

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

08/31/2022

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 August 31, 2022.

**1. Call To Order**

President Antonucci called the meeting to order at 7:11 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. DeCeglie and Mr. Kerwin

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

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**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.

Mr. Michael Grant of 88 Grant Ave stated he had two concerns. The first concern was in regard to his son not being in advanced reading this year. He stated the parents and the students were not made aware of the criteria to be placed into advanced reading . His son was in advanced reading last year finished with good grades and all of his teachers said he was doing well. Mr. Grant's second concern was in regard to his son not receiving extra time to take his assessment even though his IEP states he should be provided accommodations. Mr. Grant stated he had spoken to the principal but his son's placement was not going to change. He also stated he reached out to the Superintendent and wrote a letter to the board president but has not heard back yet.

Ms. Antonucci stated that the board does not get involved with student placements and placements are the responsibility of administration. Ms. Antonucci turned the response over to Ms. Capitelli.

Ms. Capitelli stated she is not going to talk about a specific child in public and that she will have her administrative assistant reach out to Mr. Grant to set up a meeting.

Ms. Carla Grant of 88 Grant Ave stated she has two concerns. The first concern was in regard to Back to School night. The calendar stated it would be virtual, however, other districts in the area were going back to an in-person back to school night. Ms. Grant stated she feels it is important to be able to meet her students teachers in-person. Ms. Grant's second concern was Parent Teacher conferences. Conferences last year were held only for those that made an appointment or there was a need to meet the teacher. Ms. Grant would like the Parent Teacher conferences to go back to the way it used to be where everyone could go to help with communication between parents and teachers.

Ms. Capitelli stated that on the agenda tonight was to change back to school night to in-person. When the original calendar was made Covid-19 was still a major concern. Since the calendar was created the CDC has lessened restrictions. The Parent Teacher conferences will remain as a needed basis. Teachers are in constant contact with parents through Realtime, phone calls and emails.

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Teachers respond to questions from parents within a day. The district is looking to bring back all activities that were offered prior to Covid pending student interest and involvement.

**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 Revision 0163 – Quorum**

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

**7. Policy Revision 1511 – Board of Education Website Accessibility**

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

**8. Policy Revision 2415 – Every Student Succeeds Act**

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

**9. Policy Adoption 3216 – Dress and Grooming**

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

**10. Policy Revision 3270 – Professional Responsibilities**

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

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**11. Policy Adoption 4216 – Dress and Grooming**

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

**12. Policy Revision 5513 – Care of School Property**

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

**15. Regulation Revision 3270 – Lesson Plans and Plan Books**

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

**16. Regulation Revision 5513 – Care of School Property**

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

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**17. Curriculum**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following curriculum:

<b><u>Subject</u></b>	<b><u>Grade</u></b>
Algebra	Grade 8
English Language Arts	Kindergarten through Grade 4
Health and PE	Kindergarten through Grade 8
Mathematics	Kindergarten through Grade 8
Pre-K	Pre-K
Reading	Grades 5 through 8
Science	Kindergarten through Grade 8
Social Studies	Kindergarten through Grade 8
Writing	Grades 4 through 8
Gifted and Talented	Kindergarten through Grade 8
Dance	Grades 6 through 8
Guidance	Kindergarten through Grade 8
Industrial Arts	Grades 4 through 8
Instrumental Music	Grades 4 through 8
Music	Kindergarten through Grade 8
SEL	Pre-K through Grade 8
STEAM & Financial Literacy	Kindergarten through Grade 8
Video Production	Grades 5 through Grade 8
Visual Arts	Kindergarten through Grade 8
World Language	Pre-K through Grade 8

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**18. Handle With Care Training**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve restraint training on September 1, 2022, for the following staff members:

Nuria Cordoba  
Norka Parrales  
Joseph D'Amelio      Mirna Polibio  
Cathy Daniele      Brett Scully  
Yolanda Felix      Myah Sellers  
Meredith Warburton      Toni Malatesta  
Erica Wolpert      Gina McQuin

Training to be held in the gym at Washington Park School from 9:30 A.M. – 12:30 P.M. and provided by Alycia Desmond.

**19. Professional Development School Plans**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Professional Development Plan for Memorial School and Washington Park School for the 2022 – 2023 school year as per the attached.

**20. Restart and Recovery Plan**

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

**21. Cardiac Action Plan**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2022 - 2023 Cardiac Action Plan as per the attached.

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**22. 2022-2023 District Calendar**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2022-2023 District Calendar. (See attached)

**23. Merit Goals**

The Board approves the Quantitative Merit Goal (Improving Math Performance, Improving Reading Performance, Increasing Student Literacy Skills) and the Qualitative Merit Goals (Upgrading Technological Resources, Creating and Cultivating Grade Level Gardens) of the Superintendent for the 2022 – 2023 school year as per the attached. The Board further approves the submission of the Superintendent’s Merit Goals Submission forms to the Executive County Superintendent for approval.

**24. Use of Facilities – Totowa Education Foundation**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa Education Foundation to use the facilities as follows:

Kops-4-Kids Program	September 1, 2022, through June 30, 2023
Afterschool Enrichment Programs	September 1, 2022, through June 30, 2023

**25. Use of Facilities – Totowa PAL Soccer and Softball**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the Totowa PAL to use Washington Park School Field for their soccer and softball programs from Thursday, August 18, 2022, through Sunday, November 13, 2022, as follows:

Monday through Friday:	5:00 P.M. to Dusk
Saturday and Sunday:	9:00 P.M. to Dusk

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**26. Use of Facilities – P.T.O**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the P.T.O. meeting for the 2022 - 2023 school year as follows:

P.T.O. Executive Meetings: September 12th, October 3rd, November 7th, January 9th (January 10th - Snow Date), February 6th (February 7th - Snow Date), March 6th (March 7th - Snow Date), April 3rd, May 1st, and June 8th. All meetings will be held in WPS Media Center at 7:00 P.M.

General Meetings: October 11, 2022, - WPS Cafeteria, March 14th, 2023, - MS Auditorium, and June 5, 2023 – WPS Gym. The P.T.O. is also requesting the use of tables, chairs and, a podium with microphone and chairs for guests spaced 6 feet apart.

Motion for approval of item 5-26

MOTION: Mr. Kerwin

SECONDED: Ms. Carr

VOTE: Unanimous

**27. Informational**

Bus Routes

Summer Projects Update

WPS Grade Level Gardens

Restart and Recovery Plan



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Dates for Your Information:

Sept. 1 Staff In-Service  
Sept. 6 Staff In-Service  
Sept. 6 Kindergarten Orientation 10:30 A.M.  
Grade 4 Orientation 1:00 P.M.  
TPK Orientation 2:30 P.M.  
Sept. 7 Schools Open  
Sept. 7 MP 1 Begins  
Sept. 12-13 Start Strong Assessment Gr. 4-8  
Sept. 21 Board of Education Meeting WPS 7:00 P.M.

Use of Facilities:

Sept. 12 PTO Executive Board Meeting

Use of Field:

Sept. P.A.L. Soccer and Softball Mon. – Fri. 4:00 P.M. – Dusk  
Sat. – Sun. 9:00 A.M. - Dusk

Attachments:

Reports:

Discipline 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 7:23 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately thirty (30) minutes and no action will be taken.

Motion for approval of item 29

MOTION: Ms. DeCeglie

SECONDED: Ms. Alesandrelli

VOTE: Unanimous

The Board returned from executive session at 8:03 P.M.

**30. Resignation – Kristin Flynn**

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Kristin Flynn, Mathematics Teacher, for the Totowa School District effective Friday, October 21, 2022.

**31. Appointment – Custodial Engineer**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Adam Morabito to the position of Custodial Engineer for the 2022 - 2023 school year pending a successful criminal background check, medical examination by the Totowa School District's physician, positive references, and approval of his Disclosure and Review of Applicants Employment History. Mr. Moribito will be placed on Step -1 \$38,000 (prorated) of the contracted custodial salary guide and his start date will be determined.

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**32. Appointment – Special Education Aide**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Oralb Tawara, Special Education Aide, for the 2022 – 2023 school year, beginning on Wednesday, September 7, 2022, at the rate of \$17.75 per hour.

**33. Approval – Permanent Substitute**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Sloan Mandry-Booth, as a Permanent Substitute for the 2022 – 2023 school year at the rate of \$19.75 per hour.

**34. Approval – Permanent Substitute**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Carolyn Luisa, as a Permanent Substitute for the 2022 – 2023 school year at the rate of \$17.75 per hour.

**35. Move Across the Guide – Joseph Latka**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Joseph Latka move across the guide from Step 9 – BA, \$69,975 to Step 9 – BA+30, \$72,600 for the 2022 – 2023 school year.

**36. Posting - Yearbook Coordinator**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Yearbook Coordinator. The Yearbook Coordinator will receive a stipend of \$2,000.

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**37. Posting - Gifted and Talented Instructors**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Gifted and Talented Instructors. The Gifted and Talented Instructors will be compensated at a rate of \$30 per hour.

**38. Posting - Student Council Advisors**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Student Council Advisors. The Student Council Advisors will be compensated at the rate of \$30 per hour.

**39. Posting - Basketball Coaches**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the positions of Basketball Coach – Boys’ Team and Basketball Coach – Girls’ Team. The Basketball Coaches will receive a stipend of \$3,000, paid by the Totowa Education Foundation.

**40. Posting - Volleyball Coaches**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the positions of Volleyball Coach – Boys’ Team and Volleyball Coach – Girls’ Team. The Volleyball Coaches will receive a stipend of \$1,750, paid by the Totowa Education Foundation.

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**41. Revision FMLA Leave of Absence – Carley Fleres**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the FLMA childcare leave of absence for Carley Fleres as follows:

Ms. Fleres will begin her FMLA leave Thursday, September 1, 2022, through Monday, October 31, 2022, as per the following provisions:

- A. Leave is granted without pay and benefits.
- B. Leave will start on Thursday, September 1, 2022.
- C. FMLA will be invoked from Thursday, September 1, 2022, through Monday, October 31, 2022 - eight (8) weeks. Benefits will be retained in accordance with FMLA.
- D. Ms. Fleres will return on Tuesday, November 1, 2022.
- E. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Fleres for any further additional time absent outside the FMLA 13-week period.

**42. Resignation – Joseph Segura**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Joseph Segura, Permanent Substitute, for the Totowa School District effective Monday, August 29, 2022.

**43. Resignation – Kanesea Edwards**

The Superintendent, in conjunction with the Administrative Team, recommends the Board accept the resignation of Kanesea Edwards, Special Education Aide, for the Totowa School District effective Wednesday, August 31, 2022.

**44. Resignation – Megan Schultz**

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Megan Schultz, Preschool Teacher, for the Totowa School District effective Tuesday, October 25, 2022.

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**45. Appointment – Special Education Aide**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Nevin Dokuzlar as a Special Education Aide for the 2022-2023 school year at the rate of \$17.25 per hour for approximately twenty-nine and a half (29.5) hours pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Ms. Dokuzlar's start date will be determined upon review of the above documents.

**46. Appointment – Special Education Aide**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Nicole Tierney as a Special Education Aide for the 2022-2023 school year at the rate of \$17.25 per hour for approximately twenty-nine and a half (29.5) hours pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Ms. Tierney's start date will be determined upon review of the above documents.

**47. Appointment – Special Education Aide**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Deanna Ward as a Special Education Aide for the 2022-2023 school year at the rate of \$17.75 per hour for approximately twenty-nine and a half (29.5) hours pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Ms. Ward's start date will be determined upon review of the above documents.

**48. Appointment – Grade 5 Mathematics Teacher**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Frank Pignataro to the position of Grade 5 Mathematics Teacher for the 2022 – 2023 school year beginning on or about Monday, October 31, 2022, pending successful criminal background check, positive references, and approval of his Disclosure and Review of Applicants Employment History. Mr. Pignataro will be placed on BA Step – 8, \$66,775, of the contracted teacher salary guide.

