

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

07/27/2022

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 July 27, 2022.

A motion was made by Mr. Reynoso and seconded by Mr. Parlegreco to have Mr. Bierach act as President for the July 27, 2022, Board of Education meeting. The motion was passed unanimously by roll call vote.

1. Call To Order

Acting President Bierach called the meeting to order at 7:03 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: Mr. Bierach, Ms. Carr, Mr. La Rose, Mr. Parlegreco and Mr. Reynoso

Members Absent: Ms. Alesandrelli, Ms. Antonucci, Ms. DeCeglie and Mr. Kerwin

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.

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5. Policy Revision 0163 – Quorum

The Superintendent presents to the Board the first read of the revised Policy 0163 – Quorum.

6. Policy Revision 1511 – Board of Education Website Accessibility

The Superintendent presents to the Board the first read of the revised mandated Policy 1511 – Board of Education Website Accessibility.

7. Policy Revision 2415 – Every Student Succeeds Act

The Superintendent presents to the Board the first read of the revised mandated Policy 2415 – Every Student Succeeds Act.

8. Policy Abolishment 2432 - School Sponsored Publications

The Superintendent presents to the Board the abolishment of Policy 2432 – School Sponsored Publications.

9. Policy Adoption 3216 – Dress and Grooming

The Superintendent presents to the Board the first read of the new Policy 3216 – Dress and Grooming.

10. Policy Revision 3270 – Professional Responsibilities

The Superintendent presents to the Board the first read of the revised Policy 3270 – Professional Responsibilities.

11. Policy Adoption 4216 – Dress and Grooming

The Superintendent presents to the Board the first read of the new Policy 4216 – Dress and Grooming.

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12. Policy Revision 5513 – Care of School Property

The Superintendent presents to the Board the first read of the revised mandated Policy 5513 – Care of School Property.

13. Policy Revision 5517 – School District Issued Student Identification Cards

The Superintendent presents to the Board the first read of the new mandated Policy 5517 – School District Issued Student Identification Cards.

14. Policy Adoption 5722 – Student Journalism

The Superintendent presents to the Board the first read of the mandated Policy 5722 – Student Journalism.

15. Regulation Abolishment 2432 - School Sponsored Publications

The Superintendent presents to the Board the abolishment of Regulation 2432 – School Sponsored Publications.

16. Regulation Revision 3270 – Lesson Plans and Plan Books

The Superintendent presents to the Board the first read of the revised Regulation 3270 – Lesson Plans and Plan Books.

17. Regulation Revision 5513 – Care of School Property

The Superintendent presents to the Board the first read of the revised mandated Regulation 5513 – Care of School Property.

18. Student Safety Data System (SSDS)

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the 2021 – 2022 Student Safety Data System (SSDS) as per the attached.

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19. Psychiatric Evaluations

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve evaluations for the 2022 – 2023 school year with the Mental Health Clinic of Passaic at a rate of \$800 per evaluation.

20. District Goals and Objectives

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the District Goals and Objectives for the 2022 – 2023 school year as per the attached.

21. 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 2022 – 2023 school year as per the attached.

22. Restart and Recovery Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revisions to the approve the Restart and Recovery Plan for the Totowa School District for the 2022 – 2023 school year as per the attached.

23. Totowa Fire Department Visit

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Totowa Fire Department to visit the Extended School Year Program at Washington Park School on July 7, 2022.

Motion for approval of items 5-23

MOTION: Mr. La Rose

SECONDED: Ms. Carr

VOTE: Unanimous

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24. Informational

Summer Academy
Summer Projects Update
School Safety Data System
Restart and Recovery Plan

Dates for Your Information:

Aug. 31 Board of Education Meeting – 7 P.M. W.P.S.

Use of Facilities:

Aug. 1-19 Totowa Education Foundation – Kops for Kids Summer Program

Use of Field:

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

25. Committee Reports

Mr. Bierach said committee meetings were not held.

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26. 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 7:08 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 26

MOTION: Mr. Reynoso
SECONDED: Mr. La Rose
VOTE: Unanimous

The Board returned from executive session at 7:48 P.M.

27. Resignation – Kathleen Peterson

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Kathleen Peterson, Special Education Teacher, for the Totowa School District effective Thursday, June 30, 2022.

28. Resignation – Jessica Guerra

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Jessica Guerra, Special Education Aide, for the Totowa School District effective Thursday, June 30, 2022.

29. Appointment – Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ghadeer Hamad, Special Education Aide, for the 2022 – 2023 school year, beginning on Wednesday, September 7, 2022, at the rate of \$17.25 per hour.

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30. Appointment – Elementary Education Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Juliana Fiore to the position of Kindergarten Teacher for the 2022 – 2023 school year beginning on Thursday, September 1, 2022, pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Ms. Fiore will be placed on BA Step – 1, \$54,750, of the contracted teacher salary guide.

31. Appointment – Elementary Education Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Dana Pietraccini to the position of Second Grade Teacher for the 2022 – 2023 school year beginning on Thursday, September 1, 2022, pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Ms. Pietraccini will be placed on MA Step – 7, \$68,030, of the contracted teacher salary guide.

32. Appointment – Special Education Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Jessica Baker to the position of Third Grade Teacher for the 2022 – 2023 school year beginning on Thursday, September 1, 2022, pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Ms. Baker will be placed on MA Step – 7, \$68,030, of the contracted teacher salary guide.

33. Appointment – Administrative Assistant

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Cheryl Arena as Administrative Assistant for the 2022 – 2023 school year. Ms. Arena will begin on or about Monday, August 15, 2022, pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Ms. Arena will be paid a starting salary of \$36,400 as stated in the contracted administrative assistants' salary guide.

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34. Reassignment – Kellie Zarek

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Kellie Zarek from Grade 3 teacher to Grade 2 teacher for the 2022 – 2023 school year.

35. Appointment – Special Education Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Christine Napolitano to the position of Special Education Teacher for the 2022 – 2023 school year beginning on Thursday, September 1, 2022, pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Ms. Napolitano will be placed on MA Step – 10, \$77,725, of the contracted teacher salary guide.

36. Resignation – Anthony Mangarelli

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Anthony Mangarelli, Grade 5 Science Teacher, for the Totowa School District effective Friday, September 23, 2022.

37. Reassignment – Christine Harris

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment Christine Harris from Resource Room/LEAP teacher to LLD teacher for the 2022 – 2023 school year.

Motion for approval of item 27-37

MOTION: Mr. Reynoso

SECONDED: Mr. La Rose

VOTE: Unanimous

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38. Approval of Minutes- June 22, 2022 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of June 22, 2022, as presented.

Motion for approval of item 38

MOTION: Mr. La Rose

SECONDED: Ms. Carr

VOTE: Unanimous (Mr. Bierach and Mr. Reynoso abstained)

39. Approval of Minutes- June 22, 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 June 22, 2022, as presented.

Motion for approval of item 39

MOTION: Mr. La Rose

SECONDED: Ms. Carr

VOTE: Unanimous (Mr. Bierach and Mr. Reynoso abstained)

40. Approval of Bills List – June Supplemental

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

41. Approval of Bills List – July

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

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42. 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 2022, as presented.

43. 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 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.

44. 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 2022, as presented.

45. 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 2022, as presented.

46. 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 2022, as presented.

47. 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 2022, as presented.

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48. 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 2022, as presented. (See Attachment #1 Monthly Transfer Report)

49. 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 2022, as presented.

50. 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 #912061022	1496	\$ 17,343.14
Service Plus Inc	Invoice #1017172-IN	1497	\$ 913.34
Various Parents	Lunch Reimbursements	1498-1515	\$ 469.39

51. 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)

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52. 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

Adhancer Floor Cleaning Machine (Broken/Unrepairable)	x 1
Toro Snowblower (Broken/Unrepairable)	x 1
Toro Wheel Horse Tractor (Broken/Unrepairable)	x 1
Wall Maps Room 227 (Broken, Unusable/Unrepairable)	x 1
Walkie Talkie (Broken/Unrepairable)	x 10

53. Approval of Submission and Grant Award – IDEA FY 2023 Application

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the submission and grant award for the IDEA FY 2023 application adjusted.

IDEA Basic	\$ 254,425
IDEA Preschool	\$ 9,723

54. Acceptance of Totowa Parent Teacher Organization Donation

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the acceptance of a donation from the Totowa Parent Teacher Organization in the amount of \$15,000.00. These funds will be used for flexible seating for 21st century learning, resources, supplies and technology.

55. 2022-2023 Annual School Planning Application

The Superintendent, in consultation with the Administrative Team recommends the Board, approve the submission of the 2022-2023 Annual School Planning (ASP) Application, released to the New Jersey State Department of Education.

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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 item 40-56

MOTION: Mr. Reynoso

SECONDED: Mr. La Rose

VOTE: Unanimous (Mr. Bierach and Mr. Parlegreco abstained from PO 22-1631 on item #36 Bills List June Supplemental)

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.

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61. Adjournment

Upon motion by Mr. Reynoso and seconded by Mr. La Rose this meeting was adjourned at 7:53 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary