

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

03/22/2023

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 March 22, 2023.

1. Call To Order

President Antonucci called the meeting to order at 7:10 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. Antonucci, Mr. Bierach, Ms. Carr, Mr. Kerwin, Mr. La Rose
Mr. Parlegreco and Mr. Reynoso

Members Absent: Ms. Alesandrelli and Ms. DeCeglie

Also Present: Patricia Capitelli, Superintendent of Schools
Vincent Varcadipane, School Business Administrator/Board Secretary
Mr. Raymond B. Reddin, Board Attorney

Ms. Capitelli presented Mr. Reynoso with a plaque and thanked him for all of his hours, service and dedication to the board and the Totowa School district. Mr. Reynoso was on the Board for 10 years. Mr. Reynoso thanked the administration, Board and his family.

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. Rescind Professional Days

The Superintendent, in consultation with the Administrative Team, recommends the Board rescind the professional days as per attached.

7. Inclement Weather Days

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the inclement weather days:

Tuesday, February 28, 2023, Closed
Tuesday, March 14, 2023, Early Dismissal

8. New Jersey Department of Education (NJDOE) Equivalency Waiver

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the New Jersey Department of Education (NJDOE) Equivalency Waiver for the Instruction and Program area of New Jersey Quality Single Accountability Continuum (NJQSAC) as per the attached.

9. Comprehensive Equity Plan Extension

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the Comprehensive Equity Plan Extension to the New Jersey Department of Education.

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10. Kid Clan Services, Inc. Contract

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the contract with Kid Clan Services, Inc. through June 2023 as follows:

Physical Therapy services @ \$110.00 per hour

Speech Therapy services @ \$110.00 per hour

11. Out of District Placement

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the placement of Student #OOD-22-23-01 at Hand Over Hand in Oakland, New Jersey beginning on 2/13/23 for the remainder of the 2022/2023 school year at the rate of \$9,000.

12. Totowa Public Library Visitations

The Superintendent, in consultation with the Administrative Team, recommends the Board approve AnnMarie Shapiola, Totowa Public Library, to visit students in grades kindergarten through grade four from approximately Monday, March 20, 2023, through Friday, April 28, 2023. Ms. Shapiola will read students a book and create a craft.

13. Use of Field - P.A.L. Softball and Baseball

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the Totowa PAL to use Washington Park School Field for their softball and baseball programs from Tuesday, March 14, 2023, through Sunday, July 30, 2023, as follows:

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

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14. Use of Facilities – PTO Spring Pictures

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the PTO to use the Memorial School Auditorium and Washington Park School Gym as follows:

Spring Pictures Monday, March 20, 2023

Memorial School Auditorium 8:00 A.M. - 3:00 P.M.

Washington Park School Gym 8:00 A.M. - 3:00 P.M.

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

15. Use of Facilities – PTO General Meeting

The Superintendent, in consultation with the Administrative Team, recommend the Board retroactively approve the request of the PTO the use of Memorial School Auditorium for the March General Meeting from 7:00 P.M. – 9:30 P.M.

16. Use of Facilities – PTO Spring Fundraiser Pick Up

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the PTO the use of the Washington Park School cafeteria on Wednesday, March 22, 2023, from 4:00 P.M. – 7:00 P.M. for Gertrude Hawk Spring Candy Fundraiser pick up. The PTO is also requesting the use of two (2) tables and two (2) chairs for check-in.

Motion for approval of item 5-16

MOTION: Mr. Kerwin

SECONDED: Mr. La Rose

VOTE: Unanimous

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17. Informational

QSAC

Nations' Night

Volleyball

Budget Presentation

Ms. Capitelli and Mr. Varcadipane presented the 2023-2024 School Year Budget to the public, which can be found on the Totowa School District's website. There were no questions or comments from the Board or the public.

Dates for Your Information:

Mar. 30-31	8 th Grade Trip – Washington, DC
Mar. 31	Marking Period 3 Closes
Apr. 3	Marking Period 4 Begins
Apr. 4	Science Fair and Districtwide Art Show – WPS - 7:00 P.M.
Apr. 6	Report Cards Issued Online – Marking Period 3
Apr. 6	1:20 P.M. Dismissal
Apr. 7 – 14	Schools Closed – Spring Recess
Apr. 20	TPK Open House – Memorial School – 7 P.M.
May 3	Board of Education Reorganization Meeting – WPS - 7:00 P.M.

Use of Facilities:

Apr. 3	PTO Executive Meeting (WPS)
Apr. 21	PTO Kids' Tricky Tray (WPS)

Attachments:

Reports:

- Discipline Reports
- Nations' Night Program
- The Washington Park School Press, Volume 17, Issue 2

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18. Committee Reports

Ms. Antonucci 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 7:34 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 19

MOTION: Mr. Reynoso

SECONDED: Mr. La Rose

VOTE: Unanimous

The Board returned from executive session at 8:34 P.M.

20. Substitute Teachers

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

Priority II

Conklin, Alexa

Leon, Annelisse

Omran, Dounia

Velazquez, Sol

Zayas, Gianni

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21. Resignation – Antoinette Armagno

The Superintendent, in consultation with the administrative team, recommends the Board accept the resignation of Antoinette Armagno, Special Education Aide, for the Totowa School District effective Wednesday, March 15, 2023.

22. Resignation – Christopher Jacob

The Superintendent, in consultation with the administrative team, recommends the Board accept the resignation of Christopher Jacob, Supervisor of Buildings and Grounds, for the Totowa School District effective Wednesday, March 22, 2023.

23. Resignation – Alison Mozer

The Superintendent, in consultation with the administrative team, recommends the Board accept the resignation of Alison Mozer, Speech Teacher, for the Totowa School District effective Thursday, April 6, 2023.

24. Resignation – Marco Manzi

The Superintendent, in consultation with the administrative team, recommends the Board accept the resignation of Marco Manzi, Special Education Aide, for the Totowa School District effective Friday, May 12, 2023.

25. Approval – Unpaid Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve an unpaid Medical Leave for Jennifer Reeves beginning Monday, March 13, 2023, through Friday, March 17, 2023. Ms. Reeves will return to work on Monday, March 20, 2023 and will be responsible for all benefit costs.

26. Posting – Supervisor of Buildings and Grounds

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the posting of the position of Supervisor of Buildings and Grounds.

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27. Resignation – Nicholas Figueroa

The Superintendent, in consultation with the administrative team, recommends the Board accept the resignation of Nicholas Figueroa, Custodial Engineer, for the Totowa School District effective Friday, March 31, 2023.

28. Approval - Superintendent of Schools Contract

The Board approves the contract of the Superintendent of Schools for the 2023-2024, 2024-2025, 2025-2026, 2026-2027, 2027-2028 school years.

Motion for approval of item 20-28

MOTION: Mr. Reynoso

SECONDED: Mr. Bierach

VOTE: Unanimous

29. Hearing and Petition of Citizens

No citizens wished to be heard.

30. Approval of Minutes- February 15, 2023 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of February 15, 2023, as presented.

Motion for approval of item 30

MOTION: Mr. Reynoso

SECONDED: Mr. Bierach

VOTE: Unanimous

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31. Approval of Minutes- February 15, 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 February 15, 2023, as presented.

Motion for approval of item 31

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

32. Approval of Minutes- March 6, 2023 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of March 6, 2023, as presented.

Motion for approval of item 32

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

33. Approval of Bills List – March

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

34. Acceptance of Financial Status Report – February

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

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35. Monthly Financial Certification of the Board Secretary and the Board of Education – February

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.

36. Acceptance of Bank Reconciliations – February

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

37. Acceptance of Board Secretary Report – February

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

38. Acceptance of Treasurer of School Monies Report – February

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

39. Acceptance of Financial Summary Report – February

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

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40. Approval of Line-Item Budget Transfers – February

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

41. Acceptance of Revenue Report – February

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

42. 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 #912020323	1541	\$ 18,623.95
Pomptonian Food Service	Invoice #912021023	1542	\$ 9,796.74
Pomptonian Food Service	Invoice #912021723	1543	\$ 18,650.81
Pomptonian Food Service	Invoice #912022423	1544	\$ 12,205.31
Metro Fire & Safety	Invoice #SM 55231	1545	\$ 216.00
Totowa Board of Education	Custodial Reimb.	Transfer to Warrant	\$ 16,590.10
Totowa Board of Education	PSE&G Reimb.	Transfer to Warrant	\$ 1,876.43

**43. Rescind Action Item #56 from 02/15/2023 - Approval of Travel Expense –
2022-2023 Annual NJSBGA Conference**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the travel expense for the 2022-2023 Annual NJSBGA Conference in Atlantic City for Mr. Christopher Jacob, SBA/Board Secretary. Total expense for the trip will be roughly \$425.00.

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44. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #223 from the school district's Unemployment Compensation Account in the amount of \$6,105.92.00 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

45. Approval of 2022-2023 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2022-2023 school year transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
Q2814	Washington Park School-Totowa	FYFA, LLC	\$ 16,760.00+670.40	2/2/23-3/31/23

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46. Adoption of the 2023-2024 School Budget

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board adopts and submits the 2023-2024 School budget as presented.

BE IT RESOLVED, by the Totowa Board of Education, County of Passaic, that the 2023-2024 school district budget as approved as follows:

BE IT FURTHER RESOLVED, that the following GENERAL FUND AND DEBT SERVICE tax levies be approved to support the 2023-2024 budget:

	General Fund	Special Revenues	Debt Service	Total
2023-2024 Total Expenditures	23,557,203	1,051,631	-	24,608,834
Less: Anticipated Revenues				
Fund Balance	4,446,723			
Additional Fund Bal.	573,464			
State Aid	1,110,677			
Tuition	175,000			
Semi	30,028			
Interest	5,025			
Total Anticipated Revenues	6,340,917	1,015,631	-	7,392,548
Taxes to be Raised	17,216,286	-	-	17,216,286

47. 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 2022-2023 school year.

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48. Approval to Receive Bids – HVAC Replacement 7th/8th Grade Wing at Washington Park School

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve to receive bids for the HVAC Replacement 7th/8th Grade Wing located at Washington Park School.

49. Approval to Receive Bids – Transportation Contract

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve to receive bids for the district's transportation contract.

Motion for approval of item 33-49

MOTION: Mr. Kerwin

SECONDED: Ms. Carr

VOTE: Unanimous (Mr. Bierach and Mr. Parlegreco abstained from PO 23-1415 on item #33 Bills List March)

50. Old Business

There was no old business.

51. New Business

There was no new business.

52. Other Matters of a Timely Nature

There was no other matters of a timely nature.

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53. Adjournment

Upon motion by Mr. Reynoso and seconded by Mr. Bierach this meeting was adjourned at 8:37 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary