

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

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 November 15, 2023.

A motion was made by Mr. Bierach and seconded by Ms. Coiro to have Ms. Alesandrelli act as President for the November 15, 2023, Board of Education meeting. The motion was passed unanimously by roll call vote.

**1. Call To Order**

Acting President Alesandrelli called the meeting to order at 7:15 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, Mr. Bierach, Ms. Coiro, Mr. Parlegreco and Dr. Vancheri  
Members Absent: Ms. Antonucci, Ms. Carr, Mr. Kerwin and Mr. La Rose  
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.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

**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 second read of the new Policy 1642.01 – Sick Leave.

**7. Policy Revision 2270 – Religion in the Schools**

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

**10. Policy Revision 3212 - Attendance**

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

**11. Policy Adoption 3324 – Right of Privacy**

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

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

**12. Policy Revision 4161 – Examination for Cause**

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

**13. Policy Revision 4212 - Attendance**

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

**14. Policy Adoption 4324 – Right of Privacy**

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

**18. Regulation Adoption 1642.01 – Sick Leave**

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

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

**19. Regulation Revision 2419 – School Threat Assessment Teams**

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

**20. Regulation Revision 3212 - Attendance**

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

**21. Regulation Revision 4212 - Attendance**

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

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

The Superintendent presents to the Board the second 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 second 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. Bus Evacuation Drills**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Bus Evacuation Drills at Memorial School on Thursday, October 19, 2023, with Routes 1-8, conducted by Joseph Compel.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

**26. Bus Evacuation Drills**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Bus Evacuation Drills at Washington Park School on Thursday, October 19, 2023, with Routes 1-8, conducted by David Bower.

**27. Bus Evacuation Drills**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Bus Evacuation Drills at Washington Park School on Wednesday, November 8, 2023, conducted by Lauren Terranova.

**28. Home Instruction**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve home instruction for Student #23-24-02 beginning on Tuesday, November 21, 2023, and ending on or about Friday, December 1, 2023, for five hours per week. Home instructors will be determined.

**29. 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 2024 – 2025 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.

**30. 2023 – 2024 Totowa School District School Safety/Emergency Operations Manual**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2023 – 2024 Totowa School District School Safety/Emergency Operation Manual.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

**31. 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 Implementing a Student Led Book Exchange) 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.

**32. Approval - Battle of the Books**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following dates and locations for Battle of the Books:

Friday, March 15, 2024 – Grade 5 – Roosevelt School, Hawthorne

Tuesday, April 16, 2024 – Grade 6 - Lincoln Middle School, Hawthorne

Wednesday, April 17, 2024 – Grade 7/8 – Lincoln Middle School, Hawthorne

Monday, April 22, 2024 – Grade 4 – Beatrice Gilmore School, Woodland Park

Students will leave at approximately 10:00 A.M. and return to Washington Park School at approximately 1:30 P.M. Transportation to be provided by the Totowa Board of Education.

**33. Field Trip – Passaic Valley High School Holiday Show**

The Superintendent, in consultation with the Administrative Team, request the Board approve a field trip for students in grades kindergarten through four to Passaic Valley High School for the Holiday Show. The show will take place on Wednesday, December 13, 2023, from approximately 9:30 A.M. to 11:30 A.M. The Totowa Board of Education will provide transportation.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

**34. Use of Facilities - Holiday Parade**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa Fire Department to utilize the Washington Park School Gymnasium on Saturday, November 25, 2023, from approximately 3:00 P.M. through 9:00 P.M. The gym will be used to by the Totowa, Woodland Park, and Little Falls firemen.

**35. Use of Facilities – P.T.O. Tricky Tray Basket Drop-Off**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the P.T.O. for Tricky Tray Basket Drop-Off as follows:

Friday, November 3, 2023, Washington Park School Lobby 6:00 P.M. – 8:00 P.M.

The P.T.O. is also requesting the use of folding tables, chairs, and carts.

**36. Use of Facilities – P.A.L. Basketball and Floor Hockey**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the Totowa P.A.L. Basketball for practice for their basketball and floor hockey teams, Kindergarten through Grade Eight, as follows:

Washington Park School Gymnasium

Monday through Friday 5:45 P.M. – 9:00 P.M.

Memorial School Gymnasium

Monday through Friday 5:45 P.M. – 9:00 P.M.

The programs will run from Wednesday, November 1, 2023, through Friday, March 15, 2024. Floor hockey will only practice at the Memorial School Gymnasium. The P.A.L. understands that all school-related and prior approved activities have priority over the use of facilities. If the Totowa Titan's games run into overtime, the P.A.L. further understands that the P.A.L. children will wait in the foyer until the game has ended.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

Motion for approval of item 5-36

MOTION: Ms. Coiro

SECONDED: Dr. Vancheri

VOTE: Unanimous (Dr. Vancheri abstained from Agenda item #31 Merit Goal Revision)

**37. Informational**

Bus Evacuation Drills

Student Council Cancer Walk

Memorial School Safety Town

Student Faculty Volleyball Game

Dates for Your Information:

Nov. 17	Report Cards Issued Marking Period 1
Nov. 20	P.T.O. Picture Retakes
Nov. 22	One Session Day – 1:20 P.M. Dismissal
Nov. 23-24	Thanksgiving Recess – Schools Closed
Dec. 1	P.T.O. Holiday Gift Shop – WPS 6:30 P.M.
Dec. 5	Winter Concert Grade 1 – WPS 5:30 P.M.
Dec. 5	Winter Concert Grade 2 – WPS 6:30 P.M.
Dec. 5	Winter Concert Grade 3 – WPS 7:30 P.M.
Dec. 7	Winter Concert WPS – 7:00 P.M.
Dec. 13	Board of Education Meeting – WPS 6:00 P.M.

Use of Facilities:

Nov. 30	P.T.O. Holiday Gift Shop Setup
Dec. 1	P.T.O. Holiday Gift Shop
Dec. 3	Elks Hoop Shoot
Dec.	P.A.L. Basketball (MS/WPS)
Dec.	P.A.L. Floor Hockey (MS)



**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

Attachments:

HIB Incident Reports  
Smart Dog Newsletter

Reports:

Discipline Reports

**38. Committee Reports**

Ms. Alesandrelli stated committee meetings were not held.

**39. 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 7:22 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 39

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

The Board returned from executive session at 7:54 P.M.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

**40. Substitute Teachers**

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

Priority I

Reali, Susan

Vaness, Luisa

Priority II

Attia, Neven

Cangelosi, Daniella

Ensour, Raia

Uddin, Azir

Priority III

Macaluso, Brenna

Meryan, Haghour

**41. Resignation – Special Education Aide**

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Celia Zorrilla, Special Education Aide, effective Thursday, October 26, 2023.

**42. SwingSubs**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the daily rate of pay for SwingSubs at one hundred and fifty dollars (\$150.00) per day.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

Motion for approval of item 40-42

MOTION: Mr. Parlegreco

SECONDED: Dr. Vancheri

VOTE: Unanimous (Dr. Vancheri abstained from Agenda items #40 and #42 Substitute Teachers and SwingSubs respectively)

**43. Approval of Minutes- October 18, 2023 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of October 18, 2023, as presented.

Motion for approval of item 43

MOTION: Mr. Parlegreco

SECONDED: Ms. Coiro

VOTE: Unanimous

**44. Approval of Minutes- October 18, 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 October 18, 2023, as presented.

Motion for approval of item 44

MOTION: Ms. Coiro

SECONDED: Mr. Bierach

VOTE: Unanimous

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

**45. Approval of Bills List – November**

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

**46. Acceptance of Financial Status Report – October**

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

**47. Monthly Financial Certification of the Board Secretary and the Board of Education – October**

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.

**48. Acceptance of Bank Reconciliations – October**

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

**49. Acceptance of Board Secretary Report – October**

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

**50. Acceptance of Treasurer of School Monies Report – October**

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

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

**51. Acceptance of Financial Summary Report – October**

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

**52. Approval of Line-Item Budget Transfers – October**

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

**53. Acceptance of Revenue Report – October**

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

**54. 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>
Service Plus	Invoice #1026692-IN	1577		\$ 216.95 (Voided)
Service Plus	Invoice #1026692-IN	1579		\$ 216.95
Pomptonian	Invoice #912101323	1580		\$ 28,819.34
Pomptonian	Invoice #912102023	1581		\$ 1,025.59
Pomptonian	Invoice #912103123	1582		\$ 24,602.35
Hertz Furniture	Quote #699469	1583		\$ 4,182.64
PaySchools	Invoice #258070	1584		\$ 3,410.00
Totowa Board of Education	Custodial Reimb.	Transfer to Warrant		\$ 13,351.24
Totowa Board of Education	PSE&G	Transfer to Warrant		\$ 673.38

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

**55. Approval of 2023-2024 District Report of Transported Resident Students**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2023-2024 District Report of Transported Resident Students. (See attachment #2)

**56. Approval of the 2024 Budget Calendar**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the 2024 Budget Calendar. (See attachment #3)

**57. Approval of 2023-2024 Transportation Contract NRESC (Revised)**

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 (revised):

Route #	School	Contractor	Cost Per Route	Date
3025	Alpine Learning Group	Prestige Trans	\$ 67,500.00+2,700.00	9/6/23-June 2024

**58. Receipt of Preliminary Eligible Cost (PEC) Determination**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board acknowledge the receipt of the Preliminary Eligible Cost (PEC) Determination for the ROD Grant submitted to the State of NJ for the Boiler Room Replacement/Renovation, HVAC Replacement and Thermostat upgrade throughout the building projects. (See attachment #4)

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

**59. Approval of 2023-2024 IDEA Grant - Amendment**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the 2023-2024 IDEA Grant Amendment. Unexpended monies in the amount of \$16,452.00 for Non-Public Basic. The unexpended monies from the 2022 -2023 IDEA Grant will be allocated in the amended 2023-2024 IDEA Grant for OT, Speech, Instructional Aides, PD and or Counseling.

**60. 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 2023-2024 Grant to decrease the balances in the amount of \$57.00 for teacher salaries and benefits for Title I programs. There was also a \$12,082.00 increase for Nonpublic funds for professional development. These monies are carry over monies and reclassifications from the 2022-2023 ESEA Title I Part A grant.

**61. 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 2023-2024 Grant to increase the balances in the amount of \$6,404.00 for teacher salaries and benefits for Title II programs. There was also a \$1,236.00 increase for Nonpublic funds for professional development. These monies are carry over monies from the 2022-2023 ESEA Title II grant.

**62. Approval of ESEA - Title I Salary & Benefits (Amendment)**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title I funds in the amount of \$155,346.00 for the salary/benefits for Ms. Jennifer Reeves, Memorial School Teacher for an Instructional Pull Out Program/Reading Specialist. This amount represents 100% of the salary and benefits for Ms. Reeves. Salary will be charged to account 20-231-100-100-000-000-050 and benefits will be charged to 20-231-200-200-000-000-050.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

**63. Approval of ESEA - Title I Salary & Benefits (Amendment)**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title I funds in the amount of \$22,908.00 for the salary/benefits for Ms. Nancy Trotto, Memorial School Teacher for an Instructional Pull Out Program. This amount represents 15% of salary and benefits for Ms. Trotto. Salary will be charged to account 20-231-100-100-000-000-050 and benefits will be charged to 20-231-200-200-000-000-050.

**64. Approval of ESEA - Title II Salary & Benefits (Amendment)**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title II funds in the amount of \$40,525.00 for the salary/benefits for Ms. Donna Trommelen, Washington Park School Teacher to reduce class sizes at the elementary school. This amount represents 26% of the salary and benefit for Ms. Trommelen. Salary will be charged to account 20-270-100-100-000-001-060 and benefits will be charged to 20-270-200-200-000-000-060.

**65. Approval of Swing Education Inc. Contract**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the Swing Education Inc., of San Francisco California, contract to help manage and fill substitute teacher and related professional vacancies as needed. Positions will be paid on a per diem basis with a service charge paid to Swing Education Inc at a rate of 34% of the daily pay rate per position filled.

Motion for approval of item 45-65

MOTION: Mr. Parlegreco

SECONDED: Mr. Bierach

VOTE: Unanimous (Mr. Bierach and Mr. Parlegreco abstained from PO 24-1210 and 24-1230 on item #45 Bills List November, Dr. Vancheri abstained from all Agenda items and PO's related to NRESC)



**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/15/2023

**66. Old Business**

There was no old business.

**67. New Business**

There was no new business.

**68. Hearing and Petition of Citizens**

No citizens wished to be heard.

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

There was no other matters of a timely nature.

**70. Adjournment**

Upon motion by Mr. Bierach and seconded by Mr. Parlegreco this meeting was adjourned at 7:56 P.M.

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary