

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

07/28/2021

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 July 28, 2021.

**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. Antonucci, Ms. Carr, Mr. Kerwin, Mr. La Rose, Mr. Reynoso and Mr. Tangora

Members Absent: Ms. Alesandrelli, Mr. Bierach and Ms. DeCeglie

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 asked Mr. Varcadipane if there were any questions from the public. Mr. Varcadipane stated there were.

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Ms. Sarah Smith Elk of Grant Ave asked:

Hope you are all enjoying your summer.

Has a decision been made regarding hosting an in-person / on-site Kindergarten Orientation for the new incoming kindergarteners to Memorial this year?

Appreciate all you do!

Thank you,

Ms. Capitelli responded by stating the district is currently working on our school calendar. As of today the plan is to have an in-person kindergarten orientation. If guidelines from the State or CDC change we will inform the parents as soon as we know.

Ms. Jessica Stroh asked:

Good evening,

I am writing regarding the district's plan to assess and remedy any learning gaps caused by the pandemic.

Do you have any new procedures put into place? The district where I teach will be using the data from the state test in the fall to place students into special enrichment blocks to address any gaps.

Thanks for any insight.

Ms. Capitelli stated the district is currently working on the master schedule. Class sizes are going to be small to better suit the students' needs and a LEAP class has been designated for each grade. At the end of the school year, teachers were asked which students needed additional help next year. Benchmarks at the end of the year were also reviewed to determine student needs. When the new school year starts the new benchmarks will be reviewed as well as the State Testing data. The LEAP classes will be fluid. Students will enter and exit the LEAP classes, as needed, throughout the year to help address any learning gaps caused by the pandemic.

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Ms. Carla C. Grant asked:

Will there be shuttle bus service for the upcoming school year?

Ms. Capitelli stated as of right now there will not be a shuttle bus service. The shuttle bus service has always been a courtesy service. Contact tracing would not be possible if the shuttle service was provided. Shuttle students, typically in the past, jumped on the first bus to show up at a given school and only on days they needed the service, making contact tracing almost impossible.

**5. Professional Days**

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

**6. Psychiatric Evaluations**

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve evaluations for the 2021 - 2022 school year with the Mental Health Clinic of Passaic at the rate of \$750 per evaluation.

**7. Bylaw Revision 0131- Bylaws, Policies, and Regulations**

The Superintendent presents to the Board the second read of the revised Bylaw 0131 -Bylaws, Policies, and Regulations.

**8. Policy Revision 3134 - Assignment of Extra Duties**

The Superintendent presents to the Board the second read of the revised Policy 3134 - Assignment of Extra Duties.

**9. Policy & Regulation Revision 3142 - Nonrenewal of Nontenured Teaching Staff Member**

The Superintendent presents to the Board the second read of the revised Policy & Regulation 3142 - Nonrenewal of Nontenured Teaching Staff Member.

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**10. Policy & Regulation Revision 3221 - Evaluation of Teachers**

The Superintendent presents to the Board the second read of the revised mandated Policy & Regulation 3221 - Evaluation of Teachers.

**11. Policy & Regulation Revision 3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators**

The Superintendent presents to the Board the second read of the revised mandated Policy & Regulation 3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators.

**12. Policy & Regulation Revision 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals**

The Superintendent presents to the Board the second read of the revised mandated Policy & Regulation 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals.

**13. Policy & Regulation Revision 3224 - Evaluation of Principals, Vice Principals, and Assistant Principals**

The Superintendent presents to the Board the second read of the revised mandated Policy & Regulation 3223 - Evaluation of Principals, Vice Principals, and Assistant Principals.

**14. Policy & Regulation Revision 4146 - Nonrenewal of Nontenured Support Staff Member**

The Superintendent presents to the Board the second read of the revised Policy & Regulation 4146 - Nonrenewal of Nontenured Support Staff Member.

**15. Policy & Regulation Revision 6471 - School District Travel**

The Superintendent presents to the Board the second read of the revised mandated Policy & Regulation 6471 - School District Travel.

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**16. Policy Revision 8561 - Procurement Procedures for School Nutrition Programs**

The Superintendent presents to the Board the second read of the revised mandated Policy 8561 - Procurement Procedures for School Nutrition Programs.

**17. Comprehensive Equity Plan**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Comprehensive Equity Plan for 2021 - 2022 school year as per the attached.

**18. 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 2021 - 2022 school year as per the attached.

**19. District Goals and Objectives**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the District Goals and Objectives for the 2021 - 2022 School Year as per the attached.

**20. Student Safety Data System (SSDS)**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the 2020 - 2021 Student Safety Data System (SSDS) as per the attached.

**21. Appointment - District Homeless Education Liaison**

The Superintendent recommends the Board appoint Lauren Terranova as the District Homeless Education Liaison for the 2021 - 2022 school year.

**22. Appointment - District Testing Coordinator**

The Superintendent recommends the Board appoint Lauren Terranova as the District Testing Coordinator for the 2021 - 2022 school year.

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**23. Appointment - Intervention and Referral Services Coordination**

The Superintendent recommends the Board appoint Debra Barone as the Intervention and Referral Services Coordinator at Washington Park School for the 2021 - 2022 school year.

**24. Totowa Fire Department Visit**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Totowa Fire Department to visit the Extended School Year Program at Memorial School, on Wednesday, July 14, 2021, to speak to the children about fire safety.

**25. Restraint Training**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Restraint Training on Tuesday, September 7, 2021, for the following staff members:

Nuria Cordoba	Gina McQuin	Rita Sakhat
Cathy Daniele	Anjelica Paolillo	Carly Schwartz
Yolanda Felix	Norka Parrales	Brett Scully
Carley Fleres	Mirna Polibio	Milagros Tea
Toni Malatesta	Paula Ralli	Meredith Warburton
Erica Wolpert		

Training to be held in the gym at Washington Park School from 10:30 A.M. - 1:30 P.M. and will be provided by Alycia Desmond.

Motion for approval of items 5-25

MOTION: Mr. Reynoso

SECONDED: Ms. Carr

VOTE: Unanimous

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**26. Informational**

Summer Academy

Summer Projects Update

Dates for Your Information

Sept. 1 Board of Education Meeting - WPS 7:00 P.M.

**27. Committee Reports**

Ms. Antonucci said committee meetings were not held.

**28. 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 7:19 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 28

MOTION: Mr. Reynoso

SECONDED: Mr. Kerwin

VOTE: Unanimous

The Board returned from executive session at 8:02 P.M.

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**29. CST Summer Employment**

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve Related Services Provider Carley Fleres at the prorated individual hourly per diem based on the 2020-2021 salary guide with cap on an as needed basis during the summer to attend meetings.

**30. Retirement - Joseph Filan**

The Superintendent recommends the Board accept with regret the retirement of Joseph Filan, Custodial Engineer for the Totowa School District, effective Tuesday, August 31, 2021.

**31. Leave of Absence - Scott Gourley**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve a paid medical leave for Scott Gourley, from Monday, June 21, 2021, through Friday, August 20, 2021.

**32. Approval - Medical Leave**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve a Medical Leave for Linda Gutekunst beginning Tuesday, July 13, 2021, through approximately Friday, August 13, 2021. She will use approximately sixteen (16) vacation days and six (6) accumulated sick days.



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**33. Maternity/Child Care Leave of Absence - Kristin Flynn**

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

Ms. Flynn will begin her maternity/childcare leave Monday, September 13, 2021, through Friday, January 14, 2022, as per the following provisions:

1. Leave is granted without pay and benefits.
2. A. Leave will start on Monday, September 13, 2021 .  
B. Medical leave will be invoked from Monday, September 13, 2021, through Friday, October 22, 2021.  
C. FMLA will be invoked from Monday, October 25, 2021, through Friday January 14, 2022 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.  
D. Ms. Flynn will use forty (42) sick days from Monday, September 13, 2021 through Thursday, November 11, 2021.  
E. Ms. Flynn will return on Monday, January 17, 2022.  
F. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Flynn for any further additional time absent outside the FMLA 12-week period.

**34. Approval - Maternity Leave Replacement**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Joseph Segura, as a Maternity Leave Replacement for Mathematics grade 5 beginning on Tuesday, September 7, 2021, through approximately Friday, January 14, 2022, at the rate of \$17.75 per hour with no benefits.

**35. Move Across Guide - Coshetty Vargas**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Coshetty Vargas to Move Across Guide from MA+15 to MA+30 for the 2021 - 2022 school year.

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**36. Reassignment - Carly Schwartz**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Ms. Carly Schwartz from School Aide to Educational Support Aide for the 2021-2022 school year.

**37. Approval - Accumulated Sick Leave at Retirement - Piccirillo**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the accumulated sick leave at retirement for Andrea Piccirillo, teacher for the Totowa School District as per the following calculation:

**Andrea Piccirillo:** 75.5 Sick + 3 Personal = 78.5 Total Days @ \$100.00/per day contracted = \$7,850.00.

**38. Merit Goals Review and Approval**

The Board approves a merit payment to Ms. Patricia Capitelli, Superintendent, for the achievement of the 2020-2021 Quantitative Merit Goals (Increasing Mathematics Proficiency, 3.33% - \$5,627.00, Increasing Student Reading Levels, 3.33% - \$5,627.00, Increasing Student Technology Proficiency, 3.33% - \$5,627.00) and Qualitative Merit Goals (Achieving Paperless Communication, 2.5% - \$4,225.00, Enhancing Social Emotional Learning, 2.5% - \$4,225.00) pending New Jersey Department of Education approval.

Motion for approval of items 29-38

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

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**39. Approval of Minutes- June 23, 2021 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of June 23, 2021, as presented.

Motion for approval of items 39

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

**40. Approval of Minutes- June 23, 2021 – 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 23, 2021, as presented.

Motion for approval of items 40

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

**41. Approval of Bills List – June Supplemental #1**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the June Supplemental #1 Bills List as presented.

**42. 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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**43. 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 2021, as presented.

**44. 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 2020-2021 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.

**45. 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 2021, as presented.

**46. 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 2021, as presented.

**47. 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 2021, as presented.

**48. 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 2021, as presented.

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**49. 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 2021, as presented. (See Attachment #1 Monthly Transfer Report)

**50. 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 2021, as presented.

**51. 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	Invoice 912062521	1441	\$ 14,789.83

**52. 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)

**53. Approval of Submission and Grant Award – IDEA FY 2022 Application  
Adjusted**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the submission and grant award for the IDEA FY 2022 application adjusted.

IDEA Basic	\$ 253,807
IDEA Preschool	\$ 8,690

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**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 \$5,500.00. These funds will be used for flexible seating for 21<sup>st</sup> century learning.

**55. 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.

**Memorial School**

Student Chairs (Broken Unrepairable)	x 25pcs
Student Desks (Broken Unrepairable)	x 25pcs
Teacher Desks (Broken Unrepairable)	x 2pcs

**Washington Park School**

Teacher Desks (Broken Unrepairable)	x 2pcs
VHS Tapes (Old Obsolete)	x 80pcs
Projectors (Broken Unrepairable)	x 1pc
Old NJ Map (Broken Unrepairable)	x 1pc

**56. 2021-2022 Elementary and Secondary Education Act (ESEA) Application**

The Superintendent, in consultation with the Administrative Team recommends the Board, retroactively approve the submission of the 2021-2022 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 2021-2022 ESEA application.

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**57. 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 \$10,339.00 for the FY 2021-2022 ESEA Grant.

**58. 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 2021-2022 Grant in the amount of \$2,001.00 for the FY 2021-2022 ESEA Grant.

**59. Approval of ESEA - Title I Salary & Benefits**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title I funds in the amount of \$120,098.00 for the salary/benefits for Ms. Jennifer Reeves, Memorial School Teacher for an Instructional Pull Out Program/Reading Specialist. This amount represents 100% of salary and benefits for Ms. Reeves. Salary will be charged to account 20-231-100-100-000-000-050 and benefits will be charged to 20-231-200-200-000-000-050.

**60. Approval of ESEA - Title II Salary & Benefits**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title II funds in the amount of \$29,291.00 for the salary/benefits for Ms. Kathleen Peterson, Washington Park School Teacher to reduce class sizes at the elementary school. This amount represents 27% of salary and benefit for Ms. Peterson. Salary will be charged to account 20-270-100-100-000-001-060 and benefits will be charged to 20-270-200-200-000-000-060.

Motion for approval of items 41-60

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

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**61. Old Business**

There was no old business.

**62. New Business**

There was no new business.

**63. Hearing and Petition of Citizens**

Ms. Antonucci asked Mr. Varcadipane if there were any emails from the public. Mr. Varcadipane stated there was one.

Ms. Lisa Moreno asked:

Good evening,

Since there will not be a shuttle, will there be staggered dismissals for the 2 schools, to allow time to drop off and pick up without one child being late?

Thank you,

Ms. Capitelli responded that Memorial School dismisses a little earlier than Washington Park School. There will be an Administrator outside of both buildings so if a student does arrive a little late they will not be alone. We do recognize that it is difficult and will make accommodations.



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

There was no other matters of a timely nature.

**65. Adjournment**

Upon motion by Mr. Reynoso and seconded by Mr. Kerwin this meeting was adjourned at 8:09 P.M.

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary