

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/21/2022

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 September 21, 2022.

**1. Call To Order**

President Antonucci 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. Alesandrelli, Ms. Antonucci, Ms. DeCeglie, Mr. La Rose and Mr. Parlegreco

Members Absent: Mr. Bierach, Ms. Carr, Mr. Kerwin 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.

**4. Public to be Heard**

There was no public to be heard.

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**5. Professional Days**

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

**6. Chapter 27 Emergency Virtual or Remote Instruction Plan**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Chapter 27 Emergency Virtual or Remote Instruction Plan for the 2022 – 2023 school year.

**7. Appointment – District Homeless Education Liaison**

The Superintendent recommends the Board appoint Lauren Terranova as the District Homeless Education Liaison for the 2022 – 2023 school year.

**8. Special Olympics - *Project Unified***

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the Totowa School District to participate in the Special Olympics *Project Unify* initiative for the 2022-2023 school year. *Project Unify* is a national education-based program, funded by the US Department of Education. Brett Scully will be designated as the advisor under the supervision of Lauren Terranova.

**9. Use of Facilities – P.T.O. Mums Sale**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O Mums Sale Committee as follows:

Distribute Orders

Friday, September 30, 2022, Washington Park School Field 2:00 P.M. – 6:30 P.M.

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**10. Use of Facilities – P.T.O. Fall Pictures**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O. Fall Picture Committee as follows:

Memorial School Auditorium    October 10, 2022    8:00 A.M. – 4:00 P.M.  
Washington Park School        October 10, 2022    8:00 A.M. – 4:00 P.M.

The P.T.O. also requested the use of tables and chairs.

**11. Use of Facilities - P.T.O. Holiday Gift Shop**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O. Holiday Gift Shop Committee as follows:

Holiday Gift Shop Setup

Washington Park School All Purpose Room  
Thursday, December 1, 2022        6:00 P.M. to 9:00 P.M.

Holiday Gift Shop

Washington Park School All Purpose Room  
Friday, December 2, 2022        3:00 P.M. to 10:00 P.M.

The P.T.O. is also requesting the use of the PA system, tables, and chairs.

Motion for approval of item 5-11

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

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**12. Informational**

Opening of Schools  
Back-to-School Night  
Recognition of Washington Park School  
NJSLA Presentation  
START Strong Results

Dates for Your Information:

Sept. 22	1:20 P.M. Dismissal
Sept. 22	Back-to-School Night MS/WPS
Oct. 3 – 7	Week of Respect
Oct. 4	InView Testing Grades 2 & 5
Oct. 7	MP1 Progress Reports Grades 5 – 8
Oct. 10	Fall School Pictures MS/WPS
Oct. 17 – 21	National School Safety Week
Oct. 17	1:20 P.M. Dismissal
Oct. 17	Staff In-Service
Oct. 19	Board of Education Meeting 7:00 P.M. WPS

Use of Facilities:

Sept. 30	PTO Mums Sale
Oct. 3	PTO Executive Board Meeting
Oct. 11	PTO General Meeting 7:00 P.M. WPS Cafeteria

Use of Field:

Sept.	P.A.L. Soccer and Softball	Mon. – Fri. 5:00 P.M. – Dusk
		Sat. – Sun. 9:00 A.M. - Dusk

Attachments:

Reports:

All About Kindergarten Brochure  
Totowa Preschool Brochure  
Special Olympics Recognition Letter

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**13. Committee Reports**

Ms. Antonucci stated committee meetings were not held.

**14. 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 14

MOTION: Ms. Alesandrelli

SECONDED: Ms. DeCeglie

VOTE: Unanimous

The Board returned from executive session at 7:56 P.M.

**15. 2022 – 2023 Substitute Teacher Listing**

The Superintendent recommends the Board approve the 2022 - 2023 Substitute Teacher Listing submitted by the Substitute Registry. (See attached)

**16. Substitute Teachers**

The Superintendent recommends the Board approve the following substitute teachers submitted by the Substitute Registry:

Priority I

Rosa, Pamela

Tanis, Kimberly

Vargas, Mercedes

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**17. Rescind Action – Appointment Special Education Aide 2022 – 2023 School Year**

The Superintendent, in consultation with the Administrative Team, recommends the Board rescind the action of the July 27, 2022, Board meeting Item Number 3 – Appointment Special Education Aide for the 2022 – 2023 school year. (See attached)

**18. Rescind Action – Appointment Special Education Aide 2022 – 2023 School Year**

The Superintendent, in consultation with the Administrative Team, recommends the Board rescind the action of the August 31, 2022, Board meeting Item Number 18 – Appointment Special Education Aide for the 2022 – 2023 school year. (See attached)

**19. Appointment – Permanent Substitute**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Lauren Manzi, as a Permanent Substitute for the 2022 – 2023 school year at the rate of \$17.75 per hour beginning on or about Monday, October 3, 2022.

**20. Appointment – Special Education Aide**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Anica Nestorovski, as a Special Education Aide for the 2022 – 2023 school year at the rate of \$17.25 per hour pending a successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History.

**21. Appointment – Special Education Aide**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Marco Manzi, as a Special Education Aide for the 2022 – 2023 school year at the rate of \$17.75 per hour pending a successful criminal background check, positive references, and approval of his Disclosure and Review of Applicants Employment History.

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**22. Approval - Increase in Hours**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve an increase in hours not to exceed twenty-nine and a half (29.5) per week for Julie Levy, Speech/Language Therapist, beginning Monday, September 12, 2022, until Tuesday, November 15, 2022.

**23. Reassignment – Kim Lubba**

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the reassignment of Kim Lubba from Enrichment Teacher Grades 5 – 7 to LEAP/Specials Teacher Kindergarten – Grade 3.

**24. Approval – Acceptance of Settlement Agreement**

The Superintendent, in consultation with the Director of Special Education, recommends the Board Approve the Settlement Agreement between the Totowa Board of Education and the parents of Student #RISE06.

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**25. Approval – Maternity Leave**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the maternity/childcare leave of absence for Jaclyn Calafiore as follows:

Ms. Calafiore will begin her maternity/childcare leave Monday, October 17, 2022, through Friday, February 24, 2023, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step-5 on the guide for the 2023 - 2024 school year.
3.
  - A. Leave will start on Monday, October 17, 2022.
  - B. Medical leave will be invoked from Monday, October 17, 2022, through Friday, December 2, 2022.
  - C. Ms. Calafiore will use twenty-six (26) sick/personal days from Monday, October 17, 2022, through Wednesday, November 23, 2022.
  - D. FMLA will be invoked from Monday, November 28, 2022, through Friday, February 24, 2023 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
  - F. Ms. Calafiore will return on Monday, February 27, 2023.
  - G. Ms. Calafiore will remain on Step-5 of the contracted salary teachers' guide for the 2023 – 2024 school year.
  - H. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Calafiore for any further additional time absent outside the FMLA 12-week period.

Motion for approval of item 15-25

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



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**26. Approval of Minutes- August 31, 2022 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of August 31, 2022, as presented.

Motion for approval of item 26

MOTION: Ms. Alesandrelli

SECONDED: Ms. DeCeglie

VOTE: Unanimous

**27. Approval of Minutes- August 31, 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 August 31, 2022, as presented.

Motion for approval of item 27

MOTION: Ms. Alesandrelli

SECONDED: Ms. DeCeglie

VOTE: Unanimous

**28. Approval of Bills List – September**

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

**29. Acceptance of Financial Status Report – August**

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

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**30. Monthly Financial Certification of the Board Secretary and the Board of Education – August**

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.

**31. Acceptance of Bank Reconciliations – August**

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

**32. Acceptance of Board Secretary Report – August**

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

**33. Acceptance of Treasurer of School Monies Report – August**

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

**34. Acceptance of Financial Summary Report – August**

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

**35. Approval of Line-Item Budget Transfers – August**

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

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**36. Acceptance of Revenue Report – August**

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

**37. Acceptance of Financial Status Report – June Adjusted**

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

**38. Monthly Financial Certification of the Board Secretary and the Board of Education – June Adjusted**

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.

**39. Acceptance of Bank Reconciliations – June Adjusted**

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

**40. Acceptance of Board Secretary Report – June Adjusted**

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

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**41. Acceptance of Treasurer of School Monies Report – June Adjusted**

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

**42. Acceptance of Financial Summary Report – June Adjusted**

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

**43. Approval of Line-Item Budget Transfers – June Adjusted**

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 Adjusted 2022, as presented. (See Attachment #2 Monthly Transfer Report)

**44. Acceptance of Revenue Report – June Adjusted**

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

**45. 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	1519 (replacement Ck)	\$ 17,343.14
Pomptonian Food Service	Invoice #Start Up	1520	\$ 250.00
Danielle Rivera	Lunch Balance Refund	1521	\$ 26.50

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**46. Approval of 2022-2023 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 \$9,030.00 for the 2022-2023 school year.

**47. 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**

HP All in One Desktop (broken/Unrepairable)	x 11	2012
HP Laptop (Broken/Unrepairable)	x 10	2013
Apple Mac (Broken/Unrepairable)	x 3	2013
Smarttech Projector (Broken/Unrepairable)	x 4	2013
Lenovo E540 (Broken/Unrepairable)	x 87	2014
Dell 3380 (Broken/Unrepairable)	x 55	2017
Smartboard & Projector (Broken/Unrepairable)	x 11	2013-2014
Titan Wet Vac (Broken/Unrepairable)	x 1	2007

**Memorial School**

HP All in One Desktop (broken/Unrepairable)	x 5	2012
HP Laptop (Broken/Unrepairable)	x 2	2013
Smartboard & Projector (Broken/Unrepairable)	x 15	2014

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**48. 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
2683	PG Chambers	Jets Transportation	\$ 114,840.00+4,593.60	9/6/22-June 2023
2309	Sage Day School	Prestige Xpress	\$ 73,375.20+2,935.01	9/1/22-June 2023
2555	Gramon/Glenview/ New Beginnings	Jersey Kids Transportation	\$ 15,300.00+612.00	9/7/22-June 2023
2601	Shepard School-Kinn.	Omar Transportation	\$ 54,000.00+2,160.00	9/1/22-June 2023

**49. Approval of Nonpublic Technology Agreement**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the agreement to purchase Nonpublic Technology for The Academy of St. James in accordance with “Guidelines for Administering the New Jersey Nonpublic Technology Initiative Program”. Purchases will be made throughout the year in accordance with the guidance listed above.

**50. Approval of Nonpublic Security Agreement**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the agreement to purchase Nonpublic Security equipment for The Academy of St. James in accordance with “The Nonpublic School Security Program Guidelines”. Purchases will be made throughout the year in accordance with the guidance listed above.

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**51. Approval of ESEA - Title I SIA Salary & Benefits**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title I SIA funds in the amount of \$35,300.00 for the salary/benefits for Ms. Christine Napolitano, Washington Park School Teacher for an Instructional Pull-Out Program in Mathematics. This amount represents 30% of salary and benefits for Ms. Napolitano. Salary will be charged to account 20-231-100-100-000-000-060 and benefits will be charged to 20-231-200-200-000-000-060.

**52. 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 \$135,266.00 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.

**53. 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 \$54,390.00 for the salary/benefits for Ms. Kimberly Lubba, Memorial School Teacher for an Instructional Pull Out Program. 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.

**54. 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 \$36,640.00 for the salary/benefits for Ms. Jenna Laudi, Washington Park School Teacher to reduce class sizes at the elementary school. This amount represents 25% of salary and benefit for Ms. Laudi. 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.

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**55. Approval of ESSER II – Learning Accelerated Salary & Benefits**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESSER II – Learning Accelerated funds in the amount of \$3,804.00 for the salary/benefits for Ms. Kim Hackbarth, Washington Park School Teacher for a 1:1 tutoring session in Mathematics during recess. This amount represents 3% of salary and benefits for Ms. Hackbarth. Salary will be charged to account 20-484-100-100-000-000-060 and benefits will be charged to 20-484-200-200-000-000-060.

**56. Approval of ESSER II – Learning Accelerated Salary & Benefits**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESSER II – Learning Accelerated funds in the amount of \$2,342.00 for the salary/benefits for Ms. Amy Mele, Washington Park School Teacher for a 1:1 tutoring session in Mathematics during recess. This amount represents 2% of salary and benefits for Ms. Mele. Salary will be charged to account 20-484-100-100-000-000-060 and benefits will be charged to 20-484-200-200-000-000-060.

**57. Approval of ESSER II – Learning Accelerated Salary & Benefits**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESSER II – Learning Accelerated funds in the amount of \$2,245.00 for the salary/benefits for Ms. Donna Trommelen, Washington Park School Teacher for a 1:1 tutoring session in Mathematics during recess. This amount represents 2% of salary and benefits for Ms. Trommelen. Salary will be charged to account 20-484-100-100-000-000-060 and benefits will be charged to 20-484-200-200-000-000-060.

**58. Approval of ESSER II – Learning Accelerated Salary & Benefits**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESSER II – Learning Accelerated funds in the amount of \$2,782.00 for the salary/benefits for Ms. Coshetty Vargas, Washington Park School Teacher for a 1:1 tutoring session in Mathematics during recess. This amount represents 2% of salary and benefits for Ms. Vargas. Salary will be charged to account 20-484-100-100-000-000-060 and benefits will be charged to 20-484-200-200-000-000-060.



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**59. Approval of ESSER II – Mental Health Salary & Benefits**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESSER II – Mental Health funds in the amount of \$20,250.00 for the salary/benefits for Ms. Debra Barone, Washington Park School Guidance Counselor. This amount represents 15% of salary and benefits for Ms. Barone. Salary will be charged to account 20-485-200-100-000-000-060 and benefits will be charged to 20-485-200-200-000-000-060.

**60. Approval of ESSER III –Salary & Benefits**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESSER III funds in the amount of \$143,166.00 for the salary/benefits for Ms. Evelyn Garofalo, Washington Park School Guidance teacher. This amount represents 99% of salary and benefits for Ms. Garofalo. Salary will be charged to account 20-487-100-100-000-000-060 and benefits will be charged to 20-487-200-200-000-000-060.

**61. Approval of ESSER III –Salary & Benefits**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESSER III funds in the amount of \$25,000.00 for the salary/benefits for Ms. Valerie Feenan, Memorial School Guidance teacher. This amount represents 25% of salary and benefits for Ms. Feenan. Salary will be charged to account 20-487-100-100-000-000-050 and benefits will be charged to 20-487-200-200-000-000-050.

**62. Approval of ESSER III –Mental Health Salary & Benefits**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESSER III Mental Health funds in the amount of \$15,059.00 for the salary/benefits for Ms. Brunella Brunetti-Colatruglio, Washington Park School Guidance teacher. This amount represents 18% of salary and benefits for Ms. Brunetti-Colatruglio. Salary will be charged to account 20-491-100-100-000-000-060 and benefits will be charged to 20-491-200-200-000-000-060.

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Motion for approval of item 28-62

MOTION: Ms. Alesandrelli

SECONDED: Ms. DeCeglie

VOTE: Unanimous

**63. Old Business**

There was no old business.

**64. New Business**

There was no new business.

**65. Hearing and Petition of Citizens**

No citizens wished to be heard.

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

There was no other matters of a timely nature.

**67. Adjournment**

Upon motion by Mr. La Rose and seconded by Ms. DeCeglie this meeting was adjourned at 8:01 P.M.

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary