

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/21/2024

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 21, 2024.

**1. Call To Order**

President Antonucci called the meeting to order at 7:02 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, Ms. Coiro,  
Mr. Kerwin, Mr. La Rose, Mr. Parlegreco and Dr. Vancheri

Members Absent: None

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. 2024- 2025 Proposed School Calendar**

The Superintendent recommends the Board approve the 2024 - 2025 proposed school calendar. (See attached)

**7. Visitation – County of Passaic Department of Planning and Economic Development**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the visitation of Adras Holzman, Planning Director of the County of Passaic Department of Planning and Economic Development, on Tuesday, January 30, 2024, from 12:30 P. M. to 1:00 P.M. Mr. Holzman was interviewed by the Totowa Broadcast News students on the topic of expanding the county bike lanes and the plan for the future.

**8. Extended School Year Operations**

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve operating the 2024-2025 Extended School Year program at Washington Park and Memorial School to be run from Monday, June 24<sup>th</sup> through Thursday, July 25, 2024; 9:00 A.M. – 1:00 P.M., Mondays through Thursdays. There will be no class on Thursday, July 4, 2024.

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**9. Extended School Year Postings**

The Superintendent, in consultation with the Director of Special Education recommends the Board post the following positions for the Extended School Year as follows (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

**10. Use of Facilities – P.T.O. Kids’ Tricky Tray**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O. Kids Tricky Tray Committee as follows:

Washington Park School Gym

Friday, May 10, 2024                      6:00 P.M. – 10:00 P.M.

The P.T.O is also requesting access to the gym to set up the Kids Tricky Tray from 9:30 A.M. – 6:00 P.M. in addition to the use of tables and chairs for prizes and seating.

**11. Use of Facilities – P.T.O. Kids’ 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. to use Washington Park School front lobby on Thursday, March 14, 2024, and Wednesday, April 17, 2024, from 6:00 P.M. to 8:00 P.M. for the Kids' Tricky Tray Donation Drop Off. The PTO is also requesting the use of one table, three chairs, and a rolling cart.

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**12. Use of Facilities – Totowa PAL Softball and Baseball Field Request**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa PAL to use Washington Park School Field for their softball and baseball programs from Monday, March 18, 2024, through Wednesday, July 31, 2024, as follows:

Monday through Friday: 5:00 P.M. to Dusk  
Saturdays and Sundays: 9:00 A.M. to Dusk

Motion for approval of item 5-12

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

**13. Informational**

Budget

Passaic County Poster Contest

Unplugged Concert

Volleyball

Boiler Project Update

Ms. Capitelli stated the February 28th meeting will have to be moved to March 4th or 5th pending the governor's address and the April 24th meeting will need to be moved to May 1st per the new budget/election calendar provided by the State of NJ.

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Dates for Your Information:

Feb. 27	Unplugged Concert 6:00 P.M. WPS
Mar. 1	Progress Reports Online – Grades 5 – 8
Mar. 11	1:20 P.M. Dismissal
Mar. 11	Staff In-Service
Mar. 12	PTO General Meeting
Mar. 13	8 <sup>th</sup> Grade Broadway Play
Mar. 15	5 <sup>th</sup> Grade Battle of the Books
Mar. 18	PTO Spring Pictures
Mar. 20	Nations’ Night 6:00 P.M. WPS
Mar. 26	District Art Show/Science Fair 6:00 P.M. WPS

Use of Facilities:

Mar. 1	PTO 4 <sup>th</sup> and 5 <sup>th</sup> Grade Dance (WPS)
Mar. 4	PTO Executive Meeting (WPS)
Mar. 5	PTO Executive Meeting Snow Date (WPS)
Mar. 12	PTO General Meeting MS 7:00 P.M.

Attachments:

Reports:

Discipline Reports  
8th Grade Fashion Show ‘Shine Bright Like a Diamond’  
WPS *The Park Press* Volume 18, Issue 2

**14. Committee Reports**

Ms. Antonucci stated committee meetings were not held.

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**15. 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 7:10 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately fifteen (15) to twenty (20) minutes and no action will be taken.

Motion for approval of item 15

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

The Board returned from executive session at 7:35 P.M.

**16. Substitute Teachers**

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

Priority II

Bamforth, Erica  
Chumacero, Adriana  
Kamo, Rakibe  
Logothetis, Sevasti  
O'Callahan, Meagan  
Segura, Suyen  
Zaleski, Zachary

Priority III

Allan, Samiha  
Mustafa, Sondos

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**17. Reassignment – Donna Trommelen**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the reassignment of Donna Trommelen from Math Enrichment grades 4 – 8 to Math Teacher grade 7 effective Monday, February 5, 2024.

**18. Approval - Medical Leave Revision**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a revision to the unpaid medical leave for Douglas Upritchard, Custodial Engineer, from Thursday, December 7, 2023, until Wednesday, February 21, 2024.

**19. Approval – Medical Leave**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the medical leave for Kimberly Lubba, LEAP/Specials Teacher, from Monday, January 15, 2024, until Friday, February 9, 2024. Ms. Lubba used nineteen (19) sick days.

**20. Resignation – Special Education Aide**

The Superintendent recommends the Board approve the resignation of Carolyn Luisa, Special Education Aide, effective Wednesday, June 5, 2024.

Motion for approval of item 16-20

MOTION: Ms. Coiro

SECONDED: Mr. Bierach

VOTE: Unanimous (Dr. Vancheri abstained from item #16 Substitute Teachers)

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**21. Approval of Minutes- January 17, 2024 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of January 17, 2024, as presented.

Motion for approval of item 21

MOTION: Dr. Vancheri  
SECONDED: Ms. Alesandrelli  
VOTE: Unanimous (Mr. Parlegreco abstained)

**22. Approval of Minutes- January 17, 2024 – 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 17, 2024, as presented.

Motion for approval of item 22

MOTION: Dr. Vancheri  
SECONDED: Mr. Bierach  
VOTE: Unanimous

**23. 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.

**24. 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 2024, as presented.



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**25. 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 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.

**26. 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 2024, as presented.

**27. 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 2024, as presented.

**28. 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 2024, as presented.

**29. 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 2024, as presented.

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**30. 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 2024, as presented. (See Attachment #1 Monthly Transfer Report)

**31. 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 2024, as presented.

**32. 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	Invoice #912011224	1594	\$ 22,107.72
Pomptonian	Invoice #912011924	1595	\$ 13,593.35
Pomptonian	Invoice #912012624	1596	\$ 3,631.78
Pomptonian	Invoice #912013124	1597	\$ 16,712.54
Totowa Board of Education	Custodial Reimb.	Transfer to Warrant	\$ 14,092.97
Totowa Board of Education	PSE&G	Transfer to Warrant	\$ 1,901.79

**33. Approval of Request for Proposal – Food Service Management Company**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the Request for Proposals (RFP's) for a Food Service Management Company for the 2024-2025 school year.

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**34. Approval of 2023-2024 Transportation Contract NRESC**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2023-2024 transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
2582	Phoenix Center	Omar Transportation	\$ 18,720.00+748.80	1/2/24-June 2024

**35. 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 2023-2024 school year.

**36. Approval to Dispose of Equipment**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the disposal of the following items.

**Washington Park School**

Refrigerator World Cultures (Broken/Unrepairable)	x 1
Dryer World Cultures (Broken/Unrepairable)	x 1

**37. Approval of Submission and Grant Award – SDA Emergent and Capital Maintenance Needs**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the submission and grant award for the SDA Emergent and Capital Maintenance needs in the amount of \$19,335.00 for drawing and design of the Boiler/HVAC renovation projects. (See Attachment #2)

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**38. ROD Grant Execution and Delivery**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approves the Authorizing execution and delivery of the Grant Agreement. Rod Grant #5200-060-2R501 will be for New Boilers, Water heater and associated equipment; New Rooftop HVAC Units to serving the Cafeteria and Corridor; HVAC System Controls and thermostats throughout the building.

**39. ROD Grant Authority**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approves the Delegation of Authority to the School Business Administrator for supervision of the School Facilities Project. Rod Grant #5200-060-2R501 will be for New Boilers, Water heater and associated equipment; New Rooftop HVAC Units to serving the Cafeteria and Corridor; HVAC System Controls and thermostats throughout the building.

**40. Approval of High Impact Tutoring Grant Salary & Benefits**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following High Impact Tutoring funds in the amount of \$38,000.00 for the salary/benefits for:

Ms. Annabar Marie Stabile, Washington Park School Teacher  
Ms. Kassandra Antao, Memorial School Teacher  
Ms. Debra Barone, Washington Park School  
Ms. Erica Wolpert, Memorial School Teacher  
Ms. Jessica Baker, Memorial School Teacher  
Ms. Jenna Laudi, Washington Park School Teacher  
Ms. Gina McQuin, Memorial School Teacher

for an after-school tutoring program. Salary will be charged to account 20-460-100-101-000-000-050 and 20-460-100-101-000-000-060 and benefits will be charged to 20-460-200-200-000-000-050 and 20-460-200-200-000-000-060.

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**41. Approval of Travel Expense – 2023-2024 Annual NJASBO Conference**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the travel expenses for the 2023-2024 Annual NJASBO Conference in Atlantic City for Mr. Vincent Varcadipane, SBA/Board Secretary. Total expense for the trip will be roughly \$738.00.

Motion for approval of item 23-41

MOTION: Mr. La Rose

SECONDED: Ms. Coiro

VOTE: Unanimous (Mr. Bierach and Mr. Parlegreco abstained from PO 24-1370 on item #23 Bills List February, Dr. Vancheri abstained from all Agenda items and PO's related to NRESC)

**42. Old Business**

There was no old business.

**43. New Business**

There was no new business.

**44. Hearing and Petition of Citizens**

No citizens wished to be heard.

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

There was no other matters of a timely nature.

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**46. Adjournment**

Upon motion by Mr. Bierach and seconded by Mr. La Rose this meeting was adjourned at 7:39 P.M.

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary