

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

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 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 September 1, 2021.

**1. Call To Order**

President Antonucci called the meeting to order at 7:04 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. Carr, Ms. DeCeglie,  
Mr. Kerwin and Mr. Reynoso

Members Absent: Mr. La Rose and Mr. Tangora

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.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

**5. Cardiac Action Plan**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2021 - 2022 Cardiac Action Plan as per the attached.

**6. School Professional Development Plans**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the School Professional Development Plans for the 2021 - 2022 school year as per the attached.

**7. Appointment - LEA New Jersey Student Learning Assessments Coordinator**

The Superintendent recommends the Board appoint Lauren Terranova as the LEA NJSLA Test Coordinator for the 2021 - 2022 school year.

**8. Appointment - State Testing Coordinator**

The Superintendent recommends the Board appoint Lauren Terranova as the State Testing Coordinator for the 2021 - 2022 school year.

**9. Policy Abolishment 1648 - Restart and Recovery Plan**

The Superintendent presents to the Board the abolishment of Policy 1648 - Restart and Recover Plan.

**10. Policy Abolishment 1648.02 - Remote Learning Options for Families**

The Superintendent presents to the Board the abolishment of Policy 1648.02 - Remote Learning Options for Families.

**11. Policy Abolishment 1648.03 - Restart and Recovery Plan - Full Time Remote Instruction**

The Superintendent presents to the Board the abolishment of Policy 1648.03 - Restart and Recovery Plan - Full Time Remote Instruction.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

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

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

**13. Policy Revision 2422 - Comprehensive Health and Physical Education**

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

**14. Policy Revision 2467 - Surrogate Parents and Resource Family Parents**

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

**15. Policy Revision 5111 - Eligibility of Resident/Nonresident Students**

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

**16. Policy Abolishment 5114 - Children Displaced by Domestic Violence**

The Superintendent presents to the Board the abolishment of Policy 5114 - Children Displaced by Domestic Violence.

**17. Policy Revision 5116 - Education of Homeless Children**

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

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

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

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

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

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

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

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

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

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

**22. Policy & Regulation Revision 7432 - Eye Protection**

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

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

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

**24. Regulation Revision 8420.1 - Fire and Fire Drills**

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

**25. Policy Revision 8540 - School Nutrition Programs**

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

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

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

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

**27. Policy Revision 8600 - Student Transportation**

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

**28. Policy Abolishment 8810 - Religious Holidays**

The Superintendent presents to the Board the abolishment of Policy 8810 - Religious Holidays.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

**29. Use of Facilities - P.T.O. Activities 2021 - 2022 School Year**

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 12, 2021	Washington Park School Cafeteria	7:00 P.M.
Tuesday, March 15, 2022	Memorial School Auditorium	7:00 P.M.
Monday, June 6, 2022	Washington Park School Gym	7:00 P.M.

The P.T.O. is also requesting the use of podium, microphone, tables, and chairs.

P.T.O. Executive Board Meetings

Washington Park School Media Center - Mondays - September 13th, October 4th,  
November 1st, January 3rd, (1/4/22 - Snow Date) February 7th, (2/8/22 - Snow Date)  
March 7th, (3/8/22 - Snow Date) April 4th, May 2nd, June 9th, at 7:00 P.M.

Fundraisers:

Fall Fundraiser - September 20, 2021 - October 22, 2021  
Pie/Cookie Dough Fundraiser - October 7, 2021- October 22, 2021  
Order Pick Up - November 15, 2021  
Fall Pictures - October 11, 2021  
Fall Picture Retakes - November 22, 2021  
Holiday Gift Shop - December 3, 2021  
Book Fair - February 1, 2022 - February 3, 2022  
Spring Pictures - March 14, 2022  
Spring Candy - TBD

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

**30. Use of Facilities - Passaic Valley High School Girls Volleyball Practice**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the Passaic Valley High School Girls Volleyball to use the Washington Park School Gym as follows:

Monday August 16, 2021 - Friday, August 20, 2021 - 8:00 A.M. - 5:30 P.M.

Monday August 23, 2021 - Friday, August 27, 2021 - 8:00 A.M. - 5:30 P.M.

Monday, August 30, 2021 - Tuesday, August 31, 2021 - 8:00 A.M. - 1:00 P.M.

Wednesday, September 1, 2021 - Thursday, September 2, 2021 - 3:00 P.M. - 5:30 P.M.

**31. Merit Goals**

The Board approves the Quantitative Merit Goals (Increasing Student Literacy Skills, Improving Student Math Proficiency, and Providing Intensive Reading Program) and the Qualitative Merit Goals (Increasing Communication and Enhancing Social Emotional Learning) of the Superintendent for the 2021 - 2022 school year as per the attached. The Board further approves the submission of the Superintendent's Merit Goals Submission forms to the Executive County Superintendent for approval.

Motion for approval of items 5-31

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

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

**32. Informational**

Student Safety Data System

Summer Projects Update

The Road Forward Covid-19 - Health and Safety

**Dates for Your Information**

Sept. 6	Schools Closed - Labor Day
Sept. 7	Staff In-Service Day
Sept. 8	Staff In-Service, Orientation for Kindergarten, Orientation for TPK
Sept. 9	Schools Open
Sept. 22	Board of Education Meeting - WPS 7:00 P.M.

**Attachments:**

**News Articles:**

*Memorial School Update*

*School Food Drive*

*How to Catch a Leprechaun?*

**33. Committee Reports**

Ms. Antonucci stated committee meetings were not held.



**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

**34. 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 7:16 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 34

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

The Board returned from executive session at 7:55 P.M.

**35. Resignation - Kaitlin Nieglos**

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Kaitlin Nieglos, Speech Correction/Language Specialist for the Totowa School District effective Monday, October 18, 2021.

**36. Reassignment - Rachael Isenhour**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Rachael Isenhour from mathematics grades 7-8 teacher to mathematics grade 5 teacher for 2021 - 2022 school year.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

**37. Approval - Accumulated Sick Leave at Retirement - Johnson**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the accumulated sick leave at retirement for Cheryl Johnson, teacher for the Totowa School District as per the following:

**Cheryl Johnson:** 349 Sick + 24 Personal = 373 days. Payment as per contracted maximum = \$15,000.00.

**38. Leave of Absence - Scott Gourley**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve a paid medical leave for Scott Gourley, from Monday, August 23, 2021, through Thursday, September 30, 2021.

**39. Approval - Permanent Substitute**

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Joseph Segura, as a Permanent Substitute for the 2021 - 2022 school year at the rate of \$17.75 per hour.

**40. Postings - Learning/Disabilities -Teacher Consultant, School Psychologist, Speech/Language Pathologist**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the positions of Learning/Disabilities -Teacher Consultant, School Psychologist, and Speech/Language Pathologist.

**41. Resignation - Rita Sakhat**

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Rita Sakhat, Special Education Aide, for the Totowa School District effective September 1, 2021.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

**42. Non-Renewal - School Aides**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the non-renewal of Ghadeer Hamad and Cristina Romer as School Aides for the 2021 - 2022 school year.

Motion for approval of items 35-42

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

**43. Approval of Minutes- July 28, 2021 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of July 28, 2021, as presented.

Motion for approval of items 43

MOTION: Mr. Reynoso  
SECONDED: Ms. Carr  
VOTE: Unanimous (Ms. Alesandrelli, Mr. Bierach and Ms. DeCeglie abstained)

**44. Approval of Minutes- July 28, 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 July 28, 2021, as presented.

Motion for approval of items 44

MOTION: Ms. Carr  
SECONDED: Mr. Kerwin  
VOTE: Unanimous (Ms. Alesandrelli, Mr. Bierach and Ms. DeCeglie abstained)

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

**45. Approval of Bills List – September 1**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the September 1 Bills List as presented.

**46. Acceptance of Financial Status Report – July**

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of July 2021, as presented.

**47. Monthly Financial Certification of the Board Secretary and the Board of Education – July**

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.

**48. Acceptance of Bank Reconciliations – July**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of July 2021, as presented.

**49. Acceptance of Board Secretary Report – July**

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of July 2021, as presented.

**50. Acceptance of Treasurer of School Monies Report – July**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of July 2021, as presented.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

**51. Acceptance of Financial Summary Report – July**

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of July 2021, as presented.

**52. Approval of Line-Item Budget Transfers – July**

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

**53. Acceptance of Revenue Report – July**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of July 2021, as presented.

**54. 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 912063021	1442	\$ 8,439.52
Metro Fire & Safety	Invoice SM 38536	1443	\$ 195.00

**55. Approval to Dispose of Textbooks**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the disposal of outdated poor condition books. (See attachment #4)

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

**56. 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.

**Memorial School**

Student Desks (Broken Unrepairable) x 50pcs

**Washington Park School**

Folding Tables (Broken Unrepairable) x 37pcs

Wooden Chairs (Broken Unrepairable) x 50pcs

**57. 2021-2022 Elementary and Secondary Education Act (ESEA) Application  
(Title I SIA)**

The Superintendent, in consultation with the Administrative Team recommends the Board, retroactively approve the submission of the 2021-2022 Elementary and Secondary Education Act (ESEA) Application, released to the New Jersey State Department of Education and accepts the grant award of funds upon the approval of the FY 2021-2022 ESEA application. (Revised to include new Title I SIA funds in the amount of \$14,300.00)

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

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 \$14,300.00 for the salary/benefits for Ms. Donna Trommelen, Washington Park School Teacher for an Instructional Pull-Out Program in Mathematics. This amount represents 16% 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.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

**59. Approval of Change Order Number 1 – Turf Project**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board retroactively approve Change Order #1 for unforeseen conditions below grade. The change order is for an additional \$51,535.00 to eliminate an old unseen curb, make changes to grading due to the curb, construct a new curb to proper level and additional fencing and access gate needed along the new curb. The dollar amount is less then 20% of the project and the change order was not done to avoid bidding requirements. Items were unforeseen. (See attachment #2)

**60. Approval of Change Order Number 2 – Turf Project**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board retroactively approve Change Order #2 for additional cost of an upgraded drainage pipe. The change order is for an additional \$12,924.00 to acquire a more expensive pipe to complete the project. There is a nationwide drainage pipe shortage and the only way to complete the project on time was to upgrade the pipe. The dollar amount is less than 20% of the project and the change order was not done to avoid bidding requirements. (See attachment #3)

**61. 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
952	South Bergen Jointure	Jets Transportation	\$ 4,424.53.00+176.98	7/6/21-7/30/21
1034	Shepard School	Omar Transportation	\$ 6,711.30.00+268.45	7/1/21-8/12/21
2043	New Beginnings	Jersey Kids Transportation	\$ 4,600.00.00+184.00	7/6/21-8/16/21
2056	PG Chambers	Jersey Kids Transportation	\$ 10,680.00+427.20	7/6/21-8/16/21

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

**62. Approval of 2021-2022 Agreement with NRESC Non-Public Nursing**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the contract with NRESC to provide a Registered School Nurse, as needed, for the 2021-2022 school year based upon state appropriate funds.

**63. Approval of 2021-2022 Agreement with NRESC Substitute Registry**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the contract with NRESC for the Substitute Registry in the amount of \$9,730.00 for the 2021-2022 school year.

**64. Approval of Out of District Contracts 2021-2022**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contract for students OOD-19-20-01, to South Bergen Jointure for the 2021-2022 school year in the amount of \$59,700.00.

Motion for approval of items 45-64

MOTION: Ms. Carr

SECONDED: Ms. Alesandrelli

VOTE: Unanimous

**65. Old Business**

There was no old business.

**66. New Business**

There was no new business.



**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

09/01/2021

**67. Hearing and Petition of Citizens**

Ms. Antonucci asked Mr. Varcadipane if there were any emails from the public. Mr. Varcadipane stated there was one.

Ms. Shannon Taylor of 443 Riverview Drive asked:

Will the students at Washington Park be changing rooms every period or will they remain in the same classroom all day?

Ms. Capitelli responded that students in grade 5-8 will change every period and grades Kindergarten through 8 will move for all specials. This year's schedule and class rotations will return to normal year schedule.

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

There was no other matters of a timely nature.

**69. Adjournment**

Upon motion by Mr. Reynoso and seconded by Mr. Bierach this meeting was adjourned at 8:00 P.M.

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary

