BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

01/17/2024

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 January 17, 2024.

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, Ms. Coiro, Mr. Kerwin, and Dr. Vancheri
Members Absent:	Mr. Bierach, Mr. La Rose and Mr. Parlegrecco
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.

5. Fifth Grade Trip – Meadowlands Environmental Center

The Superintendent, in consultation with the Administrative Team, recommends the Board approve students and staff in grade five to travel to the Meadowlands Environmental Center in Lyndhurst, New Jersey on Friday, May 31, 2024. The students will leave Washington Park School at approximately 9:30 A.M. and return at approximately 2:00 P.M. The cost of the trip is $18.00 per student plus transportation which will be incurred by the Totowa Board of Education.

6. Sixth Grade Trip – Fairview Lake YMCA

The Superintendent, in consultation with the Administrative Team, recommends the Board approve students and staff in grade six to travel to Fairview Lake YMCA, in Newton, New Jersey on Monday, June 3, 2024. Students will leave Washington Park School at approximately 9:00 A.M. and return at approximately 5:00 P.M. The cost of the trip is $45.00 per student plus transportation which will be incurred by the Totowa Board of Education.

7. Seventh Grade Trip – Boston, MA

The Superintendent, in consultation with the Administrative Team, requests the Board approve students and staff in grade seven to travel to Boston, Massachusetts on Thursday, June 6, 2024, and Friday, June 7, 2024. Students will leave Washington Park School at approximately 7:00 A.M. on Thursday, June 6th and return at approximately 10:00 P.M. on Friday, June 7th. All costs will be incurred by the parents/guardians.

8. Eighth Grade Trip – Washington, D.C.

The Superintendent, in consultation with the Administrative Team, requests the Board approve students and staff in grade eight to travel to Washington, D.C. on Thursday, April 11, 2024, and Friday, April 12, 2024. Students will leave Washington Park School at approximately 7:00 A.M. on Thursday, April 11th, and return at approximately 10:00 P.M. on Friday, April 12th. All costs will be incurred by the parents/guardians.

9. Home Instruction

The Superintendent, in consultation with the Administrative Team, recommends that the Board retroactively approve Erin Gander and Donna Trommelen to provide home instruction for Student #23-24-03 beginning on Tuesday, January 16, 2024, and ending on a date to be determined. Ms. Gander and Ms. Trommelen will provide five (5) hours of home instruction per week.

10. Student Safety Data System (SSDS)

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the Student Safety Data System (SSDS) for Period 1, beginning on September 1, 2023, through December 31, 2023, to the New Jersey State Department of Education as per the attached.

11. Harassment, Intimidation, and Bullying Report for December 2023

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Harassment, Intimidation, and Bullying Report for December 2023, as per the attached.

12. Totowa Public Library Visitations

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Annemarie Shapiola, Totowa Public Library, to visit students in grades kindergarten through grade four from approximately Monday, February 5, 2024, through Friday, March 22, 2024. Ms. Shapiola will read students a book and create a craft.

13. Use of Facilities – Totowa Education Foundation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa Education Foundation to use the Washington Park School Gymnasium on Wednesday, April 24, 2024, (Matinee) Thursday, April 25, 2024, and Friday, April 26, 2024, for their Spring Musical, Annie, Jr. The matinee performance will begin at 1:00 P.M. and Thursday and Friday's performances will begin at 7:00 P.M.

14. Use of Facilities – P.T.O. 4th and 5th Grade Dance

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

Washington Park School Cafeteria
Friday, March 1, 2024 6:00 P.M. – 9:00 P.M.

The P.T.O. is also requesting the use of five (5) tables and chairs.

Motion for approval of item 5-14

MOTION: Dr. Vancheri
SECONDED: Ms. Coiro
VOTE: Unanimous

15. Informational

Student Safety Data System (SSDS)

8th Grade Washington, D.C.

5th Grade Meadowlands Environmental Center Trip

6th Grade Fairview Lake YMCA Trip

7th Grade Boston Trip

Dates for Your Information:

Jan. 25	8th Grade Fashion Show Brownstone, Paterson, N.J.
Jan. 26	Marking Period 2 Closes
Jan. 29	Marking Period 3 Begins
Feb.1	Boston Parent Meeting WPS 6:00 P.M.
Feb. 2	Online Reports Cards Marking Period 2 Issued
Feb. 15	1:20 P.M. Dismissal
Feb. 16-19	Schools Closed
Feb. 21	Board of Education Meeting 7 P.M. WPS

Use of Facilities:

Jan. 29	P.T.O. Setup for Book Fair MS/WPS
Jan 30-Feb. 1	P.T.O. Book Fair
Feb. 5	P.T.O. Executive Meeting WPS
Feb. 5	P.T.O. Executive Meeting WPS (Snow Date)
Feb.	P.A.L. Basketball (MS/WPS)
Feb.	P.A.L. Floor Hockey (MS)

Attachments:

Reports:

Discipline Reports

16. Committee Reports

Ms. Antonucci stated committee meetings were not held.

17. 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 7:12 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 17

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

The Board returned from executive session at 7:40 P.M.

Mr. Bierach entered the meeting during Executive Session.

18. Substitute Teachers

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

Priority I
Wilson, Kathleen

Priority II
Akter, Asma
Badeer, Addin
Caputo Willis, Tiffany
Saykali, Michael

19. Resignation – Frank Pignataro

The Superintendent recommends the Board approve the resignation of Frank Pignataro effective Friday, February 9, 2024.

20. Retirement – Julie Peters

The Superintendent recommends the Board accept with regret the retirement of Julie Peters, Administrative Assistant, effective June 30, 2024.

21. Appointment – Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively appoint Ms. Jamalat Assaf, Special Education Aide, for the Totowa School District for the remainder of the 2023-2024 school year. Ms. Assaf began on Tuesday, January 9, 2024, and will be compensated at an hourly rate of $17.25 per hour.

22. Appointment – Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively appoint Ms. Giovanna Monachello, Special Education Aide, for the Totowa School District for the remainder of the 2023-2024 school year. Ms. Monachello began on Friday, January 12, 2024, and will be compensated at an hourly rate of $17.25 per hour.

23. Approval – Reassignment

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reassignment of Rosa Casalaspro from LEAP/Physical Education Teacher Memorial School to grade 3 teacher effective Monday, January 22, 2024.

24. Appointment – Long-Term Substitute/Physical Education/Health Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Louis Batelli, Jr., Long-Term Substitute, for the Totowa School District from Monday, January 22, 2024, to a date to be determined. Mr. Batelli will be compensated at an hourly rate of $17.75. It is further recommended that the Board approve the appointment of Mr. Batelli, upon receiving his Certificate of Eligibility with Advanced Standing in Physical Education/Health from the New Jersey Department of Education, that the Board approve his appointment to Physical Education/Health Teacher at Memorial School. Mr. Batelli will be placed on BA Step-1 $55,690 (prorated) on a date to be determined for the remainder of the 2023 – 2024 school year.

Motion for approval of item 18-24

MOTION: Mr. Kerwin
SECONDED: Dr. Vancheri
VOTE: Unanimous (Dr. Vancheri abstained from item #18, Substitute Teachers)

25. Approval of Minutes- December 13, 2023 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of December 13, 2023, as presented.

Motion for approval of item 25

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

26. Approval of Minutes- December 13, 2023 – 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 December 13, 2023, as presented.

Motion for approval of item 26

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

27. Approval of Bills List – January

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

28. Acceptance of Financial Status Report – December

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of December 2023, as presented.

29. Monthly Financial Certification of the Board Secretary and the Board of Education – December

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2023-2024 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.

30. Acceptance of Bank Reconciliations – December

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of December 2023, as presented.

31. Acceptance of Board Secretary Report – December

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of December 2023, as presented.

32. Acceptance of Treasurer of School Monies Report – December

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of December 2023, as presented.

33. Acceptance of Financial Summary Report – December

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of December 2023, as presented.

34. Approval of Line-Item Budget Transfers – December

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 December 2023, as presented. (See Attachment #1 Monthly Transfer Report)

35. Acceptance of Revenue Report – December

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of December 2023, as presented.

36. 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.

Vendor	Description	Check #	Amount
Pomptonian	Invoice #912120823	1589	$ 12,077.95
Pomptonian	Invoice #912121523	1590	$ 12,645.35
Pomptonian	Invoice #912122223	1591	$ 10,599.53
Pomptonian	Invoice #912122923	1592	$ 5,333.85
Service Plus	Invoice #1028198 & 1028644	1593	$ 2,290.40
Totowa Board of Education	Custodial Reimb.	Transfer to Warrant	$ 16,318.18
Totowa Board of Education	PSE&G	Transfer to Warrant	$ 1,702.30

37. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #229 from the school district's Unemployment Compensation Account in the amount of $1,180.00 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

38. Approval of Designation of Places to Post Notices for Annual School Election

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following locations to post notices for the School Board Election held on April 16, 2024.

Washington Park School	10 Crews Street
Memorial School	294 Totowa Road
Municipal Building	537 Totowa Road
American Legion Hall	180 Union Blvd.
Lincoln Ave. Firehouse	93 Lincoln Ave.
Mitchell Ave. Firehouse	22 Mitchell Ave.
Riverview Firehouse	440 Riverview Drive
Totowa Community Center	385 Union Blvd.

39. Approval of Polling Sites for Annual School Election

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the Passaic County Board of Elections approval to consolidate voting to the following polling site for the Annual School Election held on April 16, 2024.

District 1 & 2	Washington Park School	10 Crews Street

Will include residents from districts 1,2,3,4,5,6

40. Approval of Board Workers and Voting Machines for Annual School Election

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve six board workers at each district and two voting machines at each district for the Annual School Election held on April 16, 2024.

41. Approval of Polling Hours – Annual School Election

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the polling hours for the Annual School Election to be held on April 16, 2024, from 3:00 P.M. to 8:00 P.M.

42. Approval of Board Workers' Pay – Annual School Election

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve an hourly pay rate of $21.43 for the Annual School Election held on April 16, 2024.

Motion for approval of item 27-42

MOTION: Ms. Coiro
SECONDED: Mr. Bierach
VOTE: Unanimous (Mr. Bierach abstained from PO 24-1312 on item #27 Bills List January, Dr. Vancheri abstained from all Agenda items and PO's related to NRESC)

43. Old Business

There was no old business.

44. New Business

There was no new business.

45. Hearing and Petition of Citizens

No citizens wished to be heard.

46. Other Matters of a Timely Nature

There was no other matters of a timely nature.

47. Adjournment

Upon motion by Mr. Bierach and seconded by Ms. Alesandrelli this meeting was adjourned at 7:49 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary