

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

06/21/2023

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 June 21, 2023.

A motion was made by Dr. Vancheri and seconded by Mr. La Rose to have Ms. Alesandrelli act as President for the June 21, 2023, Board of Education meeting. The motion was passed unanimously by roll call vote.

1. Call To Order

Acting President Alesandrelli called the meeting to order at 7:15 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, Mr. Bierach, Ms. Coiro, Mr. La Rose and Dr. Vancheri
Members Absent: Ms. Antonucci, Ms. Carr, Mr. Kerwin and Mr. Parlegreco
Also Present: Patricia Capitelli, Superintendent of Schools
Vincent Varcadipane, School Business Administrator/Board Secretary
Mr. Raymond B. Reddin, Board Attorney

Ms. Capitelli presented Diane Emmolo with a plaque and certificate commemorating her retirement. Ms. Capitelli thanked Ms. Emmolo for all of her hard work and dedication throughout the years as well as read a number of Ms. Emmolo's achievements during her tenure in the Totowa School district. Ms. Emmolo thanked the board, teachers and administration. Ms. Emmolo stated all of the students that came through her class she treated as if they were her kids. Ms. Emmolo is going to dedicate her life to her family and grandchildren in her retirement.

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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.

5. Professional Days

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

6. Policy Abolishment 9100 – Public Relations

The Superintendent presents to the Board the abolishment of Policy 9100 – Public Relations.

7. Policy Abolishment 9140 – Citizens Advisory Committee

The Superintendent presents to the Board the abolishment of the mandated Policy 9140 – Citizens Advisory Committee.

8. Policy Revision 0144 – Board Member Orientation and Training

The Superintendent presents to the Board the first read of the revised Policy 0144 – Board Member Orientation and Training.

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9. Policy Revision 2520 – Instructional Supplies

The Superintendent presents to the Board the first read of the revised mandated Policy 2520 – Instructional Supplies.

10. Regulation Revision 2520 – Instructional Supplies

The Superintendent presents to the Board the first read of the revised mandated Regulation 2520 – Instructional Supplies.

11. Policy Revision 3217 – Use of Corporal Punishment

The Superintendent presents to the Board the first read of the revised mandated Policy 3217 – Use of Corporal Punishment.

12. Policy Adoption 4217 – Use of Corporal Punishment

The Superintendent presents to the Board the first read of the new Policy 4217 – Use of Corporal Punishment.

13. Policy Revision 5305 – Health Services Personnel

The Superintendent presents to the Board the first read of the revised mandated Policy 5305 – Health Services Personnel.

14. Policy Revision 5308 – Student Health Records

The Superintendent presents to the Board the first read of the revised mandated Policy 5308 – Student Health Records.

15. Regulation Revision 5308 - Student Health Records

The Superintendent presents to the Board the first read of the revised mandated Regulation 5308 – Student Health Records.

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16. Policy Revision 5310 – Health Services

The Superintendent presents to the Board the first read of the revised mandated Policy 5310 - Health Services.

17. Regulation Revision 5310 – Health Services

The Superintendent presents to the Board the first read of the revised mandated Regulation 5310 – Health Services.

18. Policy Revision 6112 – Reimbursement of Federal and Other Grant Expenditures

The Superintendent presents to the Board the first read of the revised mandated Policy 6112 – Reimbursement of Federal and Other Grant Expenditures.

19. Regulation Revision 6115.01 – Federal Awards/Funds Internal Controls – Allowability of Costs

The Superintendent presents to the Board the first read of the new mandated Regulation 6115.01 – Federal Awards/Funds Internal Controls – Allowability of Costs.

20. Policy Adoption 6115.04 – Federal Funds – Duplication of Benefits

The Superintendent presents to the Board the first read of the new mandated Policy 6115.04 – Federal Funds – Duplication of Benefits.

21. Policy Revision 6311 – Contracts for Goods or Services Funded by Federal Grants

The Superintendent presents to the Board the first read of the revised mandated Policy 6311 – Contracts for Goods or Services Funded by Federal Grants.

22. Policy Revision 7440 – School District Security

The Superintendent presents to the Board the first read of the revised mandated Policy 7440 – School District Security.

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23. Policy Revision 9140 – Citizens Advisory Committees

The Superintendent presents to the Board the first read of the revised Policy 9140 – Citizens Advisory Committees.

24. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Bus Evacuation Drills at Memorial School on Thursday, May 18, 2023, at 9:15 A.M. with Routes 1 - 8, conducted by Joseph Compel.

25. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Bus Evacuation Drills at Washington Park School on Thursday, May 18, 2023, at 9:10 A.M. with Routes 1 - 8, conducted by David Bower.

26. Every Student Succeeds Act

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of Every Student Succeeds Act, ESSA, to the New Jersey State Department of Education.

27. Update to Uniform State Memorandum of Agreement between Education and Law Enforcement Officials

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2023 – 2024 Updates to the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

28. Review of the Superintendent’s 2022 – 2023 Merit Goals

The Board reviewed the Superintendent’s 2022 – 2023 Merit Goals and Evidence of Completion.

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29. Submission of the Superintendent's 2022 – 2023 Merit Goals

The Board approves the submission of the Superintendent's 2022 – 2023 Merit Goal Submission Form to the Interim Executive Passaic County Superintendent of Schools.

30. Review of the School Security Drill Statement of Assurance

The Superintendent attests to the Board that all fire and safety drills have been held in accordance with 18A:41-1.

31. Submission of the School Security Drill Statement of Assurance

The Board, pursuant to 18A:41-1 approves the submission of the School Security Drill Statement of Assurance to the New Jersey Department of Education.

32. Safe Return Plan - Revisions

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

33. Use of Facilities – Totowa Education Foundation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa Education Foundation as follows:

Kops for Kids Summer Program

June 26, 2023 – August 18, 2023

Washington Park School Gym and Field

Summer Enrichment Classes

June 26, 2023 – July 27, 2023

Washington Park School Classrooms

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34. Out-of-District Placement

The Superintendent, in consultation with the Director of Special Education, recommends that the Board approve placement of Student #OOD 23-24-01 at Alpine Learning Group beginning on Wednesday, July 5, 2023, for the Extended School Year Program at the rate of \$17,766.90 and for the 2023-2024 school year at the rate of \$106,601.40. Transportation to be provided by the Northern Region Educational Services Commission.

Motion for approval of item 5-34

MOTION: Ms. Coiro

SECONDED: Mr. La Rose

VOTE: Unanimous (Dr. Vancheri abstained from Agenda items #28 and #29, Review of Superintendent's 2022-2023 Merit Goals and Submission of Superintendent's 2022-2023 Merit Goals respectively on the Report of the Superintendent)

35. Informational

Security Drills

Bus Drills

Awards Assembly

TPK End-of-Year Ceremony

Kindergarten Moving On

Eighth Grade Graduation

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Dates for Your Information:

July 4 Independence Day – Schools Closed
July 19 Board of Education Meeting

Use of Facilities:

July Totowa Education Foundation – Kops for Kids Summer Program
July Totowa Education Foundation – Enrichment Classes

Use of Field:

July P.A.L. Baseball and Softball Mon. – Fri. 4:00 P.M. – Dusk
Sat. – Sun. 9:00 A.M. - Dusk

Attachments:

Harassment, Intimidation, and Bullying Report

Reports:

Discipline Reports
Awards Assembly
TPK End-of-Year Program
Eighth Grade Graduation

36. Committee Reports

Ms. Alesandrelli stated committee meetings were not held.

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37. 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 7:39 p.m.

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

Motion for approval of item 37

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

The Board returned from executive session at 7:59 P.M.

38. Substitute Teachers

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

Priority I

Aldean, Karla

Priority II

Akhter, Jasmin

Nasser, Batoul

Rosool, Momin

Wheat, Stephanie

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39. Approval – Appointment

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the appointment of Douglas Chirico as Supervisor of Building and Grounds, for the 2023 – 2024 school year at the annual salary of \$65,000 effective July 1, 2023.

40. Expense Stipend

The Superintendent recommends the Board approve an expense stipend of \$200 to the following staff members supervising the Boston Trip:

Valerie D’Ambrosio	Mark DePasquale	Timothy Tracy
Nancy Trotto	Jennifer Schweighardt	

41. Approval - Maternity Leave

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

Ms. Fedor will begin her maternity/childcare leave Tuesday, September 5, 2023, through Tuesday, January 2, 2024, as per the following provisions:

1. Leave is granted without pay and benefits.
2. A. Leave will start on Tuesday, September 5, 2023.
B. FMLA will be invoked from Tuesday, September 5, 2023, through Tuesday, November 28, 2023 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
C. Ms. Fedor will use thirty (30) sick/personal days from Tuesday, September 5, 2023, through Monday, October 16, 2023.
D. Ms. Fedor will take an unpaid leave from Wednesday, November 29, 2023, through Monday, January 1, 2024.
E. Ms. Fedor will return on Tuesday, January 2, 2024.
F. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Fedor for any further additional time absent outside the FMLA 12-week period.

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42. Appointment – Custodial Engineer

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Richard Mastriani to the position of Custodial Engineer for the 2022 – 2023 school year beginning on Monday, June 26, 2023. Mr. Mastriani will be placed on Step – 1 \$38,000 (prorated) of the contracted custodial salary guide and will remain on Step – 1 for the 2023 – 2024 school year.

43. Appointment – Custodial Engineer

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Richard Shea to the position of Custodial Engineer for 2023 – 2024 school year on a date to be determined. Mr. Shea will be placed on Step – 1 \$38,000 if the contracted custodial salary guide. His employment will be contingent upon successful criminal background checks.

44. Appointment – Elementary School Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Janet Penna to the position of First Grade Teacher for the 2023-2024 school year beginning on Friday, September 1, 2023, pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Ms. Penna will be placed on MA Step 12 - \$85,345 of the contracted teacher salary guide.

45. Approval - Annual Evaluation of the Chief School Administrator

The Board approved the Annual Evaluation of the Chief School Administrator for the 2022-2023 school year.

Motion for approval of item 38-45

MOTION: Mr. La Rose

SECONDED: Ms. Coiro

VOTE: Unanimous (Dr. Vancheri abstained from items #38 and #45 Substitute Teachers and Approval - Annual Evaluation of the Chief School Administrator respectively)

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46. Approval of Minutes- May 24, 2023 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of May 24, 2023, as presented.

Motion for approval of item 46

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

47. Approval of Bills List – June 2023

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the June 2023 Bills List as presented.

48. Acceptance of Financial Status Report – May

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

49. Monthly Financial Certification of the Board Secretary and the Board of Education – May

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.

50. Acceptance of Bank Reconciliations – May

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

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51. Acceptance of Board Secretary Report – May

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

52. Acceptance of Treasurer of School Monies Report – May

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

53. Acceptance of Financial Summary Report – May

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

54. Approval of Line-Item Budget Transfers – May

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

55. Acceptance of Revenue Report – May

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

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56. 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>
Totowa BOE MS	Field Day BBQ Café Act (Retroactive)	1553	\$ 1,140.00
Totowa BOE WPS	Field Day BBQ Café Act (Retroactive)	1554	\$ 1,612.50
Pomptonian Food Service	Invoice #912042123	1555	\$ 4,083.85
Pomptonian Food Service	Invoice #912042823	1556	\$ 20,666.69
Pomptonian Food Service	Invoice #912051223	1557	\$ 18,807.69
Pomptonian Food Service	Invoice #912051923	1558	\$ 17,817.38
Pomptonian Food Service	Invoice #912052623	1559	\$ 4,217.79
Pomptonian Food Service	Invoice #912060223	1560	\$ 11,242.63
CDW Government	Quote NKDK902	1561	\$ 1,352.95
Totowa Board of Education	Custodial Reimb.	Transfer to Warrant	\$ 10,098.32
Totowa Board of Education	PSE&G Reimb.	Transfer to Warrant	\$ 706.08

57. Approval of New Jersey School Insurance Group Renewal Resolution

The Superintendent, in consultation with the School Business Administrator Board/ Secretary, recommends the Board approve the New Jersey School Insurance Group Renewal Resolution for the school years 2023-2024. (See Attachment #2)

58. Approval of Payment – Totowa Education Foundation Reimbursement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve check # 2898 to the Totowa Education Foundation for reimbursement in the amount of \$85.00. This amount is a reimbursement for monies collected for the Kops 4 Kids program but was deposited in the wrong bank account.

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59. Approval of Out of District Contracts 2023-2024

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contract, for students O-19-20-02 to Shepard School for the 2023-2024 school year and ESY 2023 in the amount of \$94,098.60 and \$15,426.00 respectively.

60. Approval of Out of District Contracts 2023-2024

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contract, for students O-18-19-01 to P.G. Chambers School for the 2023-2024 school year and ESY 2023 in the amount of \$84,709.80 and \$14,118.30 respectively.

61. Approval of Out of District Contracts 2023-2024

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contract, for students 22-23-01 to Windsor Learning Center for the 2023-2024 school year and ESY 2023 in the amount of \$62,460.00 and \$10,410.00 respectively.

62. Approval of Waste Removal Services Contract

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve Gaeta Recycling Co. Inc. of 278 West Railway Ave, Paterson NJ 07503 in the amount of \$17,460.00 for waste removal services for the 2023-2024 school year.

63. Application for Dual Use of Educational Space

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the Application for Dual Use of Educational Space, Room 21, for the 2023 - 2024 school year. (See Attachment #3)

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64. Approval to Submit the Anticipated Facility Request for 2023-2024

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the submission of the Anticipated Facility Request for the 2023-2024 School Year to the Passaic County Department of Education. (See Attachment #4)

65. 2023-2024 Elementary and Secondary Education Act (ESEA) Application

The Superintendent, in consultation with the Administrative Team recommends the Board, approve the submission of the 2023-2024 Elementary and Secondary Education Act (ESEA) Application, released to the New Jersey State Department of Education and accepts the grant award of funds upon the approval of the FY 2023-2024 ESEA application.

66. Approval to Transfer Funds, Title IV ESEA to Title II ESEA

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the transfer of funds from Title IV ESEA to Title II ESEA in the amount of \$15,266.00 for the FY 2023-2024 ESEA Grant.

67. Approval to Refuse Title III ESEA Funds

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the refusal of Title III funds from ESEA 2023-2024 Grant in the amount of \$2,023.00.

68. Surplus Transfer to Capital Reserve

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board authorize a transfer of surplus funds to the Capital Reserve in the amount up to \$1,000,000.00 should such funds be available.

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69. 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

Flynn Scientific Chemicals (10+ years old, diluted, unusable) roughly 100 pcs

70. Approval of Out of District Contracts 2023-2024

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contract, for students OOD-23-24-01 to Alpine Learning Group for the 2023-2024 school year and ESY 2023 in the amount of \$106,601.40 and \$17,766.90 respectively.

Motion for approval of item 47-70

MOTION: Ms. Coiro

SECONDED: Mr. Bierach

VOTE: Unanimous (Mr. Bierach abstained from PO 23-1604 on item #47 Bills List June 2023, Dr. Vancheri abstained from Agenda items and PO's related to NRESC)

71. Old Business

There was no old business.

72. New Business

There was no new business.

73. Hearing and Petition of Citizens

No citizens wished to be heard.

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74. Other Matters of a Timely Nature

There was no other matters of a timely nature.

75. Adjournment

Upon motion by Mr. Bierach and seconded by Mr. La Rose this meeting was adjourned at 8:03 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary