

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/04/2019

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, 2019.

**1. Call To Order**

President Guarneri called the meeting to order at 7:02 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. Alesandrelli, Mr. Bierach, Ms. DeCeglie, Mr. Guarneri, Mr. Kerwin, Mr. Reynoso and Mr. Tangora

Members Absent: Ms. Carr

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**

Mr. Guarneri 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.

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Ms. Carla Grant of 88 Grant Ave, Totowa NJ 07512 stepped forward. Ms. Grant stated that her Preschool student's letter home stated her student's teacher was Ms. Beers but her case worker said no it is Ms. Corrado. Ms. Grant asked is it common to have classes with both three and four year olds.

Ms. Capitelli responded that the Preschool classes are mixed.

Ms. Grant asked if it was only the half day class that was mixed.

Ms. Capitelli asked Ms. Grant if that was her last question so she could address everything at once. Ms. Capitelli stated Ms. Collella's class is all students who will be attending Kindergarten the following year. Ms. Beers and Ms. Martinez both have three and four year old students. The district has found that this has been beneficial to the students in the past and will continue to do this. The district also reviews the ages of the students before finalizing rosters and the differences between a three year old and a four year old are more like 6 months in a particular class then a full year. Ms. Martinez class is a full day class whereas Ms. Beers class is a half day class. Students are mixed in both programs.

Mr. Guarneri thanked Ms. Grant.

Ms. Alison Carlo of 576 Totowa Road, Totowa NJ 07512 stepped forward. Ms. Carlo stated she received her orientation letters for her two third grade students on two separate days. One of the letters was received the day before the third grade orientation. Ms. Carlo asked if we could send out the information for this orientation out earlier.

Ms. Capitelli stated this was brought up in the past in regards to the Preschool and Kindergarten orientations. We made changes to include that information in registration packets and at the open houses for those programs later in the year. The district can definitely look into distributing something for third grade next year, potentially a flyer.

Mr. Guarneri thanked Ms. Carlo.

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**5. ELA Curriculum**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the ELA Curriculum grades K through 7 for the 2019 - 2020 school year.

**6. Math Curriculum**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Math Curriculum grades K through 7 for the 2019 - 2020 school year.

**7. Science Curriculum**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Science Curriculum grades K through 5 for the 2019 - 2020 school year.

**8. Social Studies Curriculum**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Social Studies Curriculum grades K through 7 for the 2019 - 2020 school year.

**9. Instructional Resource List Amendments**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the amendments to the Totowa School District Instructional Resource List for the 2019 - 2020 school year as per the attached.

**10. District Goals and Objectives**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the District Goals and Objectives for the 2019 - 2020 School Year as per the attached.

**11. Cardiac Action Plan**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2019 - 2020 Cardiac Action Plan as per the attached.

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**12. Safety Town - *Otto the Auto***

The Superintendent, in consultation with the Administrative Team, recommends the Board approve "Otto the Auto" to visit the kindergarten class at Memorial School as part of "Safety Town" on Tuesday, October 22, 2019, at 10:00 A.M. The program is a courtesy of AAA North Jersey.

**13. Use of Facilities - P.T.O. Fall Fundraiser**

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

Collect Orders

October 2nd

Washington Park School 6:00 P.M. to 8:00 P.M.

October 3rd

Washington Park School 6:00 P.M. to 8:00 P.M.

The PTO is also requesting the use of two (2) tables and six (6) chairs in the front lobby.

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**14. Use of Facilities - P.T.O. Meetings**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O. to use the facilities for their meetings as follows:

P.T.O. General Meetings

Tuesday, October 15, 2019	Washington Park School Cafeteria	7:00 P.M.
Tuesday, March 10, 2020	Memorial School Auditorium	7:00 P.M.
Monday, June 1, 2020	Washington Park School Gym	7:00 P.M.

P.T.O. Executive Board Meetings - Washington Park School Media Center 7:00 P.M.

Mondays - September 9th, October 7th, November 4th, January 6th, February 3rd,  
March 2nd, April 6th, and May 4th  
Wednesday - June 3rd

The PTO is also requesting the use of three (3) tables for the June 1st Meeting.

**15. 2019 - 2020 Parent - Teacher Handbook**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2019 - 2020 Parent - Teacher Handbook and Calendar. (see attached)

Motion for approval of items 5-15

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

**16. Informational**

Building Updates

State Testing Results

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**17. Committee Reports**

Mr. Guarneri said committee meetings were not held.

**18. 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 7:38 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 18

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

The Board returned from executive session at 8:04 P.M.

**19. 2019 - 2020 Substitute Teacher Listing**

The Superintendent recommends the Board approve the 2019 - 2020 Substitute Teacher Listing submitted by the Substitute Registry. (see attached)

**20. 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.

**21. Posting - SAT Prep Instructors**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of SAT Prep Instructors.

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**22. Posting - Yearbook Advisor**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Yearbook Advisor.

**23. Reassignment - Cara Carnemolla**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Cara Carnemolla from grade 6 science teacher to grade 4 for the 2019 - 2020 school year.

**24. Reassignment - Valerie Feenan**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Valerie Feenan from LEAP/Specials teacher to Enrichment/Specials teacher for 2019 - 2020 school year.

**25. Approval - Maternity Leave Replacement**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Ms. Jaclyn Soltesz as a Maternity Leave Replacement for Ms. Catherine Sofocleous from Monday, September 23, 2019, through Friday, March 13, 2020. She will receive a salary of \$33,000 (prorated) with no personal days or benefits.

**26. Approval - Substitute Teacher**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Angela Siano, as a substitute teacher for grade 6 science beginning on Tuesday, September 3, 2019, through approximately Friday, October 18, 2019, at the rate of \$17.25 per hour with no benefits.

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**27. Approval - Medical Leave**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve a Medical Leave for John Sole beginning Tuesday, September 3, 2019, through approximately Friday, September 27, 2019.

**28. Appointment - Elementary Education Teacher**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Devin DiIorio to the position of grade 6 science teacher for the 2019 - 2020 school year beginning on/about Monday, October 21, 2019, pending successful criminal background check, positive references, and approval of his Disclosure and Review of Applicants Employment History. Mr. DiIorio will be placed on BA Step - 2 \$53,146 (prorated) of the contracted teacher salary guide.

**29. Approval - Merit Goals**

The Board approves the Quantitative Merit Goals (Increasing Student Literacy Skills, Integrating Technology, and Improving Math Performance) and the Qualitative Merit Goals (Redesigning Media Centers and Ensuring Successful Transitions) of the Superintendent for the 2019 - 2020 school year as per the attached. The Board further approves the submission of the revised Superintendent's Merit Goals Submission forms to the Executive County Superintendent for approval.

Motion for approval of items 19-29

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



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**30. Approval of Minutes- August 21, 2019 – Special Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of August 21, 2019 as presented.

Motion for approval of items 30

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

**31. Approval of Minutes- August 21, 2019 – 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 21, 2019 as presented.

Motion for approval of items 31

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

**32. 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.

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**33. Approval to Dispose of Textbooks**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the disposal of the following textbooks.

<b>Title</b>	<b>Publisher</b>	<b>ISBN</b>	<b>Copyright Date</b>	<b>Grade</b>	<b>Total Number</b>
Everyday Mathematics Student Journals Vol. 1	Wright Group /McGraw Hill	0-07-605273-7	2007	6	11
Everyday Mathematics Student Journals Vol. 2	Wright Group /McGraw Hill	0-07-605274-5	2007	6	9
Everyday Mathematics Student Reference	Wright Group /McGraw Hill	0-07-605275-3	2007	6	99

**34. Approval of 2019-2020 Substitute Teacher Registry Agreement**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the 2019-2020 Substitute Teacher Registry Agreement in the amount of \$9,439.00.

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**35. 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.

<b>WPS</b>	<b>Purchased by</b>	<b>Bar Code</b>
LCD Monitor (Broken Unrepairable)	x 5pcs	2008
PC-P4 (Broken Unrepairable)	x5pcs	2008
HP Laser Printer (Broken Unrepairable)	x3pcs	2009
Smarttech Projector (Broken Unrepairable)	x3pcs	
Orange Chairs (Broken Unrepairable)	x 13 pcs	Media Center
Round Table (Broken Unrepairable)	x 1pcs	Rm 115
MS (Broken Unrepairable)		
LCD Monitor (Broken Unrepairable)	x5pcs	2008
PC-P4 (Broken Unrepairable)	x5pcs	2008
Teacher Desk (Broken Unrepairable)	x 1pcs	Rm 202
Round Table (Broken Unrepairable)	x 1pcs	Media Center

**36. Approval of Tuition Contracts with Prospect Park Board of Education**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the contract with the Prospect Park Board of Education for placement of two students, one student at Memorial School and one student at Washington Park School for the 2019-2020 school year at the rate of \$11,819.00 and \$14,505.00 respectively.

Motion for approval of items 32-36

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

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**37. Old Business**

There was no old business.

**38. New Business**

There was no new business.

**39. Hearing and Petition of Citizens**

There were no citizens to be heard.

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

There were no other matters of a timely nature.

**41. Adjournment**

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

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary