

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

05/27/2020

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 May 27, 2020.

**1. Call To Order**

President Guarneri called the meeting to order at 7:15 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, Mr. Bierach, Ms. Carr, Ms. DeCeglie, Mr. Guarneri, Mr. Kerwin, Mr. Reynoso and Mr. Tangora

Members Absent: None

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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Mr. Guarneri read the following resolution.

**YOUTH WEEK**

**5. Youth Week Resolution - Marcello Guarneri**

WHEREAS, in the observance of Youth Week, students have been designated in the place and stead of the respective members of the Totowa Board of Education.

WHEREAS, the said students shall conduct the business of the said Board under the guidance of the duly elected Board member.

NOW, THEREFORE BE IT RESOLVED: by the Board, that any and/or all actions on behalf of said Board are hereby and herewith ratified and confirmed as the official actions of the Board as if the same were acting directly in person.

Motion for approval of item 5

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

Ms. Capitelli introduced all of the students and their positions.

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**2019-2020 YOUTH WEEK BOARD OF EDUCATION**

Julia Prosperi – President – Mr. Guarneri -President  
Mona Arnous – Vice President – Ms. Antonucci - Vice President  
Bayan Baloush – Mr. Bierach  
Matias Chavez-Rosas - Ms. Alesandrelli  
Micaela Garcia – Mr. Reynoso  
Kayla Mehner – Mr. Tangora  
Joshua Paez - Mr. Kerwin  
Giavonna Bergamasco – Ms. Carr  
Julia Tanguay – Ms. DeCeglie

**SCHOOL ADMINISTRATORS**

Samantha Gutierrez - Superintendent  
Giavonna Bergamasco - School Business Administrator, Board Secretary  
Alana Errigo – Principal WPS  
Giavanna Forte - Vice-Principal WPS  
Charles Johnson – Principal MS  
Nyamekye Asare – Supervisor/Special Education  
Nyamekye Asare – Supervisor/Curriculum  
Mona Arnous – Board of Education Attorney  
Dillon Kaleda - Supervisor Building/Grounds

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**6. Graduation**

It is recommended that the graduation date be approved as Tuesday, June 16, 2020, at Washington Park School.

**PROSPERI:** May I have a motion for item #6 on our agenda, Graduation?

**MEHNER:** I make that motion.

**BERGAMASCO:** I second it.

**PROSPERI:** Discussion?

**GARCIA:** Is June 16<sup>TH</sup> last day of school for students?

**GUTIERREZ:** Yes. The last day of school is June 16<sup>TH</sup>.

**BALOUSH:** In the past, wasn't our graduation always held on the evening of the last day?

**FORTE:** No. There have been years in the past when the students had to return to school the day after graduation to complete the 180<sup>th</sup> day of school. Actually, the students looked forward to coming back again. The pressure is off and they can enjoy themselves. And I know the teachers enjoyed the interaction. They look forward to seeing their students one last time and wishing them luck. This year will be different, but it was done this way for many years. Truthfully, the schedule and calendar dictate.

**ERRIGO:** The earliest last day of school for graduation this school year was June 16<sup>TH</sup>, and I am recommending that the board approve, Tuesday, June 16<sup>TH</sup>, 2020 as the 180<sup>th</sup> day of school, the last day, and the day of graduation.

**BERGAMASCO:** I can see that. Thank you.

**CHAVEZ-ROSAS:** The students receive their diplomas the night of the graduation...is that correct?

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**GUTIERREZ:** Yes. They will receive their diplomas since they completed their last day of school.

**ARNOUS:** However, under the circumstances, the format of the graduation will be different this year. The mandates from the state of New Jersey will dictate the format of the commencement exercise.

**BERGAMASCO:** (WAIT A MOMENT FOR OTHER COMMENTS). Roll call please.

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>
Ms. Bergamasco	Yes		
Mr. Garcia	Yes		
Ms. Tanguay	Yes		
Mr. Chavez-Rosas	Yes		
Ms. Mehner	Yes		
Ms. Prospero	Yes		
Ms. Arnous	Yes		
Ms. Baloush	Yes		
Mr. Paez	Yes		

**7. Last Day of School**

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

Last Day of School - Tuesday, June 16, 2020 - One Session Day - 1:20 P.M. Dismissal.

**PROSPERI:** May I have a motion for item #7 on our agenda, last day of school?

**CHAVEZ-ROSAS:** I make that motion Madame President.

**PROSPERI:** Do I have a second?

**MEHNER:** I second it.

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**PROPERI:** Is there any discussion?

**PAEZ:** Are we meeting the state requirements for the adequate number of days for this school year?

**GUTIERREZ:** Yes, we are. The state requires that students attend school 180 days.

**BERGAMASCO:** But what about one session days?

**JOHNSON:** Our dismissals are set at 1:20 P.M. This meets the requirements of the minimum number of hours of instructional time.

**ARNOUS:** Legally, passing time between classes does not count along with lunch while homeroom does count.

**FORTE:** A 1:20 P.M. dismissal ensures this district that the four hours are met beyond a reasonable doubt.

**ARNOUS:** It is important that the four hour time requirement demand be met without question. Legally, the state could refuse to count a day spent with less than four hours of instructional time and the district would have to schedule another day of school or jeopardize state funding.

**BERGAMASCO:** Thank you. May I have a roll call?

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>
Ms. Bergamasco	Yes		
Mr. Garcia	Yes		
Ms. Tanguay	Yes		
Mr. Chavez-Rosas	Yes		
Ms. Mehner	Yes		
Ms. Prospero	Yes		
Ms. Arnous	Yes		
Ms. Baloush	Yes		
Mr. Paez	Yes		

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**8. 2020-2021 School Hours**

It is recommended that the Board approve the same school hours for the 2020-2021 School Year as follows:

Regular Session

Washington Park School 9:00 A.M. - 3:20 P.M.  
Memorial School 9:00 A.M. - 3:15 P.M.

One Session Day

Washington Park School 9:00 A.M. - 1:20 P.M.  
Memorial School 9:00 A.M. - 1:20 P.M.

**PROSPERI:** May I have a motion for item #8, 2020-2021 school hours?

**BALOUSH:** I make a motion.

**MEHNER:** I second it.

**PROSPERI:** Discussion?

**ARNOUS:** It is recommended that the Board approve the same school hours for the 2020-2021 school year.

**TANGUAY:** Concerning our problems with courtesy busing, do any of these hours cause a conflict? Would staggered times help our efficiency rating with the State of New Jersey?

**KALEDA:** How would that make any difference? The bus still has to do each route. Wouldn't staggered times just mean that each bus does a double route.

**ERRIGO:** Actually, bus numbers 1, 6, and 7 are not filled to capacity. This is due to the fact that we try to ensure safety of students by picking up and dropping off on the same side of the street.

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**KALEDA:** Buses 6 and 7 do the runs on Totowa Road and Riverview Drive. One bus travels down one side and another bus travels down the other side of the road.

**ARNOUS:** We have never permitted these buses to stop in the middle of these busy thoroughfares to allow children to cross the street to board the bus.

**KALEDA:** I would not feel comfortable doing that either. I would not trust that cars are going to stop and let students board the bus.

**GUTIERREZ:** I could never support such a measure for any reason whether it is budgetary or mandates from the state. Children's safety comes first.

**BERGAMASCO:** Any other discussions?.....hearing none....roll call.

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>
Ms. Bergamasco	Yes		
Mr. Garcia	Yes		
Ms. Tanguay	Yes		
Mr. Chavez-Rosas	Yes		
Ms. Mehner	Yes		
Ms. Prosperi	Yes		
Ms. Arnous	Yes		
Ms. Baloush	Yes		
Mr. Paez	Yes		

**9. Borough of Totowa Pubic Library Summer Reading Program**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve collaboration with the Borough of Totowa Public Library Summer Reading Program, "Imagine Your Story" that will virtually kickoff on Wednesday, June 17, 2020. The program will begin on Monday, June 22, 2020. The students who read the most books in each grade level will win Breakfast/Lunch with Ms. Capitelli, on a date to be determined.



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**PROSPERI:** May I have a motion for item #9 Borough of Totowa Public Library Summer Reading Program. May I have a motion and a second?

**BERGAMASCO:** I'll make a motion.

**GARCIA:** I'll second it

**PROSPERI:** Discussion?

**TANGUAY:** I see that only the third and fourth grade students are participating at Washington Park School but that all grades, kindergarten through second, from Memorial School will participate in this program.

**ASARE:** Yes. The program is not offered to grades five through eight at Washington Park School.

**ASARE:** The program continues to be very successful. The Borough of Totowa Public Library, under the direction of Ms. Krautheim, continues to partner with our district. The theme of this summer's reading program is, "Imagine Your Service." It will virtually kick off on June 17, 2020. The students who read the most books on each grade level will win breakfast/lunch with Ms. Capitelli at a date to be determined.

**JOHNSON:** As you know, we have made reading a priority at Memorial School. Reading is very important as it is the foundation of learning. We are happy to work in collaboration with our town library.

**ASARE:** I am glad we are using other resources to supplement our programs.

**ARNOUS:** The program is very positive. I have heard only great things while down at the ball field (pause) and from my neighbors and friends.

**BERGAMASCO:** Any other discussions?.....hearing none....roll call.

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**YES NO ABSTAIN**

Ms. Bergamasco	Yes
Mr. Garcia	Yes
Ms. Tanguay	Yes
Mr. Chavez-Rosas	Yes
Ms. Mehner	Yes
Ms. Prospero	Yes
Ms. Arnous	Yes
Ms. Baloush	Yes
Mr. Paez	Yes

**10. Totowa School District Home Instruction Plan**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the submission of the Totowa School District Home Instruction Plan to the New Jersey State Department of Education.

**PROSPERI:** May I have a motion for item #10 on our agenda, Totowa School District Home Instruction Plan?

**GARCIA:** I'll make that motion.

**MEHNER:** And I'll second it.

**ASARE:** Again, I just wish to bring to the board's attention that this approval is retroactive. It has been submitted to the New Jersey State Department of Education.

**PROSPERI:** Any discussion? .....hearing none....roll call.

**BERGAMASCO:** Thank you. May I have a roll call?

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	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>
Ms. Bergamasco	Yes		
Mr. Garcia	Yes		
Ms. Tanguay	Yes		
Mr. Chavez-Rosas	Yes		
Ms. Mehner	Yes		
Ms. Prospero	Yes		
Ms. Arnous	Yes		
Ms. Baloush	Yes		
Mr. Paez	Yes		

**11. Community Based Instruction Field Trips**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Community Based Instruction Field Trips to local businesses by the students, teachers, and staff of the RISE 4 class for the 2020-2021 school year as per the attached list.

The dates are subject to change due to weather.

**PROSPERI:** May I have a motion for item #11 on our agenda, Community Based Instruction Field Trips?

**ARNOUS:** I make a motion.

**PAEZ:** I second it.

**PROSPERI:** Discussion?

**TANGUAY:** What educational value does this present?

**ASARE:** Students from the RISE 4 class, along with the teachers and staff, will be provided an opportunity to be exposed and introduced to various businesses in town.

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**ARNOUS:** I think we, as a board, should approve of any program that encourages a joined educational union between local businesses in our community and our school system.

**CHAVEZ-ROSAS:** I whole heartedly agree.

**BERGAMASCO:** Thank you. May I have a roll call?

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>
Ms. Bergamasco	Yes		
Mr. Garcia	Yes		
Ms. Tanguay	Yes		
Mr. Chavez-Rosas	Yes		
Ms. Mehner	Yes		
Ms. Prosperi	Yes		
Ms. Arnous	Yes		
Ms. Baloush	Yes		
Mr. Paez	Yes		

**12. Field Day/Student Appreciation Day**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve virtual Field Day/Student Appreciation Day to be held on Friday, June 5, 2020.

**PROSPERI:** May I have a motion for item #12 on our agenda, Field Day/Student Appreciation Day?

**PAEZ:** I see that the plan for this is virtual. How do you hope to accomplish this?

**BERGAMASCO:** My impression of Field Day is a lot of physical activity, games, contests, etc. This will be uniquely different.

**PAEZ:** For Student Appreciation Day in past years the students have enjoyed a barbecue courtesy of the Board of Education. How will this work virtually?

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**GUTIERREZ:** Well, for obvious reasons the barbecue has been cancelled, but as far as field day, instruction will end at 12. Students will be sent activities of which they could choose 4.

**BERGAMASCO:** It will be interesting to see the participation and the responses from the students.

**PROSPERI:** Any further discussion? .....hearing none....roll call.

**BERGAMASCO:** Thank you. May I have a roll call?

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>
Ms. Bergamasco	Yes		
Mr. Garcia	Yes		
Ms. Tanguay	Yes		
Mr. Chavez-Rosas	Yes		
Ms. Mehner	Yes		
Ms. Prospero	Yes		
Ms. Arnous	Yes		
Ms. Baloush	Yes		
Mr. Paez	Yes		

**13. Special Education Parents Advisory Group (SEPAG)**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Special Education Parents Advisory Group (SEPAG) meetings for the 2020-2021 school year to be held at Washington Park School on Tuesday, October 20, 2020, and Tuesday, March 2, 2021, at 3:30 P.M.

**PROSPERI:** May I have a motion for item #13 on our agenda, Special Education Parents Advisory Group (SEPAG)

**ARNOUS:** Is this a state mandated program?

**ASARE:** Yes, to be eligible for state aid a Parents Advisory Group must be in place. It is required for all school districts in New Jersey.

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**BERGAMASCO:** What is the purpose of this group?

**GUTIERREZ:** The purpose of these groups is to provide opportunities for parents and community members to offer input to their districts on critical issues relating to students with disabilities.

**ASARE:** A Special Education Parents Advisory board can communicate the needs of parents whose children receive special education and related services. It can advise school leaders through parental input.

**ASARE:** This advisory group can provide opportunities for districts to share information with parents about improvements to programs related to special education and other issues.

**PROSPERI:** Any further discussion? .....hearing none....roll call.

**BERGAMASCO:** Thank you. May I have a roll call?

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>
Ms. Bergamasco	Yes		
Mr. Garcia	Yes		
Ms. Tanguay	Yes		
Mr. Chavez-Rosas	Yes		
Ms. Mehner	Yes		
Ms. Prosperi	Yes		
Ms. Arnous	Yes		
Ms. Baloush	Yes		
Mr. Paez	Yes		

**SUPERINTENDENT'S REPORT**

**PROSPERI:** Ms. Superintendent, can we have your report?

**GUTIERREZ:** Well, the COVID-19 has resulted in schools shut all across the world. As a result, education has changed dramatically with the rise of distance learning, where teaching is undertaken remotely and on digital platforms.

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**JOHNSON:** The Totowa School District was fortunate to have had an adequate number of laptops for students and families had high-speed internet at home.

**ERRIGO:** Distance learning looked different depending on the grade level, subject, and teacher. One of the most popular tools is Zoom, which we are actually using now for this board meeting. It is an online video conference software which offers most basic functions for free.

**ASARE:** Kahoot, Quizlet, and Khan Academy are also other programs that teachers and students are comfortable with.

**FORTE:** I have to commend the students, staff, and parents for their commitment to distance learning work. This was an unprecedented time and experience, and everyone was dedicated to making it work.

**JOHNSON:** I would also like to mention that many of our school programs and activities have not been deleted, but rather just presented in a different format, such as Graduation, Field Day, and Student Appreciation Day..

**GUTIERREZ:** On behalf of the students in this year's Youth Week Program, I would like to thank the Totowa Board of Education, administration, teachers, Mayor and Council for an experience that we will remember for a lifetime. I make a motion that we turn this meeting back over to the elected members of the Totowa Board of Education. Can I have a motion and a second?

**TANGUAY:** I'll make that motion.

**BALOUSH:** And I'll second it.

**PROSPERI:** Any other discussions.....hearing none....roll call.

**BERGAMASCO:** Thank you. May I have a roll call?

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**YES                      NO                      ABSTAIN**

Ms. Bergamasco	Yes
Mr. Garcia	Yes
Ms. Tanguay	Yes
Mr. Chavez-Rosas	Yes
Ms. Mehner	Yes
Ms. Prospero	Yes
Ms. Arnous	Yes
Ms. Baloush	Yes
Mr. Paez	Yes

**PROSPERI:** Thank you. (BANG THE GAVEL)

Mr. Guarneri congratulated the students on doing a wonderful job with this year's Youth Week. He commended them on working hard through these unprecedented times.

Ms. Capitelli also congratulated the students on all of their hard work to accomplish this year's Youth Week virtually. Ms. Capitelli stated that the students great job.

**14. Informational**

**Attachments:**

News Articles:

*Spelling Spartans*

*Eighth Grade Role Models*

Newsletters:

*The Park Press - May 2020 Volume 14, Issue 3*

**15. Committee Reports**

Mr. Guarneri said committee meetings were not held.



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**16. Executive Session**

Executive Session was not held.

**17. Approval of Bills List – May 27, 2020**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the May 27, 2020 Bills List as presented.

**18. 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 912051520	1390		\$ 6,164.84

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**19. Approval of Contracts – Pursuant to PL 2015 Chapter 47**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends Pursuant to PL 2015, Chapter 47 the Totowa Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A: 18. Et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR, Part 200.317 et. Seq.

First Student	Stacks Environmental LLC
Lyons Environmental Services LLC	Pomptonian
Dr. Marzena Odorczyk	National Geographic Learning Exploring Science
Passaic Valley High School	New Jersey School Insurance Group ERIC West Sub Fund
Lawn Doctor	Sterba & Associates
PG Chambers	Lerch, Vinci, and Higgins
Premiere Energy	Millenium Strategies, LLC
Raymond B. Reddin	Innovation Designs For Education
Adam, Gutierrez & Lattiboudere LLC	Gaeta Recycling Co Inc
Rullo & Juillet Associates	Totowa Police Department
Washington South	Valic
Delta Dental Insurance	Equitable
Phoenix Advisors, LLC	Houghton, Mifflin, Harcourt
Construction Co-Ordinators	Study Island and Edmentum
Advance Education Advisement Corporation	Industrial Appraisal
Hanson & Ryan Inc.	Optimum
Metropolitan Life	Advanced Central Heating and Cooling
Lincoln National	Arrow Elevator Inc
Di Dio Electric Inc.	Viking Inc
Innovation Designs For Education	CJ Vanderbeck
Lightpath/Altice	Verizon
Bayada Pediatrics	E-Rate Consulting
Northern Region Educational Services Commission	J&J Gym Floors
Bergen County Special Services	ACES Cooperative Pricing System
Staples	Spinella Landscaping
School Specialty	Structural Workshop LLC
Stauss Esmay Associates	Fence America
Realtime	Commission for the Blind and Visually Impaired
System 3000	Hunterdon County Educational Services Commission
CC Productions	Bryan Saccal Electrical Contracting LLC
Metro Fire and Safety Co.	Briggs Associates
The Educational Services Commission Of New Jersey	Commercial Protective
Jan Fence	National Joint Powers Alliance CoOp
The Homestead Roofing Co Inc	J.A. Frezza & Associates LLC
Alvino Asphalt, LLC	Station Wagon
	M&M Construction Technology Inc
	United Fire Sprinkler

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**20. Approval of Gym Floor Recoating**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve J&J Gym Floors of Wayne, N.J. to recoat the gym floor at Washington Park School in the amount of \$2,690.00 for the 2020-2021 school year.

Motion for approval of items 17-20

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

**21. Old Business**

There was no old business.

**22. New Business**

There was no new business.

**23. Hearing and Petition of Citizens**

There were no citizens to be heard.

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

There were no other matters of a timely nature.

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**25. Adjournment**

Upon a motion by Mr. Reynoso and seconded by Mr. Bierach this meeting was adjourned at 7:42 P.M.

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary