handle with Care" Restraint Training

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the registration of Alycia Desmond to the "Handle with Care" Restraint Training Instructor Re-Certification class on Thursday, January 11, 2024, at the Hilton Garden Inn in Wayne, N.J. The cost for registration is \$525.00.

33. "Handle with Care" Restraint Training

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the registration of Erica Minde to the "Handle with Care" Restraint Training Instructor Re-Certification class on Thursday, January 11, 2024, at the Hilton Garden Inn in Wayne, N.J. The cost for registration is \$525.00

34. New Jersey Department of Education School Self-Assessment

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of 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, 2022 - June 30, 2023, for Memorial and Washington Park Schools.

35. Safe to Return Plan - Revisions

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revisions to the Safe to Return Plan. Please see attached.

36. NJSMART Special Education Submission 2023 - 2024

The Superintendent, in consultation with the Director of Special Services, recommends the Board approve submission of the 2023 - 2024 NJSMART Special Education Submission on or about Wednesday, November 8, 2023.

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37. Safety Town

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the visitation of the Passaic County Sheriff's Department to the kindergarten students on Tuesday, October 17, 2023, and Wednesday, October 18, 2023, as part of Safety Town Week. This will include the mounted police at 1:00 P.M. on Tuesday, October 17, 2023, and the motorcycles and ambulance at 1:00 P.M. on Wednesday, October 18, 2023.

38. Safety Town

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the visitation of the Totowa Fire Department to the kindergarten students on Tuesday, October 17, 2023, as part of Safety Town Week. This will include a visitation to the kindergarten students at 9:00 A.M. on the playground to demonstrate how the fire engines operate. The firefighters will conclude their program with a short presentation to the pre-school students in their classrooms.

39. Merit Goal Revision

The Board approves the revisions to the Superintendent's Quantitative Merit Goals (Improving Science Performance, Improving Math Performance, Increasing Student Literacy Skills) and the Qualitative Merit Goals (Improving Staff Reporting Procedures, Creating and Cultivating Grade Level Gardens) for the 2023 – 2024 school year as per the attached. The Board further approves the submission of the Superintendent's Merit Goals Submission forms to the Executive County Superintendent for final approval.

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40. Use of Facilities - P.T.O. Holiday Gift Shop

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O. Holiday Gift Shop Committee as follows:

Holiday Gift Shop Setup

Washington Park School All Purpose Room

Thursday, November 30, 2023 6:00 P.M. to 9:00 P.M.

Holiday Gift Shop

Washington Park School All Purpose Room

Friday, December 1, 2023 3:00 P.M. to 10:00 P.M.

The P.T.O. is also requesting the use of the PA system, tables, and chairs.

Motion for approval of item 5-40

MOTION: Ms. Carr

SECONDED: Ms. Alesandrelli

VOTE: Unanimous (Dr. Vancheri abstained from Agenda item #39 Merit Goal Revision)

41. Informational

Harassment, Intimidation and Bullying Self-Assessment

Safe to Return Plan

Safety Town

Student Council Cancer Walk

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Dates for Your Information:

Oct. 24	Title I Parent Meeting, 4 P.M., MS
Oct. 26	Student Council Cancer Walk
Oct. 27	Student Council Cancer Walk (Rain Date)
Oct. 30	Washington, D.C. Parent Meeting, 6 P.M. WPS
Oct. 31	Halloween Celebrations
Nov. 2	Student/Faculty Volleyball Game, 6 P.M. WPS
Nov. 8	Marking Period 1 Ends
Nov. 9 – 10	Schools Closed – NJEA Convention
Nov. 13	Marking Period 2 Begins
Nov. 15	Board of Education Meeting, 7 P.M. WPS

Use of Facilities:

Oct. 25	P.T.O. Tricky Tray Basket Drop Off
Nov. 6	P.T.O. Executive Meeting
Nov. 13	P.T.O. Pie and Cookie Fundraiser Pickup
Nov.	P.A.L. Basketball Mon. – Fri. 5:45 P.M. – 9:00 P.M. WPS Gym
Nov.	P.A.L. Floor Hockey Mon. – Fri. 5:45 P.M. – 9:00 P.M. MS Gym

Use of Field:

Oct. – Nov.	P.A.L. Soccer and Softball Mon. – Fri. 5:00 P.M. – Dusk
	Sat. – Sun. 9:00 A.M. – Dusk

Attachments:

Reports:

Discipline Reports

42. Committee Reports

Ms. Antonucci stated committee meetings were not held.

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43. 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 7:14 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 43

MOTION: Mr. Bierach

SECONDED: Mr. La Rose

VOTE: Unanimous

The Board returned from executive session at 7:45 P.M.

44. Substitute Teachers

The Superintendent recommends the Board approve the following substitute teachers submitted by the Substitute Registry as per the attached.

45. Substitute Pay Rate

The Superintendent recommends the Board approve the rate of \$100.00 per day for Priority III substitutes.

46. Resignation – Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Jogina Finamore, Special Education Aide, effective Monday, September 25, 2023.

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47. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively appoint Mr. Luigi Arito, Special Education Aide, for the Totowa School District for the 2023-2024 school year. Mr. Arito began on Tuesday, October 10, 2023, and will be compensated at an hourly rate of \$17.25 per hour.

48. Approval – QUEST Field Experience II

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the QUEST Field Experience II for Lucia Krautheim for a total of five (5) days, thirty (30) hours, between January 2, 2024 and May 3, 2024. Ms. Krautheim will be placed in a kindergarten through grade 6 classroom and will assist the cooperating teacher with individualized work with students and small group instruction.

Motion for approval of item 44-48

MOTION: Mr. Kerwin

SECONDED: Ms. Coiro

VOTE: Unanimous (Dr. Vancheri abstained from items #44 & #45 Substitute Teachers Substitute Pay Rate respectively)

49. Approval of Minutes- September 27, 2023 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of September 27, 2023, as presented.

Motion for approval of item 49

MOTION: Ms. Alesandrelli

SECONDED: Ms. Coiro

VOTE: Unanimous

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50. Approval of Minutes- September 27, 2023 – 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 September 27, 2023, as presented.

Motion for approval of item 50

MOTION: Mr. Parelegreco

SECONDED: Mr. Kerwin

VOTE: Unanimous (Mr. Bierach abstained)

51. Approval of Bills List – October

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

52. Acceptance of Financial Status Report – September

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of September 2023, as presented.

53. Monthly Financial Certification of the Board Secretary and the Board of Education – September

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2023-2024 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.

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54. Acceptance of Bank Reconciliations – September

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of September 2023, as presented.

55. Acceptance of Board Secretary Report – September

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of September 2023, as presented.

56. Acceptance of Treasurer of School Monies Report – September

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of September 2023, as presented.

57. Acceptance of Financial Summary Report – September

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of September 2023, as presented.

58. Approval of Line-Item Budget Transfers – September

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 September 2023, as presented. (See Attachment #1 Monthly Transfer Report)

59. Acceptance of Revenue Report – September

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of September 2023, as presented.

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60. 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 Final 2023, as presented.

61. 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 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.

62. 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 Final 2023, as presented.

63. 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 Final 2023, as presented.

64. 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 Final 2023, as presented.

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65. 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 Final 2023, as presented. (See Attachment #2 Monthly Transfer Report)

66. 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 Final 2023, as presented.

67. 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 #912091523	1573	\$ 21,011.60
Pomptonian Food Service	Invoice #912092223	1574	\$ 6,588.21
Pomptonian Food Service	Invoice #912092923	1575	\$ 18,556.17
Service Plus	Invoice #1026413-IN	1576	\$ 428.95
Service Plus	Invoice #1026692-IN	1577	\$ 216.95
State of NJ	Food Dist Annual Inv. 1578		\$ 1,415.00
Totowa Board of Education	Custodial Reimb.	Transfer to Warrant	\$ 16,318.18
Totowa Board of Education	PSE&G	Transfer to Warrant	\$ 115.99

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68. 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

Apple iPad 2 nd Generation (broken/Unrepairable)	x 3	2012
HP Omni Pro Desktop (Broken/Unrepairable)	x 2	2015
HP Pro One 400 Desktop (Broken/Unrepairable)	x 7	2017
Lenovo E540 (Broken/Unrepairable)	x 3	2015

Memorial School

HP Pro One 400 Desktop (Broken/Unrepairable)	x 5	2017
HP Omni Pro Desktop (Broken/Unrepairable)	x 2	2015
Dell cache Server (Broken/Unrepairable)	x 1	2009
APC Battery Back up	x 1	2009

69. Approval of 2023-2024 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2023-2024 school year transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
2626	Windsor Learning Center	Jersey Kids Trans	\$ 20,351.25+904.05	9/7/23-June 2024
2965	PG Chambers	Jersey Kids Trans	\$ 77,400.00+3,456.00	9/7/23-June 2024
2977	Shepard School-Kinn.	Safeguard Trans	\$ 27,900.00+1,119.96	8/31/23-June 2024
3025	Alpine Learning Group	Prestige Trans	\$ 77,400.00+3,456.00	9/7/23-June 2024

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70. Approval of Chapters 192/193 Report of Nonpublic Auxiliary and Handicapped Service 2024-2025 Report

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2024-2025 Report of Nonpublic Auxiliary and Handicapped Services. (See attachment #3)

71. Approval of 2022-2023 Nonpublic Project Completion Report

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2022-2023 Nonpublic Project Completion Report. (See attachment #4) upon state appropriate funds.

72. Approval of 2022-2023 Nonpublic Project State Reimbursement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the state reimbursement for the 2022-2023 Nonpublic Projects in the amount of \$29,969.00.

73. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #227 from the school district's Unemployment Compensation Account in the amount of \$1,925.77.00 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

74. Approval of Comprehensive Facilities Maintenance Plan

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the M-1 form, Comprehensive Facilities Maintenance Plan and LRFPP worksheet as per the state monitoring guidelines. (Attachment #5)

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75. Approval of Insurance Policy

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve a Delta Dental Insurance Renewal through Michael Atkinson of Fairview Insurance Agency Associates, Inc. The policy is a 3-year renewal at a \$116.01 premium per employee per month for the first year and then increases 3% over the next two years to \$119.49 per employee per month.

Motion for approval of item 51-75

MOTION: Ms. Alesandrelli

SECONDED: Mr. Bierach

VOTE: Unanimous (Mr. Bierach and Mr. Parlegreco abstained from PO 24-1177 on item #51 Bills List October, Dr. Vancheri abstained from all Agenda items and PO's related to NRESC)

76. Old Business

There was no old business.

77. New Business

There was no new business.

78. Hearing and Petition of Citizens

No citizens wished to be heard.

79. Other Matters of a Timely Nature

There was no other matters of a timely nature.

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80. Adjournment

Upon motion by Dr. Vancheri and seconded by Mr. La Rose this meeting was adjourned at 7:49 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary

