

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

07/19/2023

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 July 19, 2023.

1. Call To Order

President Antonucci called the meeting to order at 7:08 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. Coiro, Mr. Kerwin and Dr. Vancheri

Members Absent: Mr. Bierach, Mr. La Rose and Mr. Parlegreco

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

Ms. Antonucci read the following statement. "For the record please state your name and address. We appreciate you coming forward here tonight. Please speak clearly. You do have three minutes to speak and please note we as a board take all concerns, views, and or statements very seriously. However, we may or may not have the opportunity to address your concerns at this time.

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Mr. Noah Hazin of 130 Hudson Ave. stepped forward. Mr. Hazin stated he has three students in the school district and would like the board to consider having the school district add 2 major Muslim holidays to list of days the school has off during the course of the school year.

Ms. Antonucci thanked Mr. Hazin for his time.

5. Policy Revision 0144 – Board Member Orientation and Training

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

6. Policy Revision 2520 – Instructional Supplies

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

7. Regulation Revision 2520 – Instructional Supplies

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

8. Policy Revision 3217 – Use of Corporal Punishment

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

9. Policy Adoption 4217 – Use of Corporal Punishment

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

10. Policy Revision 5305 – Health Services Personnel

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

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11. Policy Revision 5308 – Student Health Records

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

12. Regulation Revision 5308 - Student Health Records

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

13. Policy Revision 5310 – Health Services

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

14. Regulation Revision 5310 – Health Services

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

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

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

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

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

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

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

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

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

19. Policy Revision 7440 – School District Security

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

20. Policy Revision 9140 – Citizens Advisory Committees

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

21. Student Safety Data System (SSDS)

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the 2022 – 2023 Student Safety Data System (SSDS) as per the attached.

22. District Goals and Objectives

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the District Goals and Objectives for the 2023 – 2024 school year as per the attached.

23. Professional Development District Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Professional Development Plan for the Totowa School District for the 2023 – 2024 school year as per the attached.

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24. Totowa Fire Department and Passaic County Sheriff's K-9 Unit Visit

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Totowa Fire Department and the Passaic County Sheriff's K-9 Unit to visit the Extended School Year Program at Memorial School on Tuesday, July 18, 2023.

25. Merit Goals

The Board attests to the completion of the Superintendent's goals listed below and approves a merit payment for the completion of the goals pending approval of the Executive County Superintendent:

Quantitative Merit Goal – Increasing Student Literacy Skills – 3.33% - \$5,827.50 (Completed)

Quantitative Merit Goal – Improving Mathematical Performance – 3.33% - \$5,827.50 (Completed)

Quantitative Merit Goal – Improving English Language Arts Performance – 3.33% - \$5,827.50 (Completed)

Qualitative Merit Goal – Upgrading Technological Resources – 2.5% - \$4,375.00 (Completed)

Qualitative Merit Goal – Cultivating Grade Level Gardens – 2.5% - \$4,375.00 (Completed)

26. Approval – Accumulated Sick Leave at Retirement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the accumulated sick leave at retirement for Joseph Frequenza, Custodial Engineer, and Beverly Luciano, School Nurse, for the Totowa School District as per the following calculation:

Joseph Frequenza: 32.5 Sick Days + 3 Personal Days = 35.5 Total Days @
\$150.00/per day contracted = \$5,325.00.

Beverly Luciano: 120.5 Sick Days + 4 Personal Days = 124.5 Total Days @
\$150.00/per day contracted = \$18,675.00 **Payment will be
\$15,000.00 maximum amount per law.

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Motion for approval of item 5-26

MOTION: Ms. Alesandrelli

SECONDED: Ms. Carr

VOTE: Unanimous (Dr. Vancheri abstained from Agenda item #25 Merit Goals)

27. Informational

Summer Academy

School Safety Data System

Enrichment Class

Dates for Your Information:

Use of Facilities:

August 1-18 Totowa Education Foundation – Kops for Kids Summer Program

Use of Field:

August 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:

28. Committee Reports

Ms. Antonucci stated committee meetings were not held.

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29. 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 7:14 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 29

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

The Board returned from executive session at 7:46 P.M.

30. Approval – School Business Administrator/Board Secretary

The Superintendent recommends the Board retroactively approve the contract of the School Business Administrator/School Secretary, Vincent Varcadipane, for the 2023 – 2024 school year as approved by the Executive County Superintendent.

31. Approval – Movement Across the Guide

The Superintendent recommends the movement of Frank Pignataro from BA-Step 9, \$70,915.00 to MA-Step 9, \$75,290.00 of the contracted Teachers' Salary Guide for the 2023 – 2024 school year.

32. Approval – Salary Adjustment

The Superintendent recommends the Board approve the salary adjustment for Janet Penna from MA-Step 12, \$85,345 to MA + 30 Step 12, \$90,520.

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33. Rescind Action – Appointment Custodial Engineer

The Superintendent, in consultation with the Administrative Team, recommends the Board rescind the action of the June 21, 2023, Regular Board meeting Item Number Five, Appointment – Custodial Engineer as per the attached.

34. Resignation – Brett Scully

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Brett Scully, Teacher – Physical Education/Health, for the Totowa School District effective Friday, August 25, 2023.

35. Resignation – Jasmine Sulthana

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Jasmine Sulthana, Special Education Aide, for the Totowa School District effective Tuesday, June 11, 2023.

Motion for approval of item 30-35

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

36. Approval of Minutes- June 21, 2023 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of June 21, 2023, as presented.

Motion for approval of item 36

MOTION: Ms. Alesandrelli
SECONDED: Ms. Coiro
VOTE: Unanimous

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37. Approval of Minutes- June 21, 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 June 21, 2023, as presented.

Motion for approval of item 37

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

38. Approval of Bills List – June 2023 Supplemental

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

39. Approval of Bills List – July 2023

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

40. Acceptance of Financial Status Report – June

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

41. Monthly Financial Certification of the Board Secretary and the Board of Education – June

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.

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42. Acceptance of Bank Reconciliations – June

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

43. Acceptance of Board Secretary Report – June

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

44. Acceptance of Treasurer of School Monies Report – June

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

45. Acceptance of Financial Summary Report – June

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

46. Approval of Line-Item Budget Transfers – June

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

47. Acceptance of Revenue Report – June

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

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48. 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>
CDW Government	Quote NKDK902 (final adj)	1561	\$ 1,244.86
Pomptonian Food Service	Invoice #912060923	1562	\$ 11,465.32
Pomptonian Food Service	Invoice #912061623	1563	\$ 16,090.50
Mrs. Yannarelli	Lunch Balance Refund	1564	\$12.81
Totowa Board of Education	Custodial Reimb.	Transfer to Warrant	\$ 10,098.32
Totowa Board of Education	PSE&G Reimb.	Transfer to Warrant	\$ 706.08

49. Approval of 2023-2024 Agreement with NRESC Substitute Registry

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the contract with NRESC for the Substitute Registry in the amount of \$9,942.00 for the 2023-2024 school year.

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50. 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

Apple iPad 2generation (Old Unrepairable)	x10pcs	2012
HP Omni Pro Desktop (Old Unrepairable)	x 3pcs	2015
HP Pro One 400 Desktop (Old Unrepairable)	x3pcs	2017
VCR	x1pc	2015
Lenovo E540 Laptop (Old Unrepairable)	x16pcs	2015
Dell Latitude 3350 (Old Unrepairable)	x17pcs	2017
Dell Latitude 3380 (Old Unrepairable)	x210pcs	2018

Memorial School

HP Pro One 400 Desktop (Old Unrepairable)	x2pcs	2017
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51. Approval of Cafeteria Meals Price List

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the 2023-2024 Cafeteria Meals price list. (See Attachment #2)

52. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #225 from the school district's Unemployment Compensation Account in the amount of \$1,078.95 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

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53. Approval of State Contract – Copier Machines

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve a new 60-month lease agreement, supplies and repairs included, with Konica Minolta Business Solutions, Morristown, New Jersey 07960 NJ State Contract #65MCESCCPS in the amount of \$5,576.71 a month.

54. Approval of Transparent Energy

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the use of Transparent Energy as a third-party supplier for the purchase of Electrical Supply not to exceed .1250/kWh. (See attachment #3)

55. Approval of Submission and Grant Award – IDEA FY 2024 Application

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission and grant award for the IDEA FY 2024 application.

IDEA Basic	\$ 266,671
IDEA Preschool	\$ 9,580

56. Approval to Cancel Lunch Balances

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the cancelation of lunch balances for 8th grade students under \$5.00. Funds will be transferred to the Warrant account.

Motion for approval of items 38-56

MOTION: Ms. Coiro
SECONDED: Dr. Vancheri
VOTE: Unanimous (Dr. Vancheri abstained from Agenda items and PO's related to NRESC)

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57. Old Business

There was no old business.

58. New Business

There was no new business.

59. Hearing and Petition of Citizens

No citizens wished to be heard.

60. Other Matters of a Timely Nature

There was no other matters of a timely nature.

61. Adjournment

Upon motion by Mr. Kerwin and seconded by Dr. Vancheri this meeting was adjourned at 7:49 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary