

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

12/15/2021

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 December 15, 2021.

1. Call To Order

Vice President Alesandrelli called the meeting to order at 6:07 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. DeCeglie, Mr. Kerwin, Mr. La Rose and Mr. Tangora
Members Absent: Ms. Antonucci, Mr. Bierach, Ms. Carr 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.

Ms. Capitelli asked Ms. Lynn Smith to come up for a presentation of a plaque for Ms. Smith's retirement. Ms. Capitelli read the plaque and thanked Ms. Smith on behalf of the Administration, the Board of Education and the staff for all of her hard work and dedication. Ms. Smith thanked all of the Board Members.

4. Public to be Heard

There was no public to be heard.

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

12/15/2021

5. Professional Days

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

6. 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 2021 - 2022 school year as follows:

Into Algebra Houghton Mifflin Harcourt Grade 8
MyView Literacy 2020 Foundational Skills Scott Foresman Grade K
MyView Literacy 2020 Foundational Skills Scott Foresman Grade 1
MyView Literacy 2020 Foundational Skills Scott Foresman Grade 2
MyView Literacy Leveled Reader Bookshelf Collection Scott Foresman Grade 3
MyView Literacy Leveled Reader Bookshelf Collection Scott Foresman Grade 4
Tales of a Fourth Grade Nothing by Judy Bloom Puffin Books Grade 4

7. 2021 - 2022 Application for State School Aid

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve the submission of the 2021 - 2022 Application for State School Aid (ASSA) to the New Jersey State Department of Education on Wednesday, November 24, 2021.

8. Placement of Student

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve the placement of Student #O-21-21-01 at Sage Day School beginning on November 18, 2021, for the remainder of the 2021 - 2022 school year. The annual tuition cost is \$66,559; transportation to be provided by Northern Region Educational Services Commission.

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

12/15/2021

9. Special Olympics - *Play Unify*

The Superintendent, in consultation with the Director of Special Education, recommend the Board retroactively approve the Totowa School District to participate in the Jolly Jamboree *Play Unify* to be held on Monday, December 13, 2021, via Zoom.

10. Acceptance of Donation – Totowa Post Office

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the donation of coloring books for the first-grade students from the Totowa Post Office to the Totowa School District.

11. Policy Adoption 1648.13 - School Employee Vaccination Requirements

The Superintendent presents to the Board the second read of the new mandated Policy 1648.13 - School Employee Vaccination Requirements.

12. Policy Adoption 1648.14 - Safety Plan for Healthcare Settings in School Buildings

The Superintendent presents to the Board the second read of the new mandated Policy 1648.14 - Safety Plan for Healthcare Settings in School Buildings.

13. Policy Adoption 2425 - Emergency Virtual or Remote Instruction Program

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

14. Policy & Regulation Revision 5751 - Sexual Harassment of Students

The Superintendent presents to the Board the second read of the revised mandated Policy 5751 - Sexual Harassment of Students.

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

12/15/2021

15. Use of Facilities – Holiday Gift Shop

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the P.T.O. to decorate the cafeteria for the Holiday Gift Shop on Thursday, December 2, 2021, from 6:00 P.M. to 7:30 P.M.

16. Use of Facilities - Passaic Valley Elks Hoop Shoot

The Superintendent recommends the Board retroactively 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 11, 2021, from 10:00 A.M. to 12:00 P.M. The program is open to Totowa, Little Falls, and Woodland Park students ages 8 thru 13.

Motion for approval of item 5-16

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

17. Informational

Tree Lighting Ceremony

WPS Winter Concerts

MS Winter Concerts

Dates for Your Information:

| | |
|------------|--|
| Dec. 17 | Paperless Report Cards Online - Marking Period 2 |
| Dec. 23 | 1:20 P.M. Dismissal |
| Dec. 24-31 | Winter Recess - Schools Closed |
| Jan. 1-2 | Winter Recess - Schools Closed |
| Jan. 3 | Schools Reopen |
| Jan. 19 | Board of Education Meeting - WPS 7:00 P.M. |

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

12/15/2021

Use of Facilities:

- Jan 3-14 PAL Hockey (MS)
- Jan. 6 PTO Executive Board Meeting (WPS)
- Mon.-Fri. Totowa Education Foundation Basketball (WPS)

Attachments:

Reports:

Discipline Reports

Newsletter:

The Smart Dog - November 2021

Article:

Totowa Spreads Holiday Cheer with Annual Tree Lighting Ceremony

Programs:

- Memorial School Grade 1 Winter Concert
- Memorial School Grade 2 Winter Concert
- Memorial School Grade 3 Winter Concert
- A Winter Concert Washington Park School

18. Committee Reports

Ms. Alesandrelli stated committee meetings were not held.

19. 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 6:14 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately ten (10) minutes and no action will be taken.

Motion for approval of item 19

MOTION: Mr. Tangora

SECONDED: Mr. Kerwin

VOTE: Unanimous

The Board returned from executive session at 6:33 P.M.

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

12/15/2021

20. Substitute Teachers

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

Priority II

Qattous, Rawan

21. Rescind Action - Appointment - Special Education Aide

The Superintendent, in consultation with the Director of Special Education, recommends the Board rescind the action of the November 17, 2021, Board of Education meeting item number five the appointment of Ms. Aimy Salmeron as an Educational Support Aide for the 2021 - 2022 school year, at the 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.

22. Approval - Teacher Corrective Action Plan (CAP)

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Teachers' Corrective Action Plan (CAP) for the 2021 - 2022 school year as per the attached.

23. Approval - Medical Leave - Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a revision to the Medical Leave for Tina DeRose beginning Thursday, October 21, 2021, through approximately Friday, December 10, 2021. She will use approximately thirty-three (33) accumulated sick days.

24. Approval - Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve a Medical Leave for Giuseppe Frequenza beginning Monday, October 18, 2021, through approximately Wednesday, December 29, 2021. He will use approximately forty-five (45) sick days.

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

12/15/2021

25. Approval - Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Medical Leave for Beverly Luciano beginning Tuesday, December 21, 2021, through approximately Monday, January 3, 2022. She will use approximately four (4) accumulated sick days.

26. Approval - Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve a Medical Leave for Joseph Spinner beginning Tuesday, November 16, 2021, through approximately Friday, November 19, 2021. He will use approximately four (4) accumulated sick days.

27. Approval - Unpaid Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve an Unpaid Leave for Toni Malatesta beginning Monday, November 29, 2021, through approximately Thursday, December 23, 2021. Ms. Malatesta will return to work on Monday, January 3, 2022.

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

12/15/2021

28. Maternity/Child Care Leave of Absence – Nicole Scullion

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised maternity/childcare leave of absence for Nicole Scullion as follows:

Ms. Scullion will begin her maternity/childcare leave Monday, January 24, 2022, through Friday, June 3, 2022, as per the following provisions:

1. Leave is granted without pay and benefits.
2. A. Leave will start on Monday, January 24, 2022.
B. Medical leave will be invoked from Monday, January 24, 2022, through Friday, March 4, 2022.
C. Ms. Scullion will use fifty-three (53) sick/personal days from Monday, January 24, 2022, through Friday, April 8, 2022.
D. FMLA will be invoked from Monday, March 7, 2022, through Friday, June 3, 2022 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
E. Ms. Scullion will return on Monday, June 6, 2022.
F. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Scullion for any further additional time absent outside the FMLA 13-week period.

29. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Mr. Joseph Segura as a Maternity Leave Replacement for Ms. Nicole Scullion from Monday, January 24, 2022, through approximately Friday, June 3, 2022, at the rate of \$17.75 per hour.

Motion for approval of item 20-29

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

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

12/15/2021

30. Approval of Minutes- November 17, 2021 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of November 17, 2021, as presented.

Motion for approval of item 30

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

31. Approval of Minutes- November 17, 2021 – Executive Session

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the Executive Session during the meeting of November 17, 2021, as presented.

Motion for approval of item 31

MOTION: Mr. La Rose
SECONDED: Mr. Tangora
VOTE: Unanimous (Ms. DeCeglie abstained)

32. Approval of Bills List – December

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

33. Acceptance of Financial Status Report – November

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of November 2021, as presented.

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

12/15/2021

34. Monthly Financial Certification of the Board Secretary and the Board of Education – November

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2021-2022 budget have not been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

35. Acceptance of Bank Reconciliations – November

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of November 2021, as presented.

36. Acceptance of Board Secretary Report – November

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of November 2021, as presented.

37. Acceptance of Treasurer of School Monies Report – November

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of November 2021, as presented.

38. Acceptance of Financial Summary Report – November

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of November 2021, as presented.

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

12/15/2021

39. Approval of Line-Item Budget Transfers – November

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

40. Acceptance of Revenue Report – November

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of November 2021, as presented.

41. 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 #912110521 | 1462 | \$ 6,603.36 |
| Pomptonian Food Service | Invoice #912111221 | 1463 | \$ 17,049.10 |
| Pomptonian Food Service | Invoice #912112621 | 1464 | \$ 13,612.86 |
| Pomptonian Food Service | Start Up Money 21-22 | 1465 | \$ 250.00 |

42. Approval of 2021-2022 IDEA Grant - Amendment

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the 2021-2022 IDEA Grant Amendment. Unexpended monies in the amount of \$35,676.00 for Non-Public Basic. The unexpended monies from the 2020 -2021 IDEA Grant will be allocated in the amended 2021-2022 IDEA Grant.

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

12/15/2021

43. 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 2021-2022 Grant to increase the balances in the amount of \$2,878.00 for teacher salaries and benefits for Title I programs. There was also a \$188.00 increase for Nonpublic funds for professional development. These monies are carry over monies from the 2020-2021 ESEA Title I Part A grant.

44. 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 2021-2022 Grant to increase the balances in the amount of \$2,102.00 for teacher salaries and benefits for Title II programs. There was also a \$401.00 increase for Nonpublic funds for professional development. These monies are carry over monies from the 2020-2021 ESEA Title II grant.

45. Approval of ESEA Title III Immigrant 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 III Immigrant 2021-2022 Grant to increase the balances in the amount of \$1,439.00 for instructional leveled readers to improve the education of immigrant students. These monies are carry over monies from the 2020-2021 ESEA Title III Immigrant grant.

46 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 \$122,976.00 for the salary/benefits for Ms. Jennifer Reeves, Memorial School Teacher for an Instructional Pull Out Program/Reading Specialist. This amount represents 99% of 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

12/15/2021

47. 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 \$31,393.00 for the salary/benefits for Ms. Kathleen Peterson, Washington Park School Teacher to reduce class sizes at the elementary school. This amount represents 29% of salary and benefit for Ms. Peterson. 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.

48. Approval of 2021-2022 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2021-2022 school year transportation contract with North Region Educational Services Commission, Wayne as follows:

| Route # | School | Contractor | Cost Per Route | Date |
|---------|--------------------|--------------------|----------------------|--------------------|
| 2062 | Schuyler Colfax MS | D&J Transportation | \$35,675.50+1,427.02 | 11/22/21-June 2022 |
| 2309 | Sage Day School | restige Xpress | \$51,200.00+2,048.00 | 11/22/21-June 2022 |

49. Approval of Out of District Contract 2021-2022

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the out of district contract for student O-21-22-01, to Sage Day for the 2021-2022 school year in the amount of \$66,559.00.

50. Approval of Out of District Contract 2021-2022

The Superintendent, in consultation with the School Business Administrator, recommends the Board retroactively approve an out of district McKinney Vento contract with Wayne Township Public Schools in the amount of \$16,968.00.

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

12/15/2021

Motion for approval of item 32-50

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

51. Old Business

There was no old business.

52. New Business

There was no new business.

53. Hearing and Petition of Citizens

No citizens wished to be heard.

54. Other Matters of a Timely Nature

There was no other matters of a timely nature.

55. Adjournment

Upon motion by Ms. DeCeglie and seconded by Mr. La Rose this meeting was adjourned at 6:36 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary