

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

02/16/2022

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 February 16, 2022.

1. Call To Order

President Antonucci called the meeting to order at 7:08 P.M. and led all present in the salute to the flag and remain standing for a moment of silence for our past and present troops.

2. Roll Call

Members Present: Ms. Alesandrelli, Ms. Antonucci, Mr. Bierach, Ms. Carr,
Mr. La Rose, Mr. Reynoso and Mr. Tangora

Members Absent: Ms. DeCeglie and Mr. Kerwin

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. Inclement Weather Day

The Superintendent recommends the Board retroactively approve the following school closure due to inclement weather:

Friday, February 4, 2022

7. Acceptance of Donation – Totowa Borough

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the donation of hand sanitizer for the Totowa School District.

8. Safe Return Plan - Revision

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

9. 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:

Freak the Mighty by Rodman Philbrick Grade 6

The Egypt Game by Zilpha Keatley Snyder Grade 5

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10. Bilingual Plan 2021 – 2024

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the English Language Learner Three-Year Program Plan for the 2021-2024 school years to be submitted to the New Jersey Department of Education on February 17, 2022.

11. 2022- 2023 Proposed School Calendar

The Superintendent recommends the Board approve the 2022 - 2023 proposed school calendar. (See attached)

12. Extended School Year Operations/Postings

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve operating an Extended School Year program at Washington Park School from Monday, June 27, 2022, through Thursday, July 28, 2022, for nineteen (19) days of instruction from 9:00 A.M. to 1:00 P.M. on Mondays through Thursdays. There will be no class on Monday, July 4, 2022.

The Summer Enrichment recommended staff position postings are as follows:
(The number of staff required will be dependent upon enrollment.)

Special Education Teachers with Autism/ABA experience
Special Education Aides/Instructional Aides with ABA experience
Speech/Language Therapist
Occupational Therapist (part-time)
Physical Therapist (part-time)
Behaviorist (part-time)
Nurse/Aide

13. Community Based Instruction Trip

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the change in date for Community Based Instruction trip to T-Bowl in Wayne from Wednesday, February 2, 2022, to Tuesday, February 22, 2022.

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14. Community Based Instruction Trip – Cancellation

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the cancellation of the Community Based Instruction visit to the Totowa Public Library on Wednesday, February 23, 2022.

15. Policy Adoption 2415.05 – Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment

The Superintendent presents to the Board the first read of the mandated Policy 2415.05 – Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment.

16. Policy Adoption 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries

The Superintendent presents to the Board the first read of the new mandated Policy 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries.

17. Policy Adoption 2622 – Student Assessment

The Superintendent presents to the Board the first read of the mandated Policy 2622 – Student Assessment.

18. Policy Adoption 3233 – Political Activities

The Superintendent presents to the Board the first read of Policy 3233 – Political Activities.

19. Policy Adoption 5541 – Anti-Hazing

The Superintendent presents to the Board the first read of the new mandated Policy 5541 - Anti-Hazing.

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20. Policy Adoption 8465 – Bias Crimes and Bias-Related Acts

The Superintendent presents to the Board the first read of the mandated Policy 8465 - Anti-Hazing.

21. Policy Adoption 9560 – Administration of School Surveys

The Superintendent presents to the Board the first read of the mandated Policy 9560 – Administration of School Surveys.

22. Regulation Adoption 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries

The Superintendent presents to the Board the first read of the new mandated Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries.

23. Regulation Adoption 2460.30 – Additional/Compensatory Special Education and Related Services

The Superintendent presents to the Board the first read of the new mandated Regulation 2460.30 – Additional/Compensatory Special Education and Related Services.

24. Regulation Adoption 2622 – Student Assessment

The Superintendent presents to the Board the first read of the new mandated Regulation 2622 – Student Assessment.

25. Regulation Adoption 8465 – Bias Crimes and Bias-Related Acts

The Superintendent presents to the Board the first read of the mandated Regulation 8465 – Bias Crimes and Bias-Related Acts.

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26. Use of Facilities – P.T.O. Tricky Tray Donation Drop Off

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O for the Washington School Front Lobby on March 3, 2022, from 6:00 P.M. – 8:00 P.M. for donation drop off for the Tricky Tray. The P.T.O is also requesting the use of one (1) table, four (4) chairs, and a rolling rack.

27. Use of Facilities – P.T.O. Spring Pictures

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O to use the Memorial School Auditorium and Washington Park School Gym as follows:

Spring Pictures Monday, March 14, 2022

Memorial School 7:30 A.M. - 3:00 P.M.

Washington Park School 7:30 A.M. - 3:00 P.M.

Motion for approval of items 5-27

MOTION: Mr. Reynoso

SECONDED: Mr. Tangora

VOTE: Unanimous

28. Informational

Safe to Return Plan Updates

Audit

Budget 2022 – 2023

Kindergarten Round Up

Unplugged Concert

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Nations Night

Spring Musical - 'Frozen'

Dates for Your Information:

Feb. 18 – 21 Schools Closed Mid-Winter Break
Mar. 2 Progress Reports Online – Grades 5 - 8
Mar. 14 P.T.O. Spring Pictures
Mar. 15 P.T.O. General Meeting
Mar. 23 Spring Musical Matinee – 'Frozen' – WPS 1:30 P.M.
Mar. 24 Spring Musical Matinee – 'Frozen' – WPS 7:00 P.M.
Mar. 25 Spring Musical Matinee – 'Frozen' – WPS 7:00 P.M.
Mar. 26 Spring Musical Matinee – 'Frozen' – WPS 7:00 P.M.

Use of Facilities:

Mar. PAL Basketball (MS and WPS)
Mar. 7 P.T.O. Executive Board Meeting (WPS)
Mar. 11 P.T.O. 4th, 5th, and 6th Grade Social
Mar. 14 P.T.O. Spring Pictures
Mar. 15 P.T.O. General Meeting (MS)

Attachments:

Reports:

Discipline Reports

29. Committee Reports

Ms. Antonucci stated committee meetings were not held.

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30. 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 7:15 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately thirty (30) minutes and no action will be taken.

Motion for approval of item 30

MOTION: Ms. Alesandrelli
SECONDED: Mr. Tangora
VOTE: Unanimous

The Board returned from executive session at 7:48 P.M.

31. Substitute Teachers

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

Priority II
Amezquita, Erika
Hamideh, Yasmeeen
Hoyt, Julia
Marchesani, Julia
Nassery, Mariam
Palek, Kevin
Quiles, Angel
Siegel, Adam

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32. Increase in Hours

The Superintendent, in consultation with the Administrative Team, recommends the Board approve an increase in hours not to exceed twenty-nine and a half (29.5) per week for Alison Mozer, Speech/Language Therapist, beginning February 17, 2022, for the remainder of the 2021 – 2022 school year.

33. Retirement – Joseph Frequenza

The Superintendent recommends the Board accept with regret the retirement of Joseph Frequenza, Custodial Engineer, for the Totowa School District effective July 15, 2022.

34. Retirement – Peter Campilango

The Superintendent recommends the Board accept with regret the retirement of Peter Campilango, Supervisor of Buildings and Grounds, for the Totowa School District effective June 30, 2022.

35. Approval - Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve a Medical Leave for Cheryl Migliaccio beginning Thursday, February 3, 2022, through approximately Friday, February 11, 2022. She will use approximately seven (7) accumulated sick days.

36. Approval - Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Medical Leave for Julie Peters beginning Friday, February 25, 2022, through approximately Friday, April 8, 2022. She will use approximately thirty-one (31) accumulated sick days. Ms. Peters will return to work on Tuesday, April 19, 2022.

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Motion for approval of item 31-36

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

37. Approval of Minutes- January 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 January 19, 2022, as presented.

Motion for approval of item 37

MOTION: Mr. Reynoso
SECONDED: Mr. La Rose
VOTE: Unanimous (Mr. Bierach abstained)

38. Approval of Minutes- January 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 January 19, 2022, as presented.

Motion for approval of item 38

MOTION: Mr. Tangora
SECONDED: Ms. Alesandrelli
VOTE: Unanimous (Mr. Bierach abstained)

39. Approval of Bills List – February

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

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40. Acceptance of Financial Status Report – January

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of January 2022, as presented.

41. Monthly Financial Certification of the Board Secretary and the Board of Education – January

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.

42. Acceptance of Bank Reconciliations – January

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of January 2022, as presented.

43. Acceptance of Board Secretary Report – January

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of January 2022, as presented.

44. Acceptance of Treasurer of School Monies Report – January

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of January 2022, as presented.

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45. Acceptance of Financial Summary Report – January

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of January 2022, as presented.

46. Approval of Line-Item Budget Transfers – January

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

47. Acceptance of Revenue Report – January

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of January 2022, as presented.

48. 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 #912010722	1470	\$ 9,693.80
Pomptonian Food Service	Invoice #912011422	1471	\$ 17,552.63
Pomptonian Food Service	Invoice #912012122	1472	\$ 5,571.91
Pomptonian Food Service	Invoice #912012822	1473	\$ 6,981.33
Heerema Company	Invoice #0222514-IN	1474	\$ 393.00
Pomptonian Food Service	Invoice #912020422	1475	\$ 11,400.89

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49. Acceptance of the 2020-2021 Audit

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board accept the Annual Comprehensive Financial Report, formerly the Comprehensive Annual Financial Report, and Management Report for the period of July 1, 2020 to June 30, 2021, as prepared by Lerch, Vinci & Higgins. Ms. Capitelli stated no audit recommendations were noted in the report.

50. Acceptance of the 2019-2020 NJDA Procurement Review

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board accept the 2019-2020 New Jersey Department of Agriculture Procurement Review of the school district's School Nutrition Program. It was determined that a Corrective Action Plan is not required. (See Attachment #2)

51. Acceptance of the 2019-2020 School Security Grant Funds

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the funds from the 2019-2020 School Security Grant. The total grant acceptance is \$35,502 and was used to fund the panic alarms as well as a security server.

52. Approval of Contract – Millennium Strategies, LLC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve Millennium Strategies LLC, Morristown, New Jersey for an online grant research portal as well as detailed grant program summaries in the amount of \$3,900.00 for the 2021-2022 school year.

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53. Authorized Check Signatures – Student Activity, School Store and Donation Accounts

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the authorized check signatures.

Washington Park School Store - Ms. Patricia Capitelli, Ms. Pamela Steinhilber and Ms. Lauren Terranova

Washington Park School Donation - Ms. Patricia Capitelli, Ms. Pamela Steinhilber and Ms. Lauren Terranova

Motion for approval of item 39-53

MOTION: Mr. La Rose

SECONDED: Ms. Alesandrelli

VOTE: Unanimous (Mr. Bierach abstained from PO 22-1389 on the Bills List #39)

54. Old Business

There was no old business.

55. New Business

Mr. Varcadipane stated that our next board meetings scheduled for February 23, 2022 has been canceled. It will be rescheduled once the Governor gives his budget address.

56. Hearing and Petition of Citizens

No citizens wished to be heard.

57. Other Matters of a Timely Nature

There was no other matters of a timely nature.

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58. Adjournment

Upon motion by Mr. Reynoso and seconded by Ms. DeCeglie this meeting was adjourned at 8:10 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary