

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

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 June 22, 2022.

**1. Call To Order**

President Antonucci called the meeting to order at 7:07 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. DeCeglie, Mr. Kerwin,  
Mr. La Rose, and Mr. Parlegreco

Members Absent: Mr. Bierach, Ms. Carr and Mr. Reynoso

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.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

Ms. Capitelli presented the 2021-2022 retirees with a certificate and thanked each of them for their hard work and dedication to the district. The retirees were:

Mr. Joseph Filan  
Ms. Katherine Muehter  
Ms. Beverly Luciano  
Mr. Peter Campilango

Each of the retirees thanked all of the board members and stated what they would be doing during their retirement. Ms. Capitelli and the board members all congratulated the retirees and wished them luck in their retirement. Refreshments and pictures were taken at this time.

**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 Adoption 1648.15 – Recordkeeping for Healthcare Settings in School Buildings – COVID-19**

The Superintendent presents to the Board the second read of the new mandated Policy 1648.15 – Recordkeeping for Healthcare Settings in School Buildings – COVID-19.

**7. Policy Revision 2415.04 – Title I - District-Wide Parent and Family Engagement**

The Superintendent presents to the Board the second read of the revised mandated Policy 2415.04 – Title I - District-Wide Parent and Family Engagement.

**8. Policy Adoption 2415.50 – Title I – School Parent and Family Engagement**

The Superintendent presents to the Board the second read of the new mandated Policy 2415.50 – Title I – School Parent and Family Engagement.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

**9. Policy Adoption 2416.01 – Postnatal Accommodations for Students**

The Superintendent presents to the Board the second read of the new Policy 2416.01 – Postnatal Accommodations for Students.

**10. Policy Revision 2417 – Student Intervention and Referral Services**

The Superintendent presents to the Board the second read of the revised mandated Policy 2417 – Student Intervention and Referral Services.

**11. Policy Revision 3161 – Examination for Cause**

The Superintendent presents to the Board the second read of the revised Policy 3161 – Examination for Cause.

**12. Policy Revision 4161 – Examination for Cause**

The Superintendent presents to the Board the second read of the revised Policy 4161 – Examination for Cause.

**13. Policy Revision 5512 – Harassment, Intimidation, and Bullying**

The Superintendent presents to the Board the second read of the revised mandated Policy 5512 – Harassment, Intimidation, and Bullying.

**14. Policy Revision 7410 – Maintenance and Repair**

The Superintendent presents to the Board the second read of the revised mandated Policy 7410 – Maintenance and Repair.

**15. Regulation Revision 7410 – Maintenance and Repair**

The Superintendent presents to the Board the second read of the revised mandated Regulation 7410 – Maintenance and Repair.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

**16. Policy Revision 8420 – Emergency and Crisis Situations**

The Superintendent presents to the Board the second read of the revised mandated Policy 8420 – Emergency and Crisis Situations.

**17. Policy Revision 9320 – Cooperation with Law Enforcement Agencies**

The Superintendent presents to the Board the second read of the revised mandated Policy 9320 – Cooperation with Law Enforcement Agencies.

**18. Regulation Revision 9320 – Cooperation with Law Enforcement Agencies**

The Superintendent presents to the Board the second read of the revised mandated Regulation 9320 – Cooperation with Law Enforcement Agencies.

**19. Bus Evacuation Drills**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Bus Evacuation Drills at Memorial School on Wednesday, May 18, 2022, at 9:15 A.M. with Routes 1 - 8, conducted by Joseph Compel.

**20. 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 Wednesday, May 18, 2022, at 9:25 A.M. with Routes 1 - 8, conducted by David Bower.

**21. Every Student Succeeds Act**

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

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

**22. 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 2021 – 2022 Updates to the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

**23. Review of the Superintendent’s 2021 – 2022 Merit Goals**

The Board reviewed the Superintendent’s 2021 – 2022 Merit Goals and Evidence of Completion.

**24. Submission of the Superintendent’s 2021 – 2022 Merit Goals**

The Board approves the submission of the Superintendent’s 2021 – 2022 Merit Goal Submission Form to the Interim Executive Passaic County Superintendent of Schools.

**25. 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.

**26. 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.

**27. 2021 – 2022 Lead Testing Statement Assurance**

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve the Lead Testing Statement of Assurance for the 2021 – 2022 school year.

**28. Comprehensive Equity Plan Statement of Assurance**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Comprehensive Equity Plan Statement of Assurance for the 2021 – 2022 school year.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

**29. Calendar Revisions**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the following calendar revisions:

Kindergarten Moving On                      June 15, 2022

Kindergarten Moving On                      June 16, 2022  
Rain Date

**30. Library Visitation**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the visitation of AnnMarie Shapiola of the Borough of Totowa Public Library to Washington Park School to the fourth grade on Friday, June 17, 2022, and Memorial School on Friday, June 10, 2022, to the kindergarten through third grade to discuss the Summer Reading Program.

**31. Use of Facilities – P.T.O. Last Day of School**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the P.T.O.’s request to provide pizza and water to students in grades preschool through eight on Tuesday, June 21, 2022. The P.T.O. is also requesting the use of tables and carts to deliver the pizza and water.

**32. Use of Facilities – Totowa PAL Softball**

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 programs from Monday, June 27, 2022, through Wednesday, August 31, 2022, as follows:

Monday through Sunday:                      9:00 P.M. to Dusk

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

Motion for approval of item 5-32

MOTION: Ms. DeCeglie

SECONDED: Mr. Kerwin

VOTE: Unanimous

**33. Informational**

Ms. Capitelli discussed the following Drills, HIB Grades and updates for the school.

Security Drills

Bus Drills

HIB Grades

Awards Assembly

TPK End-of-Year Ceremony

Kindergarten Moving On

Eighth Grade Graduation

**Dates for Your Information:**

July 4 Independence Day – Schools Closed

July 27 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-Aug. P.A.L. Baseball and Softball Mon. – Fri. 4:00 P.M. – Dusk

Sat. – Sun. 9:00 A.M. - Dusk

**Attachments:**

**Reports:**

Discipline Reports

Awards Assembly

TPK End-of-Year Program

Eighth Grade Graduation

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

**34. Committee Reports**

Ms. Antonucci said committee meetings were not held.

**35. 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 7:31 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately ten - fifteen (10-15) minutes and no action will be taken.

Motion for approval of item 35

MOTION: Ms. Alesandrelli

SECONDED: Mr. La Rose

VOTE: Unanimous

The Board returned from executive session at 8:01 P.M.

**36. Substitute Teachers**

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

Priority II

Webster, Alexis

**37. Approval – Maternity Leave Replacement**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve Ms. Nuria Cordova as a Maternity Leave Replacement for Ms. Carley Fleres from Wednesday, May 18, 2022, through approximately Friday, June 10, 2022, at the rate of \$17.75 per hour.



**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

**38. Approval – Extended School Year**

The Superintendent, in consultation with the Director of Special Education, recommends the Board appoint Mirna Polibio, Special Education Aide, to the Summer Enrichment Program from Monday, June 27, 2022, through Thursday, July 28, 2022, from 9:00 A.M. – 1:00 P.M., on Mondays through Thursdays, at the rate of \$17.25 per hour.

**39. Approval – Appointment**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the appointment of Pam Steinhilber as Confidential Secretary, for the 2022 – 2023 school year at the annual salary of \$51,500 effective July 1, 2022.

**40. Approval – Appointment**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the appointment of Christopher Jacob as Supervisor of Building and Grounds for the 2022 – 2023 school year at the annual salary of \$65,000 effective July 1, 2022.

**41. Resignation – Joseph Spinner**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Joseph Spinner, Custodial Engineer, for the Totowa School District effective Tuesday, June 7, 2022.

**42. Resignation – Maureen Saitta**

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Maureen Saitta, Teacher – Second Grade, for the Totowa School District effective Thursday, June 30, 2022.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

**43. Resignation – Jasmine Guerra**

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Jasmine Guerra, Special Education Aide, for the Totowa School District effective Tuesday, June 21, 2022.

**44. Retirement Revision – Joseph Frequenza**

The Superintendent recommends the Board accept with regret the retirement of Joseph Frequenza, Custodial Engineer, for the Totowa School District effective Wednesday, August 31, 2022.

**45. Approval – Annual Evaluation of the Chief School Administrator**

The Board approved the Annual Evaluation of the Chief School Administrator for the 2021 – 2022 school year.

**46. Totowa Education Administrative Assistants Association Contract (2022 – 2025)**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the agreement between the Totowa Board of Education and the Totowa Education Administrative Assistants Association for the 2022 – 2023, 2023 – 2024, 2024 – 2025 academic years as per the attached.

**47. Approval – School Business Administrator/Board Secretary**

The Superintendent recommends the Board approve the contract of the School Business Administrator/School Secretary, Vincent Varcadipane, for the 2022 – 2023 school year as approved by the Executive County Superintendent.

Motion for approval of item 36-47

MOTION: Mr. Kerwin

SECONDED: Mr. La Rose

VOTE: Unanimous

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

**48. Approval of Minutes- May 25, 2022 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of May 25, 2022, as presented.

Motion for approval of item 48

MOTION: Ms. DeCeglie

SECONDED: Mr. La Rose

VOTE: Unanimous

**49. Approval of Minutes- May 25, 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 May 25, 2022, as presented.

Motion for approval of item 49

MOTION: Mr. La Rose

SECONDED: Ms. DeCeglie

VOTE: Unanimous

**50. Approval of Bills List – June**

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

**51. 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 2022, as presented.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

**52. 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 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.

**53. 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 2022, as presented.

**54. 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 2022, as presented.

**55. 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 2022, as presented.

**56. 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 2022, as presented.

**57. 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 2022, as presented. (See Attachment #1 Monthly Transfer Report)

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

**58. 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 2022, as presented.

**59. 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 #912051322	1493	\$ 21,091.39
Pomptonian Food Service	Invoice #912052022	1494	\$ 5,490.20
Pomptonian Food Service	Invoice #912052722	1495	\$ 19,220.17

**60. Approval of Out of District Contracts 2022-2023**

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 2022-2023 school year and ESY 2022 in the amount of \$87,265.38 and \$14,305.80 respectively.

**61. Approval of Out of District Contracts 2021-2022**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contract, for a McKinney Vento student to Woodland Park Schools for the 2021-2022 school year in the amount of \$26,863.00.

**62. Approval to Dispose of Textbooks**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the disposal of outdated poor condition books. (See attachment #2)

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

**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 2022 - 2023 school year. (See Attachment #3)

**64. 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.

**65. 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**

Piano (Broken/Unrepairable) x 1

**66. 2022-2023 Elementary and Secondary Education Act (ESEA) Application**

The Superintendent, in consultation with the Administrative Team recommends the Board, approve the submission of the 2022-2023 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 2022-2023 ESEA application.

**67. 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 \$10,654.00 for the FY 2022-2023 ESEA Grant.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

**68. 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 2022-2023 Grant in the amount of \$1,175.00.

Motion for approval of item 50-68

MOTION: Mr. Kerwin

SECONDED: Ms. DeCeglie

VOTE: Unanimous (Mr. Parlegreco abstained from PO 22-1614 on item #50 Bills List June)

**69. Old Business**

There was no old business.

**70. New Business**

There was no new business.

**71. Hearing and Petition of Citizens**

No citizens wished to be heard.

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

There was no other matters of a timely nature.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/22/2022

**73. Adjournment**

Upon motion by Ms. DeCeglie and seconded by Mr. Kerwin this meeting was adjourned at 8:04 P.M.

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary