

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

11/18/2020

The Regular Meeting of the Board of Education of the Borough of Totowa was held at Washington Park School Media Center, 10 Crews Street, Totowa, New Jersey and in accordance with N.J.S.A. 10:48-8(b), and guidance from the NJ Department of Community Affairs Division of Local Government Services via Zoom on November 18, 2020.

**1. Call To Order**

Mr. Varcadipane noted that Mr. Guarneri, President, and Ms. Antonucci, Vice President, would not be able to attend the meeting tonight. Mr. Varcadipane asked for a nomination and a motion and second for an acting President for tonight's meeting. Mr. Reynoso nominated and made the motion to have Mr. Bierach be the acting President. Ms. Alesandrelli second the motion. The vote passed unanimously.

Acting President Bierach called the meeting to order at 7:10 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. Carr, Mr. Kerwin, Mr. Reynoso  
and Mr. Tangora  
Members Absent: Ms. Antonucci, Ms. DeCeglie and Mr. Guarneri  
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**

Mr. Bierach asked Mr. Varcadipane if there were any questions from the public. Mr. Bierach also stated that if anyone would like to ask a question through zoom, to please use the reaction icons in the software and the administrator will unmute the participants for their turn to speak. Mr. Varcadipane stated that he will read all of the public questions per participant before a response is given.

On behalf of Addison Elk – First Grade, Memorial School, Mrs. Sofocleous

Hi Board of Ed Meeting,

It's Addison Elk. I like school, but I miss art class.

Can we have art class again?

Like an Art Special on Teams or can we bring in our own supplies?

Thank you, Board of Ed Meeting. Addison

Ms. Capitelli thanked Addison for her question. Ms. Capitelli stated that any students that have questions she would like to discuss their concerns with them in school and will meet with Addison tomorrow.

**5. Professional Day**

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

**6. Bell Schedules**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised Memorial School and Washington Park School Bell Schedules.

**7. NJQSAC District Performance Review**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the NJQSAC District Performance Review to the New Jersey State Department of Education.

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**8. 2020 - 2021 Totowa School District School Safety/Emergency Operations Manual**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2020 - 2021 Totowa School District School Safety/Emergency Operations Manual.

**9. 2020 - 2021 Parent - Teacher Handbook**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2020 - 2021 Parent - Teacher Handbook.

**10. Revised Approval of Public Meeting Schedule**

The Superintendent recommends the Board approve the following revised Public Meeting Schedule for the 2020 - 2021 school year:

December 16, 2020	January 20, 2021
February 17, 2021	February 24, 2021 - Budget Approval (Tentative)
March 24, 2021 - Public Hearing (Tentative)	
April 28, 2021 -Reorganization (Tentative)	

The above meetings will be conducted remotely.

**11. Bus Evacuation Drills**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Bus Evacuation Drills at Memorial School on Thursday, October 22, 2020, with Routes 1 - 8, conducted by Joseph Compel.

**12. Bus Evacuation Drills**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Bus Evacuation Drills at Washington Park School on Thursday, October 22, 2020, with Routes 1 - 8, conducted by David Bower.

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**13. Policy Revision 1620 - Administrative Employment Contracts**

The Superintendent presents to the Board the second read of the revised mandated Policy 1620 - Administrative Employment Contracts.

**14. Policy Revision 2431 - Athletic Competition**

The Superintendent presents to the Board the second read of the revised mandated Policy 2431 - Athletic Competition.

**15. Regulation Revision 2431.1 - Emergency Procedures for Sports and Other Athletic Activity**

The Superintendent presents to the Board the second read of the revised mandated Regulation 2431.1 - Emergency Procedures for Sports and Other Athletic Activity.

**16. Policy & Regulation Revision 2464 - Gifted and Talented Students**

The Superintendent presents to the Board the second read of the revised mandated Policy & Regulation 2464 - Gifted and Talented Students.

**17. Policy & Regulation Adoption 5330.05 - Seizure Action Plan**

The Superintendent presents to the Board the second read of the new mandated Policy & Regulation 5330.05 - Seizure Action Plan.

**18. Policy Revision 6440 - Cooperative Purchasing**

The Superintendent presents to the Board the second read of the revised mandated Policy 6440 - Cooperative Purchasing.

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**19. Policy & Regulation Adoption 6470.01 - Electronic Funds Transfer and Claimant Certification**

The Superintendent presents to the Board the second read of the new mandated Policy & Regulation 6470.01 - Electronic Funds Transfer and Claimant Certification.

**20. Policy & Regulation Revision 7440 - School District Security**

The Superintendent presents to the Board the second read of the revised mandated Policy & Regulation 7440 - School District Security.

**21. Policy Revision 7450 - Property Inventory**

The Superintendent presents to the Board the second read of the revised mandated Policy 7450 - Property Inventory.

**22. Policy & Regulation Revision 7510 - Use of School Facilities**

The Superintendent presents to the Board the second read of the revised mandated Policy & Regulation 7510 - Use of School Facilities.

**23. Policy Revision 8420 - Emergency and Crisis Situations**

The Superintendent presents to the Board the second read of the revised mandated Policy 8420 - Emergency and Crisis Situations.

**24. Use of Facilities - P.T.O. Holiday Greenery Fundraiser**

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

Distribute Orders

Tuesday, December 1, 2020 Washington Park School Field 1:30 P.M. to 6:00 P.M.

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**25. Use of Facilities - Fall Picture Retakes**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the P.T.O. to use the Memorial School Auditorium and Washington Park School Gymnasium as follows:

Fall Picture Retakes

Memorial School Monday, November 23, 2020 9:00 A.M. - 12:00 P.M. (In Person)

Washington Park School Monday, November 23, 2020 9:00 A.M. - 12:00 P.M. (In Person)  
Monday, November 23, 2020 2:00 P.M. - 4:00 P.M. (All Virtual)

Motion for approval of item 5-25

MOTION: Mr. Reynoso

SECONDED: Ms. Carr

VOTE: Unanimous

**26. Informational**

NJQSAC District Performance Review

Parent/Teacher Conferences

Breast Cancer Walk

Bus Evacuation Drills

Dates for Your Information

Nov. 19 PTO Cookie, Cake, Pie Fundraiser Order Pickup - WPS

Nov. 23 PTO Picture Retakes

Nov. 25 One Session Day - 1:20 P.M. Dismissal

Nov. 26-27 Thanksgiving Recess - Schools Closed

Dec. 16 Board of Education Meeting - WPS 6:00 P.M.

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Attachments:

Newsletters:

*The Park Press - October 2020, Volume 15, Issue 1*

**27. Committee Reports**

Mr. Bierach stated committee meetings were not held.

**28. Executive Session**

A request for executive session was made to discuss personnel matters and other business excluded from the Open Public Meeting by Law. The Board entered executive session at 7:18 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately twenty (20) minutes and no action will be taken.

Motion for approval of item 28

MOTION: Mr. Reynoso

SECONDED: Ms. Carr

VOTE: Unanimous

The Board returned from executive session at 7:52 P.M.

Mr. Bierach read the following:

Pursuant to Board Policy 0132 - Executive Authority and given the emergent and urgent circumstances at hand, the Board took action prior to this scheduled meeting by taking a poll of each Board Member to approve:

By Law 0164.6 - Remote Public Board Meetings During A Declared Emergency

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**29. Appointment - School Psychologist**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Joseph Mosley to the position of School Psychologist for the 2020 - 2021 school year beginning on or about Thursday, November 19, 2020, pending successful criminal background check, positive references, and approval of his Disclosure and Review of Applicants Employment History. Mr. Mosley will be placed on MA+30 Step - 1 \$62,410 (prorated) of the contracted teacher salary guide.

**30. Approval - Family First Coronavirus Response Act**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve a Family First Coronavirus Response Act Leave for Joseph Spinner, Jr. Mr. Spinner, Jr. was on leave Monday, October 19, 2020, Tuesday, October 20, 2020, and Wednesday, October 21, 2020.

**31. Approval - Family First Coronavirus Response Act**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve a Family First Coronavirus Response Act Leave for Anjelica Paolillo and Sandra Cittrich. Ms. Paolillo and Ms. Cittrich were on leave from Tuesday, October 27, 2020, through Friday, November 6, 2020.

**32. Approval - Family First Coronavirus Response Act**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve a Family First Coronavirus Response Act Leave for Cathy Daniele, Jasmine Guerra, Ghadeer Hamad, Norka Parrales, and Rita Sakhat. They were on leave from Monday, November 9, 2020, through Monday, November 16, 2020.



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**33. Approval - Family First Coronavirus Response Act**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve a Family First Coronavirus Response Act Leave for James Buttimore. Mr. Buttimore will be on leave from Wednesday, November 11, 2020, through Tuesday, November 24, 2020.

**34. Approval - Unpaid Leave**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve an unpaid leave for James Buttimore from Wednesday, November 25, 2020, through Friday, December 4, 2020.

**35. Maternity/Child Care Leave of Absence - Danielle Berdan**

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

Ms. Berdan will begin her maternity/child care leave on Friday, January 22, 2021, through Friday, June 25, 2021, as per the following provisions:

1. Leave is granted without pay and benefits.
2. She will remain at Step - 8 on guide for the 2021-2022 school year.
3. A. Leave will start on Friday, January 22, 2021.
  - B. Medical Leave will be invoked on Friday, January 22, 2021, through Friday, March 19, 2021.
  - C. Ms. Berdan will use twenty (20) sick/personal days from Friday, January 22, 2021, through Friday, February 19, 2021.
  - D. FMLA will be invoked from Monday, March 22, 2021, through Friday, June 25, 2021, - thirteen (13) weeks. Benefits will be retained in accordance with FMLA.
  - E. Ms. Berdan will return on Monday, June 28, 2021.
  - F. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Berdan for any further additional time absent outside the FMLA thirteen (13) week period.

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Motion for approval of item 29-35

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

**36. Approval of Minutes- October 21, 2020 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of October 21, 2020 as presented.

Motion for approval of item 36

MOTION: Mr. Reynoso  
SECONDED: Ms. Carr  
VOTE: Unanimous (Ms. Alesandrelli abstained)

**37. Approval of Minutes- October 21, 2020 – 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 October 21, 2020 as presented.

Motion for approval of item 37

MOTION: Mr. Reynoso  
SECONDED: Ms. Carr  
VOTE: Unanimous (Ms. Alesandrelli abstained)

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**38. Approval of Bills List – November**

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

**39. Acceptance of Financial Status Report – October**

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of October 2020, as presented.

**40. Monthly Financial Certification of the Board Secretary and the Board of Education – October**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2020-2021 budget have not been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

**41. Acceptance of Bank Reconciliations – October**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of October 2020, as presented.

**42. Acceptance of Board Secretary Report – October**

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of October 2020, as presented.

**43. Acceptance of Treasurer of School Monies Report – October**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of October 2020, as presented.

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**44. Acceptance of Financial Summary Report – October**

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of October 2020, as presented.

**45. Approval of Line Item Budget Transfers – October**

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 October 2020, as presented. (See Attachment #1 Monthly Transfer Report)

**46. Acceptance of Revenue Report – October**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of October 2020, as presented.

**47. Approval of Payment of Cafeteria Invoices**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve payment of the following cafeteria invoices.

<u>Vendor</u>	<u>Description</u>	<u>Check #</u>	<u>Amount</u>
Pomptonian	Invoice 912100920	1403	\$ 10,194.19
Pomptonian	Invoice 912101620	1404	\$ 12,122.86
Pomptonian	Invoice 912102320	1405	\$ 4,476.69
Pomptonian	Invoice 912103020	1406	\$ 10,779.63
Pomptonian	Invoice 912110620	1407	\$ 8,190.24
Mrs. Madrid	Lunch Reimbursement	1408	\$ 23.70

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**48. Approval of 2020-2021 Transportation Contract NRESC**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2020-2021 school year transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
Q1034	Shepard School-Kinnelon	Tasneem Transp.	\$ 1,896.00+56.88	10/21/20-10/30/20

**49. Approval of Additional Appropriations (Covid-19)**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following additional appropriations do to the Covid-19 pandemic.

1.	W.B. Mason	PO 21-1201	\$3,386.00	Sanitizing Wipes
2.	ATRA	PO 21-1212	\$2,429.45	Cleaning Supplies

**50. Approval of Enviro-Sciences (Of Delaware), Inc.**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve Enviro-Sciences (Of Delaware), Inc. proposal for a soil investigation and characterization services for a potential field upgrade summer project in 2021.

**51. Acceptance of 2021 Unified Champion Schools Grant**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the acceptance of the Unified Champion Schools Grant in the amount of \$3,000.00 from the Special Olympics of New Jersey. The district will be able to choose \$3,000.00 worth of goods from a catalog provided by the Special Olympics of New Jersey.

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**52. Approval of ESEA Title I Part A Amendment (Carry Over)**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the amendment to the ESEA Title I Part A 2020-2021 Grant to increase the balances in the amount of \$1,598.00 for teacher salaries and benefits for Title I programs. There was also a \$95.00 increase for Nonpublic funds for professional development. These monies are carry over monies from the 2019-2020 ESEA Title I Part A grant.

**53. Approval of ESEA Title I SIA Amendment Additional Funding**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the amendment to the ESEA Title I SIA 2020-2021 Grant to increase the balances in the amount of \$2,500.00 for teacher salaries for Title I SIA programs. These monies are additional funds provided by the New Jersey Department of Education.

**54. Approval of ESEA - Title I Salary & Benefits Amendment**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title I funds in the amount of \$20,934.00 for the salary/benefits for Ms. Kathleen Peterson, Washington Park School Teacher for an Instructional Pull Out Program in Leap/Reading Specialist. This amount represents 22% of salary and benefits for Ms. Peterson. 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.

**55. Approval of ESEA - Title I Salary & Benefits Amendment**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title I funds in the amount of \$1,001.00 for the salary/benefits for Ms. Debra Barone, Guidance Counselor for the counseling of McKinney Vento students. This amount represents 1% of salary and benefits for Ms. Barone. 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.

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

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 \$22,299.00 for the salary/benefits for Ms. Donna Trommelen, Washington Park School Teacher for an Instructional Pull Out Program in Mathematics. This amount represents 17% of salary and benefits for Ms. Trommelen. 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.

**57. Approval of the 2019-2020 School Security Grant**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the submission of the 2019-2020 School Security Grant. The total grant allotment is \$48,245 that will be used to fund the panic alarms that were installed in each building as well as a security server.

**58. Approval of 2020-2021 District Report of Transported Resident Students**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2020-2021 District Report of Transported Resident Students. (See attachment #2)

**59. Approval of the 2021 Budget Calendar**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the 2021 Budget Calendar. (See attachment #3)

Motion for approval of item 38-59

MOTION: Ms. Alesandrelli

SECONDED: Ms. Carr

VOTE: Unanimous (Mr. Bierach abstained from PO 21-1241 on item #38 Bills List)

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**60. Old Business**

There was no old business.

**61. New Business**

There was no new business.

**62. Hearing and Petition of Citizens.**

Mr. Bierach asked Mr. Varcadipane if there were any other citizens that wished to be heard and stated if someone in the Zoom meeting would like to speak, to use the chat functionality to state they would like to speak to be unmuted. Mr. Varcadipane stated there was one question.

Ms. Maya Buono of 84 Hobart Place asked:

So I'm asking as an adult not as a student. Why isn't Art being offered yet as a special virtually this year?

Thank you.

Ms. Capitelli responded that out of respect to Addison who asked this question first, she would be speaking to Addison first tomorrow morning and would address any other concerns regarding this matter at the next board meeting.

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

There were no other matters of a timely nature.



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**64. Adjournment**

Upon motion by Mr. Reynoso and seconded by Ms. Alesandrelli this meeting was adjourned at 8:01 P.M.

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary

