

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

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 and in accordance with N.J.S.A. 10:48-8(b), and guidance from the NJ Department of Community Affairs Division of Local Government Services via Zoom on June 25, 2020.

**1. Call To Order**

President Guarneri called the meeting to order at 7:04 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, Ms. Carr, Ms. DeCeglie, Mr. Guarneri, Mr. Kerwin  
Mr. Reynoso and Mr. Tangora  
Members Absent: Ms. Alesandrelli and Mr. Bierach  
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**

06/25/2020

**5. Annual School Plan**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the Annual School Plan, ASP, to the New Jersey State Department of Education.

**6. 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.

**7. Approval - Hornet Helping Hands Intern**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Passaic Valley High School student, Daniella DeStefano, to participate in the "Hornet Helping Hands" internship at Memorial School, in the preschool for the 2020-2021 school year.

**8. 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 2020-2021 Updates to the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

**9. Review of the Superintendent's 2019 - 2020 Merit Goals**

The Board reviewed the Superintendent's 2019 - 2020 Merit Goals and Evidence of Completion.

**10. Submission of the Superintendent's 2019 - 2020 Merit Goals**

The Board approves the submission of the Superintendent's 2019 - 2020 Merit Goal Submission Form to the Interim Executive Passaic County Superintendent of Schools.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

**11. Appointment - Structural Engineer**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ryan Scullion, Structural Workshop, LLC, as structural engineer for the 2020-2021 school year.

**12. 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.

**13. 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 State Department of Education.

**14. 2019 - 2020 Lead Testing Statement of Assurance**

The Superintendent, in consultation with the School Business Administrator, recommends the Board retroactively approve the Lead Testing Statement of Assurance for the 2019-2020 school year.

**15. Approval - New Jersey Emergency Management Grant**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the New Jersey Emergency Management Grant for sanitation supplies and PPE equipment for the staff.

**16. Approval - Alyssa's Law Certification of Compliance**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the Alyssa's Law Certification of Compliance.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

Motion for approval of items 5-16

MOTION: Ms. DeCeglie

SECONDED: Mr. Reynoso

VOTE: Unanimous

**17. Informational**

**Virtual Awards Assembly**

**Graduation**

**Extended School Year (ESY)**

**Dates for Your Information**

July 15 Board of Education Meeting - WPS 7:00 P.M.

**Attachments:**

**News Article:**

*Totowa 5th Graders Write Letters to First Responders*

**Programs:**

*2020 Awards Assembly*

*The Class of 2020 Graduation Celebration*

**18. Committee Reports**

Mr. Guarneri said committee meetings were not held.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

**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 7:17 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 19

MOTION: Ms. Antonucci

SECONDED: Ms. Carr

VOTE: Unanimous

The Board returned from executive session at 7:51 P.M.

Mr. Bierach entered the meeting during Executive Session.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

**20. Rescind Action - Extended School Year Program Staffing**

The Superintendent, in consultation with the Director of Special Education, recommends the Board rescind the action of the March 25, 2020, Board of Education meeting item number seven, Extended School Year Program Staffing, as follows:

**Certified Staff - 2019/2020 Salary Prorated Hourly Based on 1/200th Per Diem**

Heather Corrado                      Alycia Desmond                      Joseph Segura  
Beverly Luciano (Nurse June 29 - July 13)      Lori Johnson (Nurse July 14 - July 29)

**Instructional Aide w/Standard Certificate - Salary at the Rate of \$19.75 per hour**

LouAnn Martinez      Noria Cordoba

**Instructional Aides w/ CEAS , CE or Four Year College Grad - Salary at the Rate of \$17.75 per hour**

Meredith Warburton

**Special Education Aides - Salary at the Rate of \$17.25 per hour**

Antoinette Armagno      Sandy Cittrich      Cathy Daniele      Jasmine Guerra  
Jessica Guerra      Ghadeer Hamad      Toni Malatesta      Norka Parrales  
Rita Sakhat      Carly Schwartz      Joanne Schwartz      Milagros Tea      Iris Whitaker

**Bus Aide - Salary at the Rate of \$17.25 per hour**

Joanne Schwartz                      Substitutes - Cathy Daniele                      Carly Schwartz

**Bus Driver - Salary at the Rate of \$20.00 per hour**

Michael Minieri

**Substitute Bus Drivers - Salary at the Rate of \$20.00 per hour**

Chris Jacob

**Physical Therapist, Occupational Therapist & Speech Therapist - Contract at the Rate of \$80 per hour, not to exceed 10 hours per week**

Nicole Fenell                      Alisha Romano                      Julie Levy

**Behaviorist - Contract at the Rate of \$80 per hour, not to exceed 12 hours per week**

Erica Minde - Behaviorist

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

**21. Appointment - Extended School Year Program Virtual Staffing**

The Superintendent, in consultation with the Director of Special Education, recommends the Board appoint to the Virtual Summer Enrichment Program beginning on Monday, June 29, 2020, through Wednesday, July 29, 2020, from 9:00 A.M. - 1:00 P.M. the following staff members:

**Certified Staff - 2019/2020 Salary Prorated Hourly Based on 1/200th Per Diem**

Heather Corrado

Alycia Desmond

Joseph Segura

**Physical Therapist - Contract at the Rate of \$80 per hour, not to exceed 4.5 hours per week**

Nicole Fenell

**Occupational Therapist - Contract at the Rate of \$80 per hour, not to exceed 7 hours per week**

Alisha Romano

**Speech Therapist - Contract at the Rate of \$80 per hour, not to exceed 15 hours per week**

Julie Levy

**Behaviorist - Contract at the Rate of \$80 per hour, not to exceed 5 hours per week**

Erica Minde - Behaviorist

**22. Approval - Annual Evaluation of the Chief School Administrator**

The Board approves the Annual Evaluation of the Chief School Administrator for the 2019 - 2020 School Year.

**23. Resignation - Geovana Curl**

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Geovana Curl, Special Education Aide, for the Totowa School District effective June 26, 2020.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

**24. Paid Sick Leave**

Pursuant to the Families First Coronavirus Response Act, FFCRA, the Superintendent recommends to the Board approval of ten (10) days paid sick leave to Joseph Filan.

**25. Approval - School Business Administrator/Board Secretary**

The Superintendent recommends the Board approve the contract of the School Business Administrator/School Board Secretary, Vincent Varcadipane, for the 2020 - 2021 school year as approved by Executive County Superintendent. Please see attached.

**26. Maternity/Child Care Leave of Absence - Alexis Puluse**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the maternity/child care leave of absence for Alexis Puluse as follows:

Ms. Puluse will begin her maternity/child care leave on Monday, September 14, 2020, through Friday, February 19, 2021, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step - 7 on guide for the 2021-2022 school year.
3. A. Leave will start on Monday, September 14, 2020.  
B. Medical Leave will be invoked on Monday, September 14, 2020, through Friday, October 23, 2020.  
C. Ms. Puluse will use thirty (30) sick/personal days from Monday, September 14, 2020, through Friday, October 23, 2020.  
D. FMLA will be invoked from Monday, October 26, 2020, through Friday, January 22, 2021, - twelve (12) weeks. Benefits will be retained in accordance with FMLA.  
E. Ms. Puluse will be on unpaid leave from Monday, January 25, 2021, through Friday, February 13, 2021.  
F. Ms. Puluse will return on Monday, February 22, 2021.  
G. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Puluse for any further additional time absent outside the FMLA twelve (12) week period.



**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

Motion for approval of item 20-26

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

**27. Approval of Minutes- May 20, 2020 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of May 20, 2020 as presented.

Motion for approval of item 27

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

**28. Approval of Minutes- May 20, 2020 – 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 20, 2020 as presented.

Motion for approval of item 28

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

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

**29. Approval of Minutes- May 27, 2020 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of May 27, 2020 as presented.

Motion for approval of item 29

MOTION: Ms. DeCeglie

SECONDED: Mr. Reynoso

VOTE: Unanimous

**30. 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.

**31. 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 2020, as presented.

**32. 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 2019-2020 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.

**33. 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 2020, as presented.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

**34. 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 2020, as presented.

**35. 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 2020, as presented.

**36. 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 2020, as presented.

**37. 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 2020, as presented. (See Attachment #1 Monthly Transfer Report)

**38. 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 2020, as presented.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

**39. 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>
Ms. Colombo	Lunch Balances PO	1391	\$ 17.60
Payschools	Invoice 237493	1382	\$ 2,210.00

**40. Approval of Food Donations**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve all upcoming, expiring foods from the Café to local charities.

**41. Approval of Additional Appropriations (Covid-19)**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following additional appropriations do to the Covid-19 pandemic.

1. First Student PO 20-0803 \$35,730.72 (May & June)

**42. Approval to Submit the Anticipated Facility Request for 2020-2021**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the submission of the Anticipated Facility Request for the 2020 -2021 School Year to the Passaic County Department of Education. (See Attachment #2)

**43. 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 15, for the 2020 - 2021 school year.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

**44. 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 113, for the 2020 - 2021 school year.

**45. 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 2020 - 2021 school year.

**46. Renewal Application for Temporary Instructional Space**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the Renewal Application for Temporary Instructional Space, Room 10, for the 2020 -2021 school year.

**47. Approval of Transportation Contract Addendum for 2019-2020**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the addendum of the district's transportation contracts with First Student for the 2019-2020 school year. Each route will receive a 10% discount per month for May and June due to the school closure for Covid-19.

Route 1	Memorial – St. Francis – WPS	\$24,315.62
Route 2	Memorial – St. Francis – WPS	\$24,315.62
Route 3	Memorial – St. Francis – WPS	\$24,315.62
Route 4	Memorial – St. Francis – WPS	\$24,315.62
Route 5	Memorial – St. Francis – WPS	\$24,315.62
Route 6	Memorial – St. Francis – WPS	\$24,315.62
Route 7	Memorial – St. Francis – WPS	\$24,315.62
Route 8	Memorial – St. Francis – WPS	\$24,315.62

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

**48. Approval of Out of District Contracts 2020-2021**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contract for students OOD192002, to the Shepard School for the 2020-2021 school year in the amount of \$66,475.17.

**49. Approval of New Jersey School Boards Insurance Group Renewal Resolution**

The Superintendent, in consultation with the School Business Administrator Board/ Secretary, recommends the Board approve the New Jersey School Boards Insurance Group Renewal Resolution for the school years 2020-2021. (See Attachment #3)

**50. Approval to Increase Bid Threshold for Qualified Purchasing Agent**

The Superintendent, in consultation with the School Business Administrator Board/ Secretary, recommends the Board approve the increase in bid threshold for Vincent Varcadipane, SBA/Board Secretary who possesses a Qualified Purchasing Agent (QPA) certificate;

Whereas, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3(b), has increased the bid threshold amount for school districts with a QPA, from \$40,000 to \$44,000, effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the Totowa Board of Education, pursuant to N.J.S.A. 18A:18A-3(a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the Board of Education, and further authorizes Vincent Varcadipane, the QPA, to award contracts, in full accordance with N.J.S.A. 18A:18A-3(a), for those purchase that do not exceed in the aggregate of the newly established bid threshold amount.

**51. Approval to Amend Bid Threshold in Purchasing Policy 2020-2021**

The Superintendent, in consultation with the School Business Administrator Board/ Secretary, recommends the Board approve amending the Purchasing Policy 2020-2021 to reflect the new bid threshold of the QPA in the amount of \$44,000.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

**52. Approval to Amend Board Minutes**

The Superintendent, in consultation with the School Business Administrator Board/ Secretary, recommends the Board approve amending the Board Minutes for March 25, 2020 and April 29, 2020 to accurately reflect there were no matters of a timely nature, items 69 and 46 respectively.

**53. Unemployment Compensation Account**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #217 from the school district's Unemployment Compensation Account in the amount of \$3,552.81 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

**54. Approval of Adams Gutierrez & Lattiboudere, LLC Retainer Agreement**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the retainer letter for special board counsel from Adams Gutierrez & Lattiboudere LLC for the 2020-2021 school year. (Attachment #4)

**55. Bayada Pediatrics Contract**

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the contract with Bayada Pediatrics to provide a Registered School Nurse, as needed, on a substitute basis for the 2020-2021 school year at the rate of \$55 per hour.

**56. 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.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

**57. Approval of Submission and Grant Award – IDEA FY 2021 Application**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the submission and grant award for the IDEA FY 2021 application.

IDEA Basic \$ 263,474

IDEA Preschool \$ 8,598

**58. 2020-2021 Elementary and Secondary Education Act (ESEA) Application**

The Superintendent, in consultation with the Administrative Team recommends the Board, approve the submission of the 2020-2021 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 2020-2021 ESEA application.

**59. 2020-2021 Annual School Planning Application**

The Superintendent, in consultation with the Administrative Team recommends the Board, approve the submission of the 2020-2021 Annual School Planning (ASP) Application, released to the New Jersey State Department of Education.

**60. 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 \$10,426.00 for the FY 2020-2021 ESEA Grant.

**61. 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 2020-2021 Grant in the amount of \$1,778.00 for the FY 2020-2021 ESEA Grant.



**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

**62. Approval to Cancel Bids**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board cancel the bids in regard to the Boiler Replacement project at Washington Park School.

Motion for approval of item 30-62

MOTION: Ms. DeCeglie

SECONDED: Mr. Tangora

VOTE: Unanimous

**63. Old Business**

There was no old business.

**64. New Business**

There was no new business.

**65. Hearing and Petition of Citizens**

There were no citizens to be heard.

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

There were no other matters of a timely nature.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

06/25/2020

**67. Adjournment**

Upon motion by Ms. DeCeglie and seconded by Mr. Bierach this meeting was adjourned at 7:58 P.M.

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary