

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

03/28/2022

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 March 28, 2022.

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. Alesandrelli, Ms. Antonucci, Ms. Carr, Ms. DeCeglie,
Mr. Kerwin, Mr. La Rose, Mr. Reynoso and Mr. Tangora

Members Absent: Mr. Bierach

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

Ms. Capitelli presented Mr. Tangora with a plaque and thanked him for all of his hours, service and dedication to the board and the Totowa School district.

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. Inclement Weather Day

The Superintendent recommends the Board retroactively approve the following delayed opening due to inclement weather:

Friday, February 25, 2022

6. 2022- 2023 Proposed School Calendar Revisions

The Superintendent, in consultation with the administrative team, recommends the Board approve the revisions to the proposed 2022 - 2023 school calendar. (See attached)

7. Graduation Dance

The P.T.O., in conjunction with the district, will sponsor a dance for the eighth-grade students to be held on Wednesday, May 18, 2022, from 6:00 P.M. to 10:00 P.M. at The Grand. The Superintendent, in consultation with the administrative team, recommends that the eighth-grade students be excused from school at 1:20 P.M.

8. Bedside Instruction

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve bedside tutoring for Student #O-181902 while a patient at Children's Specialized Hospital in New Brunswick. Instruction to be provided by Educational Services Commission of New Jersey at the rate of \$69 per hour for 10 hours per week beginning on 3/22/22 for a length of time to be determined.

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

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

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

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

11. Policy Adoption 2622 – Student Assessment

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

12. Policy Adoption 3233 – Political Activities

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

13. Policy Adoption 5541 – Anti-Hazing

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

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

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

15. Policy Adoption 9560 – Administration of School Surveys

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

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

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

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

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

18. Regulation Adoption 2622 – Student Assessment

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

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

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

20. Use of Facilities - P.T.O. Spring Candy Fundraiser Pickup

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the P.T.O. for the Washington Park School Cafeteria on Monday, April 4, 2022, from 4:00 P.M. – 7:00 P.M. for the Gertrude Hawk Spring Fundraiser pick up. The P.T.O. is also requesting two (2) tables, two (2) chairs, and the use of the lunch tables.

21. Use of Facilities – P.T.O. Casino Night Basket 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 Tuesday, April 5, 2022, from 6:00 P.M. – 8:00 P.M. for donation drop off for Casino Night. The P.T.O is also requesting the use of one (1) table, four (4) chairs, and a pull cart.

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22. 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 Monday, March 14, 2022, through Thursday, June 30, 2022, 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 5-22

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

23. Informational

Passaic County Poster Contest

New Jersey Student Learning Assessments

Budget Presentation

Ms. Capitelli and Mr. Varcadipane presented the 2022-2023 School Year Budget to the public, which can be found on the Totowa School District's website. Ms. Capitelli and Mr. Varcadipane explained why the budget being presented is different from the advertised budget. A Chapter 44 adjustment appeal was granted after the original advertised budget was in the newspaper. There were no questions or comments from the Board or the public.

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Dates for Your Information:

- Apr. 1 Marking Period 3 Closes
- Apr. 4 Marking Period 4 Begins
- Apr. 5 Science Fair and Districtwide Art Show – WPS - 7:00 P.M.
- Apr. 6 TPK Open House – MS - 7:00 P.M.
- Apr. 8 Report Cards Issued Online – Marking Period 3
- Apr. 11 – 18 Schools Closed – Spring Recess
- Apr. 25 – 28 New Jersey Student Learning Assessments – Grade 3
- Apr. 27 Board of Education Reorganization Meeting – WPS - 7:00 P.M.

Use of Facilities:

- Apr. 4 P.T.O. Spring Fundraiser Pick Up – WPS Cafeteria – 4:00 P.M. - 7:00 P.M.
- Apr. 5 P.T.O. Casino Night Basket Drop Off – WPS Lobby – 6:00 P.M. – 8:00 P.M.

Use of Field:

- Apr. P.A.L. Baseball and Softball Mon. – Fri. 5:00 P.M. – Dusk
Sat. – Sun. 9:00 A.M. - Dusk

Attachments:

Reports:

Discipline Reports

Recognition – Senator Corrado

24. Committee Reports

Ms. Antonucci stated committee meetings were not held.

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25. 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 7:36 p.m.

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

Motion for approval of item 25

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

The Board returned from executive session at 8:05 P.M.

26. Substitute Teachers

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

Priority I

Casalapro, Rosa I.
Martinez, Karina

Priority II

Garcia, Edgar
Huzien, Reem
Piserchia, Deana
Saldutti, Andrea
Thornton, Ciera Lu
Vidal-Francisco, Evelin
Young, Emily E.

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27. Resignation – Anjelica Poalillo

The Superintendent, in consultation with the administrative team, recommends the Board retroactively accept the resignation of Anjelica Poalillo, Special Education Aide, for the Totowa School District effective Friday, March 25, 2022.

28. Approval - Medical Leave - Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve a Medical Leave for Julie Peters beginning Friday, February 25, 2022, through Friday, March 18, 2022. She will use sixteen (16) accumulated sick days. Ms. Peters will return to work on Monday, March 21, 2022.

29. Maternity/Child Care Leave of Absence - Carley Fleres

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

Ms. Fleres will begin her maternity/childcare leave Wednesday, May 18, 2022, through Friday, June 10, 2022, as per the following provisions:

- A. Leave will start on Wednesday, May 18, 2022.
- B. Medical leave will be invoked from Wednesday May 18, 2022, through Friday, June 10, 2022.
- C. Ms. Fleres will use sixteen (16) sick/personal days from Wednesday, May 18, 2022, through Friday, June 10, 2022.
- D. Ms. Fleres will return on Monday, June 13, 2022.

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30. FMLA Leave of Absence - Carley Fleres

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the FMLA childcare leave of absence for Carley Fleres as follows:

Ms. Fleres will begin her FMLA leave Thursday, September 1, 2022, through Friday, October 14, 2022, as per the following provisions:

- A. Leave is granted without pay and benefits.
- B. Leave will start on Thursday, September 1, 2022.
- C. FMLA will be invoked from Thursday, September 1, 2022, through Friday, October 14, 2022 - six (6) weeks. Benefits will be retained in accordance with FMLA.
- D. Ms. Fleres will return on Monday, October 17, 2022.
- E. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Fleres for any further additional time absent outside the FMLA 13-week period.

31. Retirement - Scott Gourley

The Superintendent recommends the Board accept the retirement of Scott Gourley, Custodial Engineer, for the Totowa School District effective April 30, 2022.

Motion for approval of item 26-31

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

32. Hearing and Petition of Citizens

No citizens wished to be heard.

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33. Approval of Minutes- February 16, 2022 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of February 16, 2022, as presented.

Motion for approval of item 33

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

34. Approval of Minutes- March 14, 2022 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of March 14, 2022, as presented.

Motion for approval of item 34

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

35. Approval of Minutes- February 16, 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 February 16, 2022, as presented.

Motion for approval of item 35

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

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36. Approval of Minutes- March 14, 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 March 14, 2022, as presented.

Motion for approval of item 36

MOTION: Mr. Reynoso

SECONDED: Mr. Tangora

VOTE: Unanimous

37. 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.

38. 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 2022, as presented.

39. 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 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.

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40. 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 2022, as presented.

41. 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 2022, as presented.

42. 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 2022, as presented.

43. 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 2022, as presented.

44. 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 2022, as presented. (See Attachment #1 Monthly Transfer Report)

45. 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 2022, as presented.

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46. 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 #912021122	1476	\$ 5,807.23
Pomptonian Food Service	Invoice #912021822	1477	\$ 20,240.29
Pomptonian Food Service	Invoice #912022522	1478	\$ 17,873.22
Pomptonian Food Service	Invoice #912030422	1479	\$ 10,300.39
Pomptonian Food Service	Invoice #912031122	1480	\$ 23,175.49
Metro Fire & Safety	Invoice #SM 43739	1481	\$ 195.00

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47. Adoption of the 2022-2023 School Budget

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board adopts and submits the 2022-2023 School budget as presented.

BE IT RESOLVED, by the Totowa Board of Education, County of Passaic, that the 2022-2023 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 2022-2023 budget:

	General Fund	Special Revenues	Debt Service	Total
2022-2023 Total				
Expenditures	22,455,481	1,208,585	-	23,664,066
Less: Anticipated Revenues				
Fund Balance	4,399,171			
State Aid	1,013,008			
Tuition	175,000			
Semi	34,538			
Interest	5,025			
Total Anticipated Revenues	5,626,742	1,208,585	-	6,835,327
Taxes to be Raised	16,828,739	-	-	16,828,739

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48. Approval of Telecommunication Service – Lightpath

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the three year service contract with Lightpath for Washington Park and Memorial School at a cost of \$1,673.00 monthly for phone service and \$2,043.00 monthly for internet.

49. Approval of New Website Design Contract

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve a contract with Jam Graphics of Wayne, NJ to design and build a new website for the Totowa School district. The contract is for a one time fee of \$9,750.00 plus a \$375 a month management fee.

50. Rescind Action – Approval of Board Workers’ Pay

The Superintendent in consultation with the School Business Administrator, recommends the Board rescind the action of January 19, 2022, Item #26 – Approval of Board Workers’ Pay – Annual School Election, of the School Business Administrator’s report.

51. Approval of Board Workers’ Pay – Annual School Election

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve an hourly pay rate of \$21.43 for the Annual School Election held on April 19, 2022.

Motion for approval of item 37-51

MOTION: Mr. Tangora
SECONDED: Mr. Kerwin
VOTE: Unanimous

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52. Old Business

There was no old business.

53. New Business

There was no new business.

54. Other Matters of a Timely Nature

There was no other matters of a timely nature.

55. Adjournment

Upon motion by Mr. Reynoso and seconded by Mr. La Rose this meeting was adjourned at 8:09 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary