

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/27/2023

The Regular Meeting of the Board of Education of the Borough of Totowa was held at Washington Park School Media Center, 10 Crews Street, Totowa, New Jersey on September 27, 2023.

A motion was made by Mr. Kerwin and seconded by Mr. Parlegreco to have Ms. Alesandrelli act as President for the September 27, 2023, Board of Education meeting until Ms. Antonucci arrives. The motion was passed unanimously by roll call vote.

**1. Call To Order**

Acting President Alesandrelli called the meeting to order at 7:08 P.M. and led all present in the salute to the flag and remain standing for a moment of silence for our past and present troops.

**2. Roll Call**

Members Present: Ms. Alesandrelli, Mr. Bierach, Ms. Coiro, Mr. La Rose and Dr. Vancheri  
Members Absent: Ms. Antonucci, Ms. Carr, Mr. Kerwin and Mr. Parlegreco  
Also Present: Patricia Capitelli, Superintendent of Schools  
Vincent Varcadipane, School Business Administrator/Board Secretary  
Mr. Raymond B. Reddin, Board Attorney

**3. Open Public Meeting Notice**

The following statement was read by Mr. Varcadipane:

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, the Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Municipal Building and notice was mailed to the North Jersey Herald News and The Record.

**4. Public to be Heard**

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 Day as per the attached.

**6. Policy Adoption 1642.01 – Sick Leave**

The Superintendent presents to the Board the second read of the new Policy 1642.01 – Sick Leave.

**7. Policy Adoption 2419 – School Threat Assessment Teams**

The Superintendent presents to the Board the second read of the new mandated Policy 2419 – School Threat Assessment Teams.

**8. Regulation Adoption 1642.01 – Sick Leave**

The Superintendent presents to the Board the second read of the new Regulation 1642.01 – Sick Leave.

**9. Regulation Adoption 2419 – School Threat Assessment Teams**

The Superintendent presents to the Board the second read of the new mandated Regulation 2419 – School Threat Assessment Teams.

**10. Regulation Revision 2464 – Gifted and Talented Pupils**

The Superintendent presents to the Board the first read of the revised mandated Regulation 2464 – Gifted and Talented Pupils.

**11. Quality Single Accountability Continuum (QSAC) District Improvement Plan**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Quality Single Accountability Continuum (QSAC) District Improvement Plan. It is also recommended that the Board approve the submission of the plan to the New Jersey Department of Education.

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**12. 2023 - 2024 Nursing Services Plan**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2023 - 2024 District Nursing Services Plan as per attached.

**13. New Jersey Learning Acceleration Program: High Impact Tutoring Grant Project**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the submission of an application for the New Jersey Learning Acceleration Program: High-Impact Tutoring Grant Project being offered by the New Jersey Department of Education Office of Student Support Services. The grant is a 1-year project, designed to provide high-impact tutoring interventions for students who have been disproportionately affected by the pandemic in grades three and four.

**14. Instructional Resource List**

The Superintendent, in consultation with the Administrative Team, recommends the Board of Education approve the Instructional Resource List for the 2023 – 2024 School Year.

**15. Curricular Revisions**

The Superintendent, in consultation with the Administrative Team, recommends the Board of Education approve curricular revisions to the following courses:

Italian, Grade 5

Italian, Grade 6

Science, Grade 7

Reading, Grade 6

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**16. Calendar Revision**

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

Special Education Parent Advisory Group (SEPAG) Meeting scheduled for Thursday, September 21, 2023, to Wednesday, October 25, 2023, at 9:14 A.M.

**17. 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 29, 2023, Washington Park School Field 2:00 P.M. – 6:30 P.M.

**18. 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:

Fall Pictures

Memorial School Auditorium	October 9, 2023, 8:00 A.M. – 4:00 P.M.
Washington Park School Gym	October 9, 2023, 8:00 A.M. – 4:00 P.M.

Fall Picture Retakes

Memorial School Auditorium	November 20, 2023, 8:00 A.M. – 4:00 P.M.
Washington Park School Gym	November 20, 2023, 8:00 A.M. – 4:00 P.M.

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

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**19. Use of Facilities - P.T.O. Book Fair**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa PTO Book Fair committee as follows:

**Book Fair – January 30, 31, February 1, 2024**

**Memorial School All Purpose Room**

January 29<sup>th</sup> - Set up after 4:00 P.M.

January 30<sup>th</sup> through February 1<sup>st</sup> during school hours

January 31<sup>st</sup> from 5:30 P.M. – 9:30 P.M.

**Washington Park School Gymnasium**

January 29<sup>th</sup> - Set up after 4:00 P.M.

January 30<sup>th</sup> through February 1<sup>st</sup> during school hours

January 31<sup>st</sup> from 5:30 P.M. – 9:30 P.M.

The PTO is also requesting the use of tables and chairs.

Motion for approval of items 5-19

MOTION: Ms. Carr

SECONDED: Mr. Kerwin

VOTE: Unanimous

**20. Informational**

Opening of Schools

Back-to-School Night

NJSLA Presentation

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Dates for Your Information:

Sept. 21 1:20 P.M. Dismissal  
Sept. 21 Back-to-School Night MS/WPS  
Oct. 2 – 6 Week of Respect  
Oct. 6 MP1 Progress Reports Grades 5 – 8  
Oct. 9 Fall School Pictures MS/WPS  
Oct. 16 – 20 National School Safety Week  
Oct. 16 1:20 P.M. Dismissal  
Oct. 16 Staff In-Service  
Oct. 18 Board of Education Meeting 7:00 P.M. WPS

Use of Facilities:

Oct. 2 PTO Executive Meeting  
Oct. 10 PTO General Meeting WPS Cafeteria 7:00 P.M.

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 Report  
*All About Kindergarten* Brochure  
Totowa Preschool Brochure  
Back To School Night Brochure MS/WPS

**21. Committee Reports**

Ms. Alesandrelli stated committee meetings were not held.

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**22. 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 7:20 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately fifteen (15) minutes and no action will be taken.

Motion for approval of item 22

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

Ms. Antonucci joined the meeting during the executive session.

The Board returned from executive session at 7:54 P.M.

**23. 2023 – 2024 Substitute Teacher Listing**

The Superintendent recommends the Board approve the 2023 - 2024 Substitute Teacher Listing submitted by the Substitute Registry. (See attached)

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**24. Substitute Teachers**

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

**Priority II**

Almomani, Shatha

Fakesub, Jen

Garcia, Jesus M. Jr.

Garcia, Mauricio

Hanafy, Asmaa

Logothetis, Anna

Pompelli-Butler, Angela

Steuer, Eileen

**25. Appointment – Special Education Aide**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Jogina Finamore, as a Special Education Aide for the 2023 – 2024 school year at the rate of \$17.25 per hour beginning on Tuesday, September 12, 2023.

**26. Appointment - Yearbook Coordinator**

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

**27. Appointment - Gifted and Talented Instructor**

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



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**28. Appointment - Student Council Advisors**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Erin Gander and Ms. Elaine Mostello to the position of Student Council Advisors. Ms. Gander and Ms. Mostello will be compensated at the rate of \$30 per hour.

**29. Appointment - Basketball Coach – Boys’ Team**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Timothy Tracy to the position of Basketball Coach – Boys’ Team. Mr. Tracy will receive a stipend of \$3,000, paid by the Totowa Education Foundation.

**30. Appointment - Basketball Coach – Girls’ Team**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Joseph D’Amelio to the position of Basketball Coach – Girls’ Team. Mr. D’Amelio will receive a stipend of \$3,000, paid by the Totowa Education Foundation.

**31. Appointment - Volleyball Coach – Boys’ Team**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Timothy Tracy to the position of Volleyball Coach – Boys’ Team. Mr. Tracy will receive a stipend of \$1,750, paid by the Totowa Education Foundation.

**32. Appointment - Volleyball Coach – Girls’ Team**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Joseph D’Amelio to the position of Volleyball Coach – Girls’ Team. Mr. D’Amelio will receive a stipend of \$1,750, paid by the Totowa Education Foundation.

**33. Approval – Stipend**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a \$5,000 stipend (prorated) to Todd Mitchell, School Resource Officer, for working nighttime events as per the district calendar effective Friday, September 15, 2023.

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**34. Approval - Increase in Hours**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve an increase in hours not to exceed twenty-nine and a half (29.5) per week for Alisha Romano, Occupational Therapist, for the 2023 – 2024 school year.

**35. Resignation – Christine Napolitano**

The Superintendent recommends that the Board accept the resignation of Christine Napolitano, Special Education Teacher, effective Friday, September 15, 2023.

**36. Approval – Medical Leave**

The Superintendent recommends the Board approve a medical leave for Douglas Upritchard, Custodial Engineer, beginning on Wednesday, October 4, 2023, until approximately Thursday, January 4, 2024, as per the following provisions.

- A. Mr. Upritchard will begin his leave on Wednesday, October 4, 2023.
- B. Mr. Upritchard will use forty-two (42) sick days from Wednesday, October 4, 2023, until Wednesday, December 6, 2023.
- C. Mr. Upritchard will be on unpaid leave from Thursday, December 7, 2023, until approximately Thursday, January 4, 2024.

**37. Appointment - Part-Time Special Education Teacher**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Emily Kologrivov to position of Part-Time Special Education Teacher beginning on or about Monday, October 16, 2023. Ms. Kologrivov will work approximately twenty-two and one-half hours (22.5) and will be compensated at the rate of \$47.00 per hour, pending a successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants' Employment History.

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Motion for approval of item 23-37

MOTION: Mr. Kerwin  
SECONDED: Ms. Alesandrelli  
VOTE: Unanimous (Dr. Vancheri abstained from items #23 and #24 from the Executive Session)

**38. Approval of Minutes- September 6, 2023 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of September 6, 2023, as presented.

Motion for approval of item 38

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

**39. Approval of Minutes- September 6, 2023 – Executive Session**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the Executive Session during the meeting of September 6, 2023, as presented.

Motion for approval of item 39

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

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**40. Approval of Bills List – September 27, 2023**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the September 27, 2023, Bills List as presented.

**41. 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 2023, as presented.

**42. 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 2023-2024 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.

**43. 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 2023, as presented.

**44. 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 2023, as presented.

**45. 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 2023, as presented.

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**46. 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 2023, as presented.

**47. 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 2023, as presented. (See Attachment #1 Monthly Transfer Report)

**48. 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 2023, as presented.

**49. 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 #912090823	1570	\$ 1,178.24
Pomptonian Food Service	Invoice # Start Up Money	1571	\$ 250.00
Service Plus	Invoice #1026385-IN	1572	\$ 606.85
Totowa Board of Education	Custodial Reimb.	Transfer to Warrant	\$ 12,609.50
Totowa Board of Education	PSE&G	Transfer to Warrant	\$ 692.06

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**50. 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.

**51. 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.

**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 \$155,349.00 for the salary/benefits for Ms. Jennifer Reeves, Memorial School Teacher for an Instructional Pull Out Program/Reading Specialist. This amount represents 100% of the 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 \$22,963.00 for the salary/benefits for Ms. Nancy Trotto, Memorial School Teacher for an Instructional Pull Out Program. This amount represents 15% of salary and benefits for Ms. Trotto. 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.

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**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 \$37,461.00 for the salary/benefits for Ms. Donna Trommelen, Washington Park School Teacher to reduce class sizes at the elementary school. This amount represents 26% of the salary and benefit for Ms. Trommelen. 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.

**55. 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 \$145,341.00 for the salary/benefits for Ms. Evelyn Garofalo, Washington Park School STEAM teacher. This amount represents 100% of the 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.

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

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESSER III Accelerated Learning funds in the amount of \$36,336.00 for the salary/benefits for Ms. Debra Barone, Guidance. This amount represents 24% of the salary and benefits for Ms. Barone. Salary will be charged to account 20-488-200-100-000-000-060 and benefits will be charged to 20-488-200-200-000-000-060.

**57. 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 \$14,862.50 for the salary/benefits for Ms. Brunella Brunetti-Colatruglio, Washington Park School teacher. This amount represents 17% of the 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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**58. Approval of IDEA – Pre-K Salary & Benefits**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following IDEA – Pre-K funds in the amount of \$9,580.00 for the salary/benefits for Ms. Nuria Cordoba, Pre-K special education aide. This amount represents 42% of salary and benefits for Ms. Cordoba. Salary will be charged to account 20-251-100-106-000-000 and benefits will be charged to 20-251-200-200-000-000.

**59. Approval of Postage Meter Service & Equipment – Pitney Bowes**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the service contract with Pitney Bowes for the School District's postage meter as well as postage services. The monthly cost of the services is 173.04 through the Sourcewell Cooperative Pricing, contract number 011322-PIT.

Motion for approval of item 40-59

MOTION: Ms. Carr

SECONDED: Ms. Alesandrelli

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

**60. Old Business**

There was no old business.

**61. New Business**

There was no new business.

**62. Hearing and Petition of Citizens**

No citizens wished to be heard.



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

There was no other matters of a timely nature.

**64. Adjournment**

Upon motion by Ms. Alesandrelli and seconded by Mr. Parlegreco this meeting was adjourned at 8:00 P.M.

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary

