BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

01/29/2025

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 29, 2025.

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. Alesandrelli, Ms. Antonucci, Mr. Bierach, Ms. Carr, Ms. Coiro, Mr. Palazzo, Mr. Parlegreco and Dr. Vancheri
Members Absent:	Mr. La Rose
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. Professional Days

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

6. Regulation Revision 5600 - Student Discipline/Code of Conduct

The Superintendent presents to the Board the second read of the revised mandated Regulation 5600 – Student Discipline/Code of Conduct.

7. 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.

8. Policy Revision 5512 – Harassment, Intimidation, or Bullying

The Superintendent presents to the Board the first read of the revised mandated Policy 5512 – Harassment, Intimidation, or Bullying.

9. Policy Revision 5516 – Use of Electronic Communication Devices

The Superintendent presents to the Board the first read of the revised Policy 5516 – Use of Electronic Communication Devices.

10. Policy Revision 5533 – Student Smoking

The Superintendent presents to the Board the first read of the revised mandated Policy 5533 – Student Smoking.

11. Policy Revision 5701 – Academic Integrity

The Superintendent presents to the Board the first read of the revised Policy 5701 – Academic Integrity.

12. Policy Revision 5710 – Student Grievance

The Superintendent presents to the Board the first read of the revised Policy 5710 – Student Grievance.

13. Policy Revision 7441 – Electronic Surveillance In School Buildings and On School Grounds

The Superintendent presents to the Board the first read of the revised mandated Policy 7441 – Electronic Surveillance In School Buildings and On School Grounds.

14. Policy Revision 8500 – Food Services

The Superintendent presents to the Board the first read of the revised mandated Policy 8500 – Food Services.

15. Policy Revision 9320 – Cooperation with Law Enforcement Agencies

The Superintendent presents to the Board the first read of the revised mandated Policy 9320 – Cooperation with Law Enforcement Agencies.

16. Regulation 5516 – Use of Electronic Communications Devices

The Superintendent presents to the Board the first read of the new Regulation 5516 – Use of Electronic Communications Devices.

17. Regulation Revision 5533 – Student Smoking

The Superintendent presents to the Board the first read of the revised Regulation 5533 – Student Smoking.

18. Regulation Revision 7441 – Electronic Surveillance In School Buildings and On School Grounds

The Superintendent presents to the Board the first read of the revised mandated Regulation 7441 – Electronic Surveillance In School Buildings and On School Grounds.

19. Regulation Revision 9320 – Cooperation with Law Enforcement Agencies

The Superintendent presents to the Board the first read of the revised mandated Regulation 9320 – Cooperation with Law Enforcement Agencies.

20. Inclement Weather Day

The Superintendent recommends the Board retroactively approve the following school closure due to inclement weather:

Monday, January 20, 2025

21. 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 Monday, June 2, 2025. 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 $20.00 per student plus transportation which will be incurred by the Totowa Board of Education.

22. 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 Wednesday, May 28, 2025. 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 $47.00 per student plus transportation which will be incurred by the Totowa Board of Education.

23. 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 5, 2025, and Friday, June 6, 2025. 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 6th. All costs will be incurred by the parents/guardians.

24. 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 10, 2025, and Friday, April 11, 2025. Students will leave Washington Park School at approximately 7:00 A.M. on Thursday, April 10th, and return at approximately 10:00 P.M. on Friday, April 11th. All costs will be incurred by the parents/guardians.

25. Calendar Revision

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

Awards Assembly	Thursday, June 12, 2025	9:30 A.M.	Washington Park School Gym

26. Calendar 2025 – 2026

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2025 – 2026 calendar as per the attached.

27. 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, 2024, through December 31, 2024, to the New Jersey State Department of Education as per the attached.

28. Inpatient Instruction

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve the inpatient instruction for student 24-25-02 beginning January 2, 2025. Instruction will be ten (10) hours per week at the rate of $90.00 per hour. The student is currently at the Children's Specialized Hospital in New Brunswick, New Jersey. The Student Patient Educational Services Commission of New Jersey will provide instruction.

29. Out-of-District Placement

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve the out-of-district placement of student #OOD 24-25-01 at the Felician School for Exceptional Children in Lodi, New Jersey beginning on January 21, 2025, for the remainder of the 2024 – 2025 school year at the rate of $365.34 per day. Transportation will be provided by Northern Region Educational Services Commission.

30. Observation – Lead Program

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the observation of Todd Mitchell, School Resource Officer, by Anthony Jannicelli, Lead Trainer, on Wednesday, December 18, 2024, as part of Mr. Mitchell's certification process.

31. Visitation – New Jersey State Police

The Superintendent, in consultation with the Administrative Team, recommends that the Board retroactively approve the visitation of Detective Mark Skok, New Jersey State Police – Internet Crimes Against Children Unit, on Tuesday, December 17, 2024, at 11:30 A.M. in the Washington Park School Media Center. Mr. Darias and the Totowa Broadcast News students will interview Detective Skok regarding internet safety.

32. 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 2, 2025, (Matinee) Thursday, April 3, 2025, and Friday, April 4, 2025, for their Spring Musical, Alice in Wonderland, Jr. The matinee performance will begin at 1:00 P.M. and Thursday and Friday's performances will begin at 7:00 P.M.

33. Use of Facilities – P.T.O. Spring Pictures

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

Fall Pictures

Memorial School Auditorium	March 10, 2025	8:00 A.M. – 4:00 P.M.
Washington Park School Gym	March 10, 2025	8:00 A.M. – 4:00 P.M.

The P.T.O. also requested the use of tables and chairs.

34. Use of Facilities – P.T.O. Kids Tricky Tray

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

Washington Park School Gym	May 16, 2025	6:00 P.M. – 10:00 P.M.

The P.T.O is also requesting access to the gym to set up the Kids Tricky Tray from 9:30 A.M. – 6:00 P.M. in addition to the use of tables and chairs for prizes and seating.

Motion for approval of item 5-34

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

35. 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:

Feb. 6	Boston Parent Meeting WPS 6:00 P.M.
Feb. 13	1:20 P.M. Dismissal
Feb. 14-17	Schools Closed
Feb. 19	Board of Education Meeting 7 P.M. WPS

Use of Facilities:

Feb. 3	P.T.O. Executive Meeting WPS
Feb. 3	P.T.O. Book Fair Setup
Feb. 4	P.T.O. Executive Meeting WPS (Snow Date)
Feb. 4 -Feb. 6	P.T.O. Book Fair
Feb.	P.A.L. Basketball (MS/WPS)

Attachments:

Reports:

Discipline Reports

Correspondence:

CASA – Child Focus

36. Committee Reports

Ms. Antonucci stated committee meetings were not held.

37. 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 37

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

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

38. Substitute Teachers

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

PRIORITY II
Oula Al Assaf
Mirlinda Daliposki
Erin Green
Hana Khalil
Rasha Munairji
Francesca Quinonez
Naglaa Sakr
Saher Yousef
Charlette Williams

PRIORITY III
Krismairy Rosario
Nour Saliba

39. Resignation Revision – Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the revised resignation date of Julia Spagnola, Special Education Aide, from Friday, January 17, 2025, to Friday, December 6, 2024.

40. Resignation – Myah Sellers

The Superintendent recommends the Board retroactively approve the resignation of Myah Sellers, Special Education Aid effective Friday, December 20, 2024.

41. Retirement – JoAnn Campilango

The Superintendent recommends the Board accept with regret the retirement of JoAnn Campilango, Administrative Assistant, effective June 30, 2025.

42. Appointment – Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Gina Marie Perna, Special Education Aide, for the Totowa School District for the remainder of the 2024-2025 school year on a date to be determined. Ms. Perna will be compensated at a rate of $17.25 per hour and employment will be contingent on a successful criminal background check, and positive references.

Motion for approval of item 38-42

MOTION: Mr. Parlegreco
SECONDED: Mr. Palazzo
VOTE: Unanimous (Dr. Vancheri abstained from item #38 Substitute Teachers)

43. Approval of Minutes- December 11, 2024 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of December 11, 2024, as presented.

Motion for approval of item 43

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

44. 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.

45. 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 2024, as presented.

46. 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 2024-2025 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.

47. 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 2024, as presented.

48. 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 2024, as presented.

49. 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 2024, as presented.

50. 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 2024, as presented.

51. 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 2024, as presented. (See Attachment #1 Monthly Transfer Report)

52. 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 2024, as presented.

53. 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 Food Service	Invoice #912112924	1635	$ 13,477.59
Pomptonian Food Service	Invoice #912121324	1636	$ 30,048.45
Pomptonian Food Service	Invoice #912122024	1637	$ 6,308.33
Pomptonian Food Service	Invoice #912010325	1638	$ 7,207.99
Pomptonian Food Service	Invoice #912011025	1639	$ 14,030.13
Service Plus Inc.	Invoice #1036568-IN	1640	$ 113.55
Service Plus Inc.	Invoice #1035970-IN	1641	$ 386.45

54. Approval of 2024-2025 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2024-2025 transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
Q3709	Memorial School	Almarino Trans	$ 2,632.00+157.92	11/18/24-11/29/24

55. Approval of 2024-2025 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2024-2025 transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
3688	Wallington HS/Mem Sch	Move Me Trans	$15,062.50+903.75	12/2/24-6/18/25
3709	Memorial School	Omar Trans	$50,000.00+3,000.00	12/2/24-6/24/25

56. Approval of Out-of-District Contract 2024-2025

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out-of-district contract, for students OOD-24-25-01 to The Felician School For Exceptional Children for the 2024-2025 school year in the amount of $35,072.64.

57. Approval of Change Order Number 2

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board retroactively approve Change Order #2 for unforeseen conditions below grade. Change order number 1 was never approved and resubmitted as change order #3 below. This change order is for an additional $3,363.60 to rewire and repair UV-206 because the existing controls are inoperable and two new transformers are needed in rooms 204 and 200. The dollar amount is less than 20% of the project and the change order was not made to avoid bidding requirements. Items were unforeseen. (See attachment #2)

58. Approval of Change Order Number 3

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board retroactively approve Change Order #3 for unforeseen conditions below grade. The change order is for an additional $13,891.19 to replace 4 corroded heating coils and 7 fan motors in various uninvent systems. The dollar amount is less than 20% of the project and the change order was not made to avoid bidding requirements. Items were unforeseen. (See attachment #3)

59. Rescind Action – Acceptance of the 2023-2024 Audit

The Superintendent, in consultation with the School Business Administrator, recommends the Board rescind the action of the November 20, 2024, Board of Education meeting item number fifty The Acceptance of the 2023-2024 Audit with no recommendations noted.

60. Acceptance of the 2023-2024 Audit

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board accept the Annual Comprehensive Financial Report and Management Report for the period of July 1, 2023, to June 30, 2024, as prepared by Lerch, Vinci & Bliss. Ms. Capitelli stated there was one finding noted in the report and none on the prior year's audit. The finding was noted under II. Financial Planning, Accounting and Reporting and the finding was, the audit revealed that custodian overtime was not formally approved by the Supervisor. It is recommended the Supervisor sign off timesheets approving custodian overtime.

61. Approval of Corrective Action Plan for the 2023-2024 Audit

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends that the Board approve the following corrective action plan, (Attachment #4) and certification of implementation of the corrective action plan (Attachment #5), to address the recommendations contained in the 2023-2024 Audit.

Recommendations:

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

It is recommended that the Supervisor sign off on timesheets approving custodian overtime.

III. School Purchasing Program

There are none.

IV. School Food Services

There are none.

V. Student Body Activities

There are none.

VI. Application for State School Aid

There are none.

VII. Pupil Transportation

There are none.

VIII. Facilities and Capital Assets

There are none.

IX. Miscellaneous

There are none.

X. Status of Prior Years' Audit Findings/Recommendations

There were no prior year recommendations.

62. 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 15, 2025.

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.

63. 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 15, 2025.

District 1 & 2	Washington Park School	10 Crews Street

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

64. 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 15, 2025.

65. 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 15, 2025, from 3:00 P.M. to 8:00 P.M.

66. 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 15, 2025.

67. Approval of Sourcewell Contract – Staples

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the new Staples, Sourcewell contracts #070924-SCC and #082724-SCC. The old contracts expire on February 2, 2025, and the new contracts expire on February 2, 2029.

68. Approval of High Impact Tutoring Grant Salary & Benefits

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following High Impact Tutoring teacher for funds previously approved in the amount of $38,000.00 for the salary/benefits for:

Ms. Jessica Baker, Washington Park School Tutor (Memorial School Teacher)

for an after-school tutoring program. Salary will be charged to account 20-460-100-101-000-000 -050 and benefits will be charged to 20-460-200-200-000-000-050.

69. Approval to Submit the Local Recreation Improvement Grant (LRIG)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the submission of the Local Recreation Improvement Grant (LRIG). The grant will be used for the improvement/replacement of the recreation area on the Memorial School playground.

70. Approval of Lightpath's 470 Bid

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the 470 Bid for phone and internet services from Lightpath for the 2025-2026, 2026-2027, and 2027-2028 school years. Services will begin on or about July 1, 2025. Purchase will be made through the state contract with ESCNJ #20150112. Phone charges will be $1,755.00 for phone services per month and $3,442.00 for internet services per month.

71. Delta-T Group Contract

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the contract with Delta-T Group to provide a Registered School Nurse, on an as needed basis at $60 per hour.

72. Procare Therapy Contract

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the contract with Procare Therapy to provide a Registered School Nurse, on an as needed basis at $80 per hour.

Motion for approval of item 44-72

MOTION: Ms. Coiro
SECONDED: Mr. Biearch
VOTE: Unanimous (Mr. Bierach and Mr. Parlegreco abstained from PO 25-01219 on item #44 Approval of Bills List January and Dr. Vancheri abstained all NRESC related items)

73. Old Business

There was no old business.

74. New Business

There was no new business.

75. Hearing and Petition of Citizens

No citizens wished to be heard.

76. Other Matters of a Timely Nature

There was no other matters of a timely nature.

77. Adjournment

Upon motion by Ms. Alesandrelli and seconded by Mr. Palazzo this meeting was adjourned at 7:42 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary