

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

11/17/2021

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 November 17, 2021.

1. Call To Order

President Antonucci called the meeting to order at 7:05 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. Carr, Mr. La Rose and Mr. Tangora
Members Absent: Mr. Bierach, Ms. DeCeglie, 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 Day

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

6. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Bus Evacuation Drills at Memorial School on Wednesday, October 27, 2021, with Routes 1 - 8, conducted by Joseph Compel.

7. 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 Wednesday, October 27, 2021, with Routes 1 - 8, conducted by David Bower.

8. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Bus Evacuation Drills conducted at Washington Park School on Wednesday, November 10, 2021, with the Totowa Public Schools Bus, conducted by Ms. Lauren Terranova.

9. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Bus Evacuation Drills conducted at Memorial School on Thursday, November 11, 2021, with Madison Coach Route 822, conducted by Ms. Erica Wolpert.

10. Policy Adoption 1648.11 - The Road Forward COVID-19 - Health and Safety

The Superintendent presents to the Board the second read of the new mandated Policy 1648.11 - The Road Forward (COVID-19) - Health and Safety.

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11. Policy Revision 2422 - Comprehensive Health and Physical Education

The Superintendent presents to the Board the second read of the revised mandated Policy 2422 - Comprehensive Health and Physical Education.

12. Policy Revision 2467 - Surrogate Parents and Resource Family Parents

The Superintendent presents to the Board the second read of the revised mandated Policy 2467 - Surrogate Parents and Resource Family Parents.

13. Policy Revision 5111 - Eligibility of Resident/Nonresident Students

The Superintendent presents to the Board the second read of the revised mandated Policy 5111 - Eligibility of Resident/Nonresident Students.

14. Policy Revision 5116 - Education of Homeless Children

The Superintendent presents to the Board the second read of the revised Policy 5116 - Education of Homeless Children.

15. Policy Adoption 6115.01 - Federal Awards/Funds Internal Controls - Allowability of Costs

The Superintendent presents to the Board the second read of the new mandated Policy 6115.01 - Federal Awards/Funds Internal Controls - Allowability of Costs.

16. Policy Adoption 6115.02 - Federal Awards/Funds Internal Controls - Mandatory Disclosures

The Superintendent presents to the Board the second read of the new mandated Policy 6115.02 - Federal Awards/Funds Internal Controls - Mandatory Disclosures.

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17. Policy Adoption 6115.03 - Federal Awards/Funds Internal Controls - Conflict of Interest

The Superintendent presents to the Board the second read of the new mandated Policy 6115.03 - Federal Awards/Funds Internal Controls - Conflict of Interest.

18. Policy Adoption 6311 - Contracts for Goods or Services Funded by Federal Grants

The Superintendent presents to the Board the second read of the new mandated Policy 6311 - Contracts for Goods or Services Funded by Federal Grants.

19. Policy & Regulation Revision 7432 - Eye Protection

The Superintendent presents to the Board the second read of the revised mandated Policy & Regulation 7432 - Eye Protection.

20. Policy Revision 7481 - Unmanned Aircraft Systems (UAS also known as Drones)

The Superintendent presents to the Board the second read of the revised Policy 7481 - Unmanned Aircraft Systems (UAS also known as Drones).

21. 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.

22. Regulation Revision 8420.1 - Fire and Fire Drills

The Superintendent presents to the Board the second read of the revised mandated Regulation 8420.1 - Fire and Fire Drills.

23. Policy Revision 8540 - School Nutrition Programs

The Superintendent presents to the Board the second read of the revised mandated Policy 8540 - School Nutrition Programs.

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24. Policy Revision 8550 - Meal Charges/Outstanding Food Service Bill

The Superintendent presents to the Board the second read of the revised mandated Policy 8550 - Meal Charges/Outstanding Food Service Bill.

25. Policy Revision 8600 - Student Transportation

The Superintendent presents to the Board the second read of the revised mandated Policy 8600 - Student Transportation.

26. Policy Adoption 1648.13 - School Employee Vaccination Requirements

The Superintendent presents to the Board the first read of the new mandated Policy 1648.13 - School Employee Vaccination Requirements.

27. Policy Adoption 1648.14 - Safety Plan for Healthcare Settings in School Buildings

The Superintendent presents to the Board the first read of the new mandated Policy 1648.14 - Safety Plan for Healthcare Settings in School Buildings.

28. Policy Adoption 2425 - Emergency Virtual or Remote Instruction Program

The Superintendent presents to the Board the first read of the new mandated Policy 2425 - Emergency Virtual or Remote Instruction Program.

29. Policy & Regulation Revision 5751 - Sexual Harassment of Students

The Superintendent presents to the Board the first read of the revised mandated Policy 5751 - Sexual Harassment of Students.

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30. Special Education Medicaid Initiative (SEMI) Program

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the submission of a waiver from participation in the Special Education Medicaid Initiative (SEMI) Program for the 2022 - 2023 school year based on the Totowa School District having less than forty (40) eligible students enrolled. The district will continue to participate with the waiver.

31. Kid Clan Services, Inc. Contract

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the contract with Kid Clan Services, Inc. to provide a Speech/Language Therapist, at the rate of \$100.00 per hour for the remainder of the 2021 - 2022 school year.

32. Kid Clan Services, Inc. Contract

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the contract with Kid Clan Services, Inc. to provide an in-home ABA Therapist, at the rate of \$90.00 per hour for the remainder of the 2021 - 2022 school year.

33. Home Instruction

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve home instruction (ABA) for student #21-22-01 beginning on Monday, November 8, 2021, for an undetermined amount of time. Instruction will be ten (10) hours per week to be provided by Kid Clan Services, Inc.

34. 2021 - 2022 Totowa School District School Safety/Emergency Operations Manual

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2021 - 2022 Totowa School District School Safety/Emergency Operations Manual.

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35. Use of Facilities - P.T.O. 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 Gym for Fall Picture Retakes on Monday, November 22, 2021.

36. 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:

<u>Holiday Gift Shop</u>	Washington Park School Cafeteria
Friday, December 3, 2021	3:30 P.M. to 9:00 P.M.

The P.T.O. is also requesting the use of ten (10) tables.

37. Use of Facilities - P.A.L. Basketball

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa PAL Basketball for practice as follows:

<u>Washington Park School Gymnasium & Memorial School Gymnasium</u>
Monday through Friday 5:45 P.M. - 9:00 P.M.

The programs will run from Monday, November 29, 2021, through Friday, March 18, 2022. The PAL understands that school related and prior approved activities have priority over the use of the facilities. In the event that the Totowa Titan's games run into overtime, the PAL children will wait in the foyer until the game has ended.

Motion for approval of item 5-37

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

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38. Informational

Breast Cancer Walk

Bus Evacuation Drills

Inview Testing

Dates for Your Information

Nov. 19 Paperless Reports Cards Online - Marking Period 1
Nov. 22 PTO Picture Retakes
Nov. 24 One Session Day - 1:20 P.M. Dismissal
Nov. 25-26 Thanksgiving Recess - Schools Closed
Dec. 6 PTO Holiday Gift Shop - WPS 5:30 P.M.
Dec. 7 Winter Concert - WPS 7:00 P.M.
Dec. 8 Winter Concert Grade 1 - WPS 6:00 P.M.
Dec. 8 Winter Concert Grade 2 - WPS 7:15 P.M.
Dec. 9 Winter Concert Grade 3 - WPS 7:00 P.M.
Dec. 15 Board of Education Meeting - WPS 6:00 P.M.

Use of Facilities - December

Mon.-Fri. PAL Hockey (MS)

Attachments:

Reports:

Discipline Report

39. Committee Reports

Ms. Antonucci stated committee meetings were held, there was a discussion on personnel and buildings and grounds.

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40. 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 7:10 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 40

MOTION: Ms. Alesandrelli

SECONDED: Mr. La Rose

VOTE: Unanimous

The Board returned from executive session at 7:36 P.M.

41. Substitute Teachers

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

Priority II

Allan, Nour Jaser

Nouneh, Ghada

Shurbaji, Ula

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42. Approval - Permanent Substitutes

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint the following Permanent Substitutes for the 2021 - 2022 school year:

Priority I

Mandry-Booth, E. Sloan

Sanita, Lorena

Priority II

Luisa, Carolyn

43. Resignation - Iris Whitaker

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Iris Whitaker, Special Education Aide, for the Totowa School District effective Friday, November 12, 2021.

44. Resignation - Sonja Oldja

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Sonja Oldja, Science Teacher for the Totowa School District effective Friday, December 31, 2021.

45. Appointment - Special Education Aide

The Superintendent, in consultation with the Director of Special Education, recommends the Board appoint Ms. Aimy Salmeron as an Educational Support Aide for the 2021 - 2022 school year, at the rate of \$17.75 per hour, pending a successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. The start date is to be determined.

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46. Appointment - Special Education Aide

The Superintendent, in consultation with the Director of Special Education, recommends the Board appoint Ms. Solange Dominguez Munoz as a Special Education Aide for the 2021 - 2022 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. The start date is to be determined.

47. Appointment - Special Education Aide

The Superintendent, in consultation with the Director of Special Education, recommends the Board appoint Ms. Kanesea Edwards as a Special Education Aide for the 2021 - 2022 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. The start date is to be determined.

48. Approval - Unpaid Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve an unpaid leave for Donna McAteer from Friday, October 29, 2021, through Friday, November 19, 2021.

49. Medical Leave - Scott Gourley

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve a medical leave for Scott Gourley, from Monday, November 1, 2021, through Friday, December 31, 2021. Mr. Gourley will use ten and one-half (10.5) sick days from Monday, November 1, 2021, through Wednesday, November 17, 2021.

50. Posting - Supervisor Curriculum and Instruction

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Supervisor Curriculum and Instruction for the 2021 - 2022 school year.

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51. Posting - Vice Principal

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Vice Principal for Washington Park School for the 2021 - 2022 school year.

Motion for approval of item 41-51

MOTION: Ms. Alesandrelli

SECONDED: Mr. Tangora

VOTE: Unanimous

52. Approval of Minutes- October 20, 2021 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of October 20, 2021, as presented.

Motion for approval of item 52

MOTION: Ms. Alesandrelli

SECONDED: Ms. Carr

VOTE: Unanimous

53. Approval of Minutes- October 20, 2021 – 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 20, 2021, as presented.

Motion for approval of item 53

MOTION: Ms. Alesandrelli

SECONDED: Mr. Tangora

VOTE: Unanimous

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54. 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.

55. 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 2021, as presented.

56. 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 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.

57. 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 2021, as presented.

58. 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 2021, as presented.

59. 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 2021, as presented.

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60. 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 2021, as presented.

61. 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 2021, as presented. (See Attachment #1 Monthly Transfer Report)

62. 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 2021, as presented.

63. 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 #912101521	1458	\$ 23,665.44
Pomptonian Food Service	Invoice #912102221	1459	\$ 4,794.30
Pomptonian Food Service	Invoice #912102921	1460	\$ 16,524.63
Payschools	Invoice #243350	1461	\$ 2,884.50

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64. Approval of 2021-2022 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2021-2022 school year transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
2043	New Beginnings	Jersey Kids Transportation	\$ 27,600.00+1,104.00	9/8/21-June 2022

65. Approval of Emergency Repairs – Sewer Line Replacement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the repair services and parts purchase of a new sewer line at Washington Park School from CFM Construction Inc.. These repair services and parts are needed to repair a broken sewer line at Washington Park School that is preventing the use of the 4th and 5th grade wing bathrooms. The emergency request was submitted to the Passaic County Executive County Business Official on October 20, 2021 and was approved on October 27, 2021.

66. 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

Ipad (Broken Unrepairable) x 1 pc

67. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #220 from the school district's Unemployment Compensation Account in the amount of \$295.50 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

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68. Approval of 2021-2022 District Report of Transported Resident Students

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2021-2022 District Report of Transported Resident Students. (See attachment #2)

69. Approval of Lawn Care Program Services (Amended)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve Lawn Doctor of 10 Park Place, Butler NJ 07405 in the amount of \$1,945.00 for lawn care program services for the 2021-2022 school year.

70. Approval of the 2022 Budget Calendar

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the 2022 Budget Calendar. (See attachment #3)

Motion for approval of item 54-70

MOTION: Ms. Carr
SECONDED: Mr. La Rose
VOTE: Unanimous

71. Old Business

There was no old business.

72. New Business

There was no new business.

73. Hearing and Petition of Citizens

No citizens wished to be heard.

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74. Other Matters of a Timely Nature

There was no other matters of a timely nature.

75. Adjournment

Upon motion by Mr. Tangora and seconded by Mr. La Rose this meeting was adjourned at 7:40 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary

