

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/16/2022

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 November 16, 2022.

A motion was made by Ms. DeCeglie and seconded by Mr. Bierach to have Ms. Alesandrelli act as President for the November 16, 2022, 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. Carr, Ms. DeCeglie, Mr. Kerwin,
Mr. La Rose and Mr. Parlegreco

Members Absent: Ms. Antonucci and Mr. Reynoso

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

11/16/2022

5. Professional Days

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submitted Professional Days as per the attached.

6. 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 27, 2022, with Routes 1-8, conducted by Joseph Compel.

7. 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 27, 2022, with Routes 1-8, conducted by David Bower.

8. 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 Tuesday, November 8, 2022, conducted by Lauren Terranova.

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

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

10. Policy Revision 1230 – Superintendent’s Duties

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

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/16/2022

11. Policy Revision 1330 – Evaluation of School Business Administrator

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

12. Policy Revision 2220 – Adoption of Courses

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

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

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

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

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

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

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

16. Policy Revision 5519 – Dating Violence at School

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

17. Policy Revision 6220 – Budget Preparation

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

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/16/2022

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

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

19. Policy Revision 6480 – Purchase of Food Supplies

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

20. Policy Revision 6810 – Financial Objectives

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

21. Policy Revision 6820 – Financial Reports

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

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

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

23. Policy Revision 7420 – Hygienic Management

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

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

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

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/16/2022

25. Regulation Revision 1330 – Evaluation of School Business Administrator

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

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

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

27. Regulation Revision 5519 – Dating Violence at School

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

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

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

29. Regulation Revision 7420.1 – Bloodborne Pathogen Exposure Control Plan

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

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

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

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

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

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/16/2022

32. Regulation Revision 8420.2 – Bomb Threats

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

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

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

34. Regulation Revision 8420.7 – Lockdown Procedures

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

35. Regulation Revision 8420.10 – Active Shooter

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

36. Regulation Revision 8630 – Emergency School Bus Procedures

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

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

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

38. Regulation Revision 2464 – Gifted and Talented Pupils

The Superintendent presents to the Board the first read of the revised mandated Regulation 2464 - Gifted and Talented Pupils.

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/16/2022

39. 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 2023 – 2024 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.

40. J and B Therapy, LLC Contract

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the contract with J and B Therapy, LLC, an approved Clinic and Agency for the State of New Jersey, for the 2022 - 2023 school year for professional services as per the attached.

41. 2022 – 2023 Totowa School District School Safety/Emergency Operations Manual

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2022 – 2023 Totowa School District School Safety/Emergency Operation Manual.

42. 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 14, 2022, from approximately 9:30 A.M. to 11:30 A.M. The Totowa Board of Education will provide the busses.

43. Use of Facilities – P.T.O. Picture Retakes

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the P.T.O. to use Memorial School Auditorium and Washington Park School Gym for Fall Picture Retakes on Monday, November 21, 2022. The P.T.O. is also requesting the use of tables and chairs.

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/16/2022

44. Use of Facilities – P.A.L. Soccer Pictures

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the P.A.L. to use the Washington Park School gym for soccer pictures on Thursday, October 27, 2022, from 5:30 P.M. to 9:00 P.M.

45. Use of Facilities – P.A.L. Basketball

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

Washington Park School Gymnasium and Memorial School Gymnasium

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

The programs will run from Monday, November 28, 2022, through Friday, March 17, 2023. The P.A.L. understands that all school related and prior approved activities have priority over the use of facilities. In the event that 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.

46. Use of Facilities – P.A.L. Floor Hockey

The Superintendent, in consultation with the Administrative Team, recommends that the Board retroactively approve the request of the Totowa P.A.L. Coed Floor Hockey program as follows:

Memorial School Gymnasium

Mondays, Tuesdays, Thursdays, Fridays 5:45 P.M. – 9:00 P.M.

The program will run from Monday, November 14, 2022, through Friday, January 13, 2023, for Pre-K through grade seven. The P.A.L. understands that prior approved activities have priority over the use of facilities.

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/16/2022

Motion for approval of item 5-46

MOTION: Mr. Bierach
SECONDED: Mr. La Rose
VOTE: Unanimous

47. Informational

Bus Evacuation Drills

Breast Cancer Walk

Memorial School Safety Town

Student Faculty Volleyball Game

Dates for Your Information:

Nov. 18	Report Cards Issued Marking Period 1
Nov. 21	P.T.O. Picture Retakes
Nov. 23	One Session Day – 1:20 P.M. Dismissal
Nov. 24-25	Thanksgiving Recess – Schools Closed
Dec. 2	P.T.O. Holiday Gift Shop – WPS 6:30 P.M.
Dec. 6	Winter Concert Grade 1 – WPS 5:30 P.M.
Dec. 6	Winter Concert Grade 2 – WPS 6:30 P.M.
Dec. 6	Winter Concert Grade 3 – WPS 7:30 P.M.
Dec. 8	Winter Concert WPS – 7:00 P.M.
Dec. 14	Board of Education Meeting – WPS 6:00 P.M.

Use of Facilities:

Dec. 1	P.T.O. Holiday Gift Shop Setup
Dec. 2	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

11/16/2022

Attachments:

Reports:

Discipline Reports

Memorial School Smart Dog Newsletter

48. Committee Reports

Ms. Alesandrelli stated committee meetings were not held.

49. 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 twenty (20) minutes and no action will be taken.

Motion for approval of item 49

MOTION: Mr. Kerwin

SECONDED: Ms. DeCeglie

VOTE: Unanimous

The Board returned from executive session at 8:00 P.M.

50. Substitute Teachers

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

Priority I

Choudhury, Sabia

Macaluso, Jamie

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/16/2022

51. Approval – Accumulated Sick Leave at Retirement – Campilango

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the accumulated sick leave at retirement for Peter Campilango, Supervisor of Buildings and Grounds for the Totowa School District, as per the following calculation:

40.54 sick days (as per contract) @ \$370/per day (as per contract) = \$15,000.00
Maximum amount as allowed by law

52. Approval – Accumulated Sick Leave at Retirement – Filan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the accumulated sick leave at retirement for Joseph Filan, Custodial Engineer for the Totowa School District, as per the following calculation:

16 sick days @ \$150/per day (as per contract) = \$2,400.00

53. Approval – Accumulated Sick Leave at Retirement – Muehter

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the accumulated sick leave at retirement for Katherine Muehter, teacher for the Totowa School District, as per the following calculation:

76.5 sick days @ \$150/per day (as per contract) = \$11,475.00

54. Approval – Accumulated Sick Leave at Retirement – Smith

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the accumulated sick leave at retirement for Lynn Smith, Confidential Secretary for the Totowa School District, as per the following calculation:

48.4 sick days (as per contract) @ \$310/per day (as per contract) = \$15,000.00
Maximum amount as allowed by law

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/16/2022

Motion for approval of item 50-54

MOTION: Mr. La Rose
SECONDED: Mr. Kerwin
VOTE: Unanimous

55. Approval of Minutes- October 19, 2022 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of October 19, 2022, as presented.

Motion for approval of item 55

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

56. Approval of Minutes- October 19, 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 October 19, 2022, as presented.

Motion for approval of item 56

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

57. 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.

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/16/2022

58. 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 2022, as presented.

59. 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 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.

60. 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 2022, as presented.

61. 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 2022, as presented.

62. 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 2022, as presented.

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/16/2022

63. 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 2022, as presented.

64. 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 2022, as presented. (See Attachment #1 Monthly Transfer Report)

65. 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 2022, as presented.

66. 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 #912101422	1526	\$ 26,361.76
Pomptonian Food Service	Invoice #912102122	1527	\$ 5,513.89
Pomptonian Food Service	Invoice #912102822	1528	\$ 8,923.71
Service Plus Inc.	Invoice #1019341-IN	1529	\$ 322.95

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/16/2022

67. Approval of Café Account Transfer

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the transfer of funds in the amount of \$100,000.00 from the Warrant account to the Cafeteria account for year end 2021-2022. These funds should have remained where they were. A plan to reduce the excess of the amount allowed to be held, as per the state's three-month average expenditure calculation, has been created.

68. Approval of 2022-2023 District Report of Transported Resident Students

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2022-2023 District Report of Transported Resident Students. (See attachment #2)

69. Approval of the 2023 Budget Calendar

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the 2023 Budget Calendar. (See attachment #3)

70. Approval of 2022-2023 IDEA Grant - Amendment

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the 2022-2023 IDEA Grant Amendment. Unexpended monies in the amount of \$23,540.00 for Non-Public Basic. The unexpended monies from the 2021-2022 IDEA Grant will be allocated in the amended 2022-2023 IDEA Grant for OT, Speech, Instructional Aides, PD and or Counseling.

71. Approval of Transparent Energy

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the use of Premiere Energy as a third-party supplier for the purchase of Natural Gas not to exceed 1.12325/th. (See attachment #4)

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/16/2022

Motion for approval of item 57-71

MOTION: Ms. DeCeglie

SECONDED: Ms. Carr

VOTE: Unanimous (Mr. Bierach and Mr. Parlegreco abstained from PO 23-1224 on #57 Bills List)

72. Old Business

There was no old business.

73. New Business

Mr. Bierach and Mr. La Rose discussed the Wreathes Across America coming to town on December 13, 2022 and the Holiday parade on November 26, 2022. Both events are a lot of fun and great for the kids in town to attend.

74. Hearing and Petition of Citizens

No citizens wished to be heard.

75. Other Matters of a Timely Nature

There was no other matters of a timely nature.

76. Adjournment

Upon motion by Ms. DeCeglie and seconded by Mr. Kerwin this meeting was adjourned at 8:05 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary