

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

10/19/2022

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 October 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. Antonucci, Mr. Bierach, Ms. Carr, Ms. DeCeglie, Mr. Kerwin and Mr. Reynoso

Members Absent: Ms. Alesandrelli, Mr. La Rose and Mr. Parlegreco

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 Revision 0142 – Board Member Qualifications, Prohibited Acts and Code of Ethics

The Superintendent presents to the Board the first read of the revised mandated Policy 0142 – Board Member Qualifications, Prohibited Acts and Code of Ethics.

7. Policy Revision 1230 – Superintendent’s Duties

The Superintendent presents to the Board the first read of the revised mandated Policy 1230 – Superintendent’s Duties.

8. Policy Revision 1330 – Evaluation of School Business Administrator

The Superintendent presents to the Board the first read of the revised mandated Policy 1330 – Evaluation of School Business Administrator.

9. Policy Revision 2220 – Adoption of Courses

The Superintendent presents to the Board the first read of the revised mandated Policy 2220 – Adoption of Courses.

10. 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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11. Policy Revision 3159 – Teaching Staff Member/School District Reporting Responsibilities

The Superintendent presents to the Board the first read of the revised mandated Policy 3159 – Teaching Staff Member/School District Reporting Responsibilities.

12. Policy Revision 5512 – Harassment, Intimidation, and Bullying

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

13. Policy Revision 5519 – Dating Violence at School

The Superintendent presents to the Board the first read of the revised mandated Policy 5519 – Dating Violence at School.

14. Policy Revision 6220 – Budget Preparation

The Superintendent presents to the Board the first read of the revised mandated Policy 6220 – Budget Preparation.

15. Policy Revision 6362 – Contributions to Board Members and Contract Awards

The Superintendent presents to the Board the first read of the revised mandated Policy 6362 – Contributions to Board Members and Contract Awards.

16. Policy Revision 6480 – Purchase of Food Supplies

The Superintendent presents to the Board the first read of the revised mandated Policy 6480 – Purchase of Food Supplies.

17. Policy Revision 6810 – Financial Objectives

The Superintendent presents to the Board the first read of the revised mandated Policy 6810 – Financial Objectives.

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18. Policy Revision 6820 – Financial Reports

The Superintendent presents to the Board the first read of the revised mandated Policy 6820 – Financial Reports.

19. Policy Revision 6830 – Audit and Comprehensive Annual Financial Report

The Superintendent presents to the Board the first read of the revised mandated Policy 6830 – Audit and Comprehensive Annual Financial Report.

20. Policy Revision 7420 – Hygienic Management

The Superintendent presents to the Board the first read of the revised mandated Policy 7420 – Hygienic Management.

21. Policy Revision 9270 – Home Schooling and Equivalent Education Outside the Schools

The Superintendent presents to the Board the first read of the revised mandated Policy 9270 – Home Schooling and Equivalent Education Outside the Schools.

22. Regulation Revision 1330 – Evaluation of School Business Administrator

The Superintendent presents to the Board the first read of the revised mandated Regulation 1330 – Evaluation of School Business Administrator.

23. Regulation Revision 2412 – Home Instruction Due to Health Condition

The Superintendent presents to the Board the first read of the revised mandated Regulation 2412 – Home Instruction Due to Health Condition.

24. Regulation Revision 5519 – Dating Violence at School

The Superintendent presents to the Board the first read of the revised mandated Regulation 5519 – Dating Violence at School.

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25. Regulation Revision 5612 – Assaults on District Board of Education Members or Employees

The Superintendent presents to the Board the first read of the revised mandated Regulation 5612 – Assaults on District Board of Education Members or Employees.

26. Regulation Revision 7420.1 – Bloodborne Pathogen Exposure Control Plan

The Superintendent presents to the Board the first read of the revised mandated Regulation 7420.1 – Bloodborne Pathogen Exposure Control Plan.

27. Regulation Revision 7425 – Lead Testing of Water in Schools

The Superintendent presents to the Board the first read of the revised mandated Regulation 7425 – Lead Testing of Water in Schools.

28. Regulation Revision 8420 – Emergency and Non-Fire Evacuation Plan

The Superintendent presents to the Board the first read of the revised mandated Regulation 8420 – Emergency and Non-Fire Evacuation Plan.

29. Regulation Revision 8420.2 – Bomb Threats

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

30. Regulation Revision 8420.3 – Natural Disasters and Man-Made Catastrophes

The Superintendent presents to the Board the first read of the revised mandated Regulation 8420.3 – Natural Disasters and Man-Made Catastrophes.

31. Regulation Revision 8420.7 – Lockdown Procedures

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

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32. Regulation Revision 8420.10 – Active Shooter

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

33. Regulation Revision 8630 – Emergency School Bus Procedures

The Superintendent presents to the Board the first read of the revised mandated Regulation 8630 – Emergency School Bus Procedures.

34. Regulation Revision 9270 – Home Schooling and Equivalent Education Outside the Schools

The Superintendent presents to the Board the first read of the revised mandated Regulation 9270 – Home Schooling and Equivalent Education Outside the Schools.

35. "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 12, 2023, at the Hilton Garden Inn in Wayne, N.J. The cost for registration is \$475.00

36. "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 12, 2023, at the Hilton Garden Inn in Wayne, N.J. The cost for registration is \$475.00

37. 2022 - 2023 Nursing Services Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2022 - 2023 District Nursing Services Plan as per attached.

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38. 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, 2021 - June 30, 2022, for Memorial and Washington Park Schools.

**39. NJ Single Accountability Continuum (NJQSAC) District Performance Review
School Year 2022 - 2023**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve submission of the 2022 - 2023 District Placement and the Score Summary of the NJ Single Accountability Continuum (NJQSAC) District Performance Review to the New Jersey State Department of Education.

40. NJSMART Special Education Submission 2022 - 2023

The Superintendent, in consultation with the Director of Special Services, recommends the Board approve submission of the 2022 - 2023 NJSMART Special Education Submission on or about Tuesday, November 8, 2022.

41. Instructional Resource List Additions

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the additions to the Totowa School District Instructional Resource List for the 2022 - 2023 school year as per the attached.

42. 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 18, 2022, as part of Safety Town Week. This will include the mounted police at 1:00 P.M., the K-9 Unit at 1:30 P.M., and the motorcycles at 2:00 P.M.

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43. Home Instruction

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve home instruction for Student #22-23-01 beginning on Thursday, September 22, 2022, through Friday, September 30, 2022. Instruction will be ten (10) hours per week to be provided by Alycia Desmond and Erica Wolpert. Speech services will be provided by Maggie Morris.

44. Out-of-District Placement

The Superintendent, in consultation with the Director of Special Education, recommends that the Board retroactively approve the placement of Student #22-23-01 at the Windsor Learning Center for the 2022 – 2023 school year beginning on Monday, October 3, 2022, at the rate of \$335 per day for a total of \$54,270. Transportation to be provided by Northern Regional Educational Services Commission.

45. Merit Goal Revision

The Board approves the revisions to the Superintendent's merit goal, Improving Reading Performance, for the 2022 – 2023 school year as per the attached. The Board further approves the submission of the Superintendent's revised Merit Goal Submission form to the Executive County Superintendent for approval.

46. Safety Town

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the visitation of the Totowa Fire Department to the preschool and kindergarten students at on Thursday, October 20, 2022, at 1:15 P.M. as part of Safety Town Week. Preschool students will learn about fire safety and kindergarten students will learn how the fire engines operate as well as safety procedures.

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47. Use of Facilities - Passaic Valley Elks Lodge Hoop Shoot

The Superintendent recommends the Board approve the use of the Washington Park School Gym by the Passaic Valley Elks Lodge #2111 for their Hoop Shoot being held on Saturday, December 3, 2022, from 9:00 A.M. to 12:00 P.M. The program is open to Totowa, Little Falls, and Woodland Park students ages 8 through 13.

Motion for approval of item 5-47

MOTION: Mr. Reynoso

SECONDED: Mr. Bierach

VOTE: Unanimous

48. Informational

Harassment, Intimidation and Bullying Self-Assessment

QSAC District Performance Review 2022 – 2023

Breast Cancer Walk

Dates for Your Information:

Oct. 25	Title I Parent Meeting, 4 P.M., MS
Oct. 27	Breast Cancer Walk
Oct. 28	Breast Cancer Walk (Rain Date)
Oct. 31	Halloween Celebrations
Nov. 1	Washington, D.C. Parent Meeting, 7 P.M. WPS
Nov. 3	Student/Faculty Volleyball Game, 5 P.M. WPS
Nov. 9	Marking Period 1 Ends
Nov. 9	Special Education Parent Advisory Committee Meeting, 10 A.M., WPS
Nov. 10 – 11	Schools Closed – NJEA Convention
Nov. 14	Marking Period 2 Begins
Nov. 16	Board of Education Meeting, 7 P.M. WPS

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Use of Facilities:

- Nov. 7 P.T.O. Executive Meeting
- Nov. 14 P.T.O. Pie and Cookie Fundraiser Pickup

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
- Memorial School Back-to-School Night
- Washington Park School Back-to-School Night

49. Committee Reports

Ms. Antonucci stated committee meetings were not held.

50. 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 7:08 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately forty-five (45) minutes and no action will be taken.

Motion for approval of item 50

- MOTION: Mr. Bierach
- SECONDED: Ms. DeCeglie
- VOTE: Unanimous

The Board returned from executive session at 7:47 P.M.

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51. Rescind Action – Appointment Special Education Aide 2022 – 2023 School Year

The Superintendent, in consultation with the Administrative Team, recommends the Board rescind the action of the August 31, 2022, Board meeting Item Number 17 – Appointment Special Education Aide for the 2022 – 2023 school year. (See attached)

52. Appointment - Yearbook Coordinator

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Tracy Emma to the position of Yearbook Coordinator. Ms. Emma will receive a stipend of \$2,000.

53. Appointment - Gifted and Talented Instructors

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Cheryl Migliaccio to the position of Gifted and Talented Instructor. Ms. Migliaccio will be compensated at a rate of \$30 per hour.

54. Appointment - Student Council Advisors

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Erin Gander and Ms. Elaine Mostello to the position of Student Council Advisors. Ms. Gander and Ms. Mostello will be compensated at the rate of \$30 per hour.

55. Appointment - Basketball Coach – Boys' Team

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Timothy Tracy to the position of Basketball Coach – Boys' Team. Mr. Tracy will receive a stipend of \$3,000, paid by the Totowa Education Foundation.

56. Appointment - Basketball Coach – Girls' Team

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Joseph D'Amelio to the position of Basketball Coach – Girls' Team. Mr. D'Amelio will receive a stipend of \$3,000, paid by the Totowa Education Foundation.

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57. Appointment - Volleyball Coach – Boys’ Team

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Timothy Tracy to the position of Volleyball Coach – Boys’ Team. Mr. Tracy will receive a stipend of \$1,750, paid by the Totowa Education Foundation.

58. Appointment - Volleyball Coaches

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Joseph D'Amelio to the position of Volleyball Coach – Girls’ Team. Mr. D'Amelio will receive a stipend of \$1,750, paid by the Totowa Education Foundation.

59. Appointment – Speech-Language Pathologist

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Alison Mozer to the position of Speech-Language Pathologist for the 2022 – 2023 school year beginning on Tuesday, November 1, 2022. Ms. Mozer will be placed on MA Step – 8, \$71,150, (prorated) of the contracted teacher salary guide.

60. Appointment – Custodial Engineer

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Nicholas Figueroa to the position of Custodial Engineer for the 2022 - 2023 school year pending a successful criminal background check, medical examination by the Totowa School District’s physician, positive references, and approval of his Disclosure and Review of Applicants Employment History. Mr. Figueroa will be placed on Step -1 \$38,000 (prorated) of the contracted custodial salary guide and his start date will be determined.

61. Appointment – Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Jasmin Sulthana, Special Education Aide, for the 2022 – 2023 school year at an hourly rate of \$17.75 per hour, pending a successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Start date is to be determined.

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62. Appointment – Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Filiz Dinc, Special Education Aide, for the 2022 – 2023 school year at an hourly rate of \$17.25 per hour, pending a successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Start date is to be determined.

63. Appointment – Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Yameen Hamideh, Special Education Aide, for the 2022 – 2023 school year at an hourly rate of \$17.75 per hour, pending a successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Start date is to be determined.

64. Appointment – Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Celia Zorrilla, Special Education Aide, for the 2022 – 2023 school year at an hourly rate of \$17.75 per hour, pending a successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Start date is to be determined.

65. Appointment – Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Nicole Messier, Special Education Aide, for the 2022 – 2023 school year at an hourly rate of \$17.25 per hour, pending a successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Start date is to be determined.

Motion for approval of item 51-65

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

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66. Approval of Minutes- September 21, 2022 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of September 21, 2022, as presented.

Motion for approval of item 66

MOTION: Ms. DeCeglie
SECONDED: Mr. Kerwin
VOTE: Unanimous (Mr. Bierach abstained)

67. Approval of Minutes- September 21, 2022 – 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 21, 2022, as presented.

Motion for approval of item 67

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

68. 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.

69. 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 2022, as presented.

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70. 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 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.

71. 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 2022, as presented.

72. 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 2022, as presented.

73. 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 2022, as presented.

74. 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 2022, as presented.

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75. 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 2022, as presented. (See Attachment #1 Monthly Transfer Report)

76. 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 2022, as presented.

77. 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 #912090922	1522	\$ 13,622.89
Pomptonian Food Service	Invoice #912091622	1523	\$ 18,914.16
Pomptonian Food Service	Invoice #912092322	1524	\$ 4,388.85
Pomptonian Food Service	Invoice #912093022	1525	\$ 19,490.43

78. Approval of Chapters 192/193 Report of Nonpublic Auxiliary and Handicapped Service 2023-2024 Report

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2023-2024 Report of Nonpublic Auxiliary and Handicapped Services. (See attachment #2)

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79. Approval of 2021-2022 Nonpublic Project Completion Report

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2021-2022 Nonpublic Project Completion Report. (See attachment #3) upon state appropriate funds.

80. Approval of 2021-2022 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 2021-2022 Nonpublic Projects in the amount of \$10,070.00.

81. Approval of Jam Graphics Maintenance Contract

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board approve the maintenance contract with Jam Graphics for the district's new website for the 2022-2023 school year in the amount of \$3,375.00.

82. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #221 from the school district's Unemployment Compensation Account in the amount of \$249.00 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

83. Approval of Café Account Transfer

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the transfer of funds in the amount of \$100,000.00 from the cafeteria account to the Warrant account for year end 2021-2022. These funds were in excess of the amount allowed to be held as per the state's three-month average expenditure calculation.

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84. Approval of Out of District Contracts 2022-2023

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contract for students 22-23-01, to The Windsor Learning Center for the 2022-2023 school year in the amount of \$54,270.00.

85. 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 LRFP worksheet as per the state monitoring guidelines. (Attachment #4)

86. Approval of IDEA – Pre-K Salary & Benefits

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following IDEA – Pre-K funds in the amount of \$9,723.00 for the salary/benefits for Ms. Nuria Cordoba, Pre-K special education aide. This amount represents 42% of salary and benefits for Ms. Cordoba. Salary will be charged to account 20-251-100-106-000-000 and benefits will be charged to 20-251-200-200-000-000.

Motion for approval of item 68-86

MOTION: Mr. Bierach

SECONDED: Ms. DeCeglie

VOTE: Unanimous (Mr. Bierach abstained from PO 23-1171 on item #66 Bills List)

87. Old Business

There was no old business.

88. New Business

There was no new business.

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89. Hearing and Petition of Citizens

No citizens wished to be heard.

90. Other Matters of a Timely Nature

There was no other matters of a timely nature.

91. Adjournment

Upon motion by Mr. Reynoso and seconded by Mr. Bierach this meeting was adjourned at 7:52 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary