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**49. Reassignment – Cara Carnemolla**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Cara Carnemolla from LEAP/Art Teacher to Grade 5 Science Teacher for the 2022 – 2023 school year.

**50. Reassignment – Rachel Isenhour**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Rachel Isenhour from Grade 5 Mathematics Teacher to Preschool Teacher for the 2022 – 2023 school year.

**51. Reassignment – Anthony Mangarelli**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Anthony Mangarelli from Grade 5 Science Teacher to RISE Teacher for the 2022 – 2023 school year.

**52. Reassignment – Megan Schultz**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment Megan Schultz from Preschool Teacher to LEAP/Art Teacher for the 2022 – 2023 school year.

**53. Reassignment – Kristin Flynn**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Kristin Flynn from Mathematic LEAP Teacher to Grade 5 Mathematics Teacher for the 2022 – 2023 school year.

Motion for approval of item 30-53

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

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**54. Approval of Minutes- July 27, 2022 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of July 27, 2022, as presented.

Motion for approval of item 54

MOTION: Mr. Kerwin

SECONDED: Ms. Carr

VOTE: Unanimous

**55. Approval of Minutes- July 27, 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 July 27, 2022, as presented.

Motion for approval of item 55

MOTION: Ms. Alesandrelli

SECONDED: Ms. DeCeglie

VOTE: Unanimous

**56. Approval of Bills List – August**

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

**57. Acceptance of Financial Status Report – July**

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of July 2022, as presented.



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**58. Monthly Financial Certification of the Board Secretary and the Board of Education – July**

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.

**59. Acceptance of Bank Reconciliations – July**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of July 2022, as presented.

**60. Acceptance of Board Secretary Report – July**

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of July 2022, as presented.

**61. Acceptance of Treasurer of School Monies Report – July**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of July 2022, as presented.

**62. Acceptance of Financial Summary Report – July**

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of July 2022, as presented.

**63. Approval of Line-Item Budget Transfers – July**

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

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**64. Acceptance of Revenue Report – July**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of July 2022, as presented.

**65. 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 #912063022	1516	\$ 30,732.66
Metro Fire & Safety	Invoice #SM 49243	1517	\$ 221.00
NRESC	Invoice #3V0085	1518	\$ 80.00

**66. 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**

Tables (Broken/Unrepairable)	x 5
Pre-School Kitchen playsets (Broken/Unrepairable)	x 1

**Washington Park School**

Green Table Nurse's Office (Broken/Unrepairable)	x 1
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**67. Approval of E-RATE Agreement Through NJSBA**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the E-RATE Consulting Agreement through NJSBA, number E-8801-NJSBA ACES CPS, in the amount of \$1,000.00 for Category One services and \$1,500.00 for Category Two services. The agreement through NJSBA expires June 2025.

**68. Approval of 2022-2023 Transportation Contract NRESC**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2022-2023 school year transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
PG22	PG Chambers	Jets Transportation	\$ 8,748.00+349.92	7/7/22-8/15/22
2309	Sage Day School	Prestige Xpress	\$ 9,783.36+391.33	6/27/22
-7/29/22				
2555	Gramon/Glenview/			
	New Beginnings	Jersey Kids Transportation	\$ 2,550.00+102.00	7/5/22-8/15/22
2601	Shepard School-Kinn.	Omar Transportation	\$ 9,000.00+360.00	7/1/22-8/12/22
2627	WPS	Aldin Transportation	\$ 10,304.00+412.16	6/27/22-7/28/22

**69. Approval of Cafeteria Meals Price List WPS (Updated)**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the 2022-2023 WPS Cafeteria Meals price list (Updated). (See Attachment #2)

Motion for approval of item 56-69

MOTION: Ms. DeCeglie

SECONDED: Mr. Kerwin

VOTE: Unanimous

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**70. Old Business**

There was no old business.

**71. New Business**

There was no new business.

**72. Hearing and Petition of Citizens**

No citizens wished to be heard.

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

There was no other matters of a timely nature.

**74. Adjournment**

Upon motion by Ms. DeCeglie and seconded by Ms. Alesandrelli this meeting was adjourned at 8:11 P.M.

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary