BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

11/19/2025

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 November 19, 2025.

1. Call To Order

President Antonucci called the meeting to order at 7:07 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, Mr. Palazzo, Ms. Panepinto, 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

Roxana Cerna of Passaic County School Boards invited all members of the Totowa Board of Education to join PCSBA to a training at Manchester on Monday, December 8, 2025. It is an important training navigating AI Frontier. Ms. Cerna stated if you cannot make it in person there is a virtual option.

5. Professional Days

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

6. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends that the Board retroactively approve the Bus Evacuation Drills at Memorial School on Tuesday, October 14, 2025, with Routes 1-8, conducted by Joseph Compel.

7. Bus Evacuation Drills

The Superintendent, in consultation with the Administrative Team, recommends that the Board retroactively approve the Bus Evacuation Drills at Washington Park School on Tuesday, October 14, 2025, with Routes 1-8, conducted by David Bower.

8. Special Education Medicaid Initiative (SEMI) Program

The Superintendent, in consultation with the Director of Special Education, recommends that the Board approve the submission of a waiver from participation in the Special Education Medicaid Initiative (SEMI) Program for the 2026 – 2027 school year based on the Totowa School District having fewer than forty (40) eligible students enrolled. The district will continue to participate with the waiver.

9. Basketball Schedule

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the Boys and Girls Basketball Schedule for the 2025 - 2026 school year, as per the attached.

10. Eighth Grade Trip – Broadway Play

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the eighth-grade students attending the Broadway Play – *Aladdin* on Wednesday, February 18, 2026. Students will leave Washington Park School at approximately 11:15 A.M. and return at approximately 6:00 P.M. The Totowa PTO will provide funding for the tickets, and transportation will be provided by the Totowa Board of Education.

11. Use of Facilities – Totowa Education Foundation

The Superintendent, in consultation with the Administrative Team, recommends that the Board retroactively approve the use of the Washington Park School Gymnasium for CPR training on Monday, November 3, 2025, at 4 P.M. The training was conducted by Edward Riley, Emergency Medical Technician. All costs were incurred by the Totowa Education Foundation.

12. Use of Facilities – P.A.L. Basketball

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request for the Totowa P.A.L. Basketball for practice for their basketball teams, Grades Three through Eight, as follows:

Washington Park School Gymnasium
Monday through Friday 5:45 P.M. – 9:00 P.M.
Memorial School Gymnasium
Monday through Friday 5:45 P.M. – 9:00 P.M.

The programs will run from Monday, November 17, 2025, through Friday, March 20, 2026. The P.A.L. understands that all school-related and prior-approved activities have priority over the use of facilities. If the Totowa Titans' games run into overtime, the P.A.L. further understands that the P.A.L. children will wait in the foyer until the game has ended.

Motion for approval of item 5-12

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

13. Informational

Bus Evacuation Drills

Audit

QSAC Visit

Student Council Cancer Walk

Student Faculty Volleyball Game

Dates for Your Information:

Nov. 26	One Session Day – 1:20 P.M. Dismissal
Nov. 27-28	Thanksgiving Recess – Schools Closed

Dec. 5	PTO Holiday Gift Shop – WPS 6:30 P.M.
Dec. 8	Winter Concert Grade 1 – WPS 5:30 P.M.
Dec. 8	Winter Concert Grade 2 – WPS 6:30 P.M.
Dec. 8	Winter Concert Grade 3 – WPS 7:30 P.M.

Dec. 10	Passaic Valley Holiday Show
Dec. 10	Board of Education Meeting – WPS 6:00 P.M.

Use of Facilities:

Nov. 24	PTO Picture Retakes
Dec. 4	PTO Holiday Gift Shop Setup
Dec. 5	PTO Holiday Gift Shop
Dec.	P.A.L. Basketball (MS/WPS)

Attachments:

All About Kindergarten Brochure 2025-2026
TPK Brochure 2025-2026

Reports:

Discipline Reports

14. Committee Reports

Ms. Antonucci stated committee meetings were not held.

15. 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 7:14 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately twenty-five (25) to thirty (30) minutes and no action will be taken.

Motion for approval of item 15

MOTION: Ms. Panepinto
SECONDED: Ms. Alesandrelli
VOTE: Unanimous

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

16. Substitute Teachers

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

Priority II
Fady Abdelmalak
Holly Huber
Shaden Rashed
Ishmam Shuhan

17. Resignation – Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends that the Board accept the resignation of Frances Maglio, Special Education Aide, effective Thursday, October 30, 2025.

18. Resignation – Supervisor of Curriculum and Instruction

The Superintendent, in consultation with the Administrative Team, recommends that the Board accept the resignation of Aldo Deodino, Supervisor of Curriculum and Instruction, effective Friday, November 14, 2025.

19. Posting – Supervisor of Curriculum and Instruction

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the posting of the position of Supervisor of Curriculum and Instruction.

20. Posting – Vice Principal, Washington Park School

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the posting of the position of Vice Principal, Washington Park School.

Motion for approval of item 16-20

MOTION: Mr. Bierach
SECONDED: Dr. Vancheri
VOTE: Unanimous (Dr. Vancheri abstained from all NRESC related items)

21. Approval of Minutes- October 15, 2025 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of October 15, 2025, as presented.

Motion for approval of item 21

MOTION: Mr. Palazzo
SECONDED: Ms. Panepinto
VOTE: Unanimous

22. 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.

23. 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 2025, as presented.

24. 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 2025-2026 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.

25. 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 2025, as presented.

26. 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 2025, as presented.

27. 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 2025, as presented.

28. 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 2025, as presented.

29. 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 2025, as presented. (See Attachment #1 Monthly Transfer Report)

30. 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 2025, as presented.

31. 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 #912101025	1690	$ 14,149.35
Pomptonian Food Service	Invoice #912101725	1691	$ 19,374.82
Pomptonian Food Service	Invoice #912102425	1692	$ 5,345.13

32. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #236 from the school district's Unemployment Compensation Account in the amount of $1,851.29 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

33. Approval of ESEA - Title I Salary & Benefits

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title I funds in the amount of $147,146.00 for the salary/benefits for Ms. Jennifer Reeves, Memorial School Teacher for an Instructional Pull Out Program/Reading Specialist. This amount represents 86% of the salary and benefits for Ms. Reeves. Salary will be charged to account 20-231-100-100-000-000-050 and benefits will be charged to 20 -231-200-200-000-000-050.

34. Approval of ESEA - Title I Salary & Benefits

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title I funds in the amount of $18,848.00 for the salary/benefits for Ms. Jenna Laudi, Washington Park School Teacher for an Instructional Pull Out Program in Mathematics. This amount represents 11% of the salary and benefits for Ms. Laudi. 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.

35. Approval of ESEA - Title I Salary & Benefits

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title I funds in the amount of $1,699.00 for the salary/benefits for Ms. Debra Barone, Guidance Counselor for McKinney Vento mental health. This amount represents 1% of the salary and benefits for Ms. Barone. 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.

36. Approval of ESEA - Title II Salary & Benefits

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title II funds in the amount of $34,061.00 for the salary/benefits for Mr. Brayden Hascup, Washington Park School Teacher to reduce class sizes at the elementary school. This amount represents 35% of the salary and benefit for Mr. Hascup. Salary will be charged to account 20-270-100-100-000-001-060 and benefits will be charged to 20-270-200 -200-000-000-060.

37. Approval of IDEA – Pre-K Salary & Benefits

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following IDEA – Pre-K funds in the amount of $9,072.00 for the salary/benefits for Ms. Nuria Cordoba, Pre-K special education aide. This amount represents 40% of salary and benefits for Ms. Cordoba. Salary will be charged to account 20-251-100-106-000-000 and benefits will be charged to 20-251-200-200-000-000.

38. Approval of 2025-2026 District Report of Transported Resident Students

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2025-2026 District Report of Transported Resident Students. (See attachment #2)

39. Approval of the 2026 Budget Calendar

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the 2026 Budget Calendar. (See attachment #3)

40. Acceptance of the 2024-2025 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, 2024, to June 30, 2025, 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 were repeats. The finding was noted under II. Financial Planning, Accounting and Reporting and the finding was, it is recommended that Capital Projects be accounted for in accordance with regulations prescribed by N. J. Administrative Code.

41. Approval of Corrective Action Plan for the 2024-2025 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 2024-2025 Audit.

Recommendations:

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

It is recommended that Capital Projects be accounted for in accordance with regulations prescribed by N.J. Administrative Code.

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.

42. Approval of Handi-Lift Quotes

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the two Handi-Lift quotes to repair the lifts at Memorial School and Washington Park School. The Memorial School quote is $7,481.96 and the Washington Park School quote is $10,115.06. The district reached out to multiple vendors, our auditor, and elevator repair companies and Handi-Lift is the only company capable of repairing the lifts in the Totowa School District. No other quotes were obtained for the reasons listed above.

43. Approval of Transparent Energy

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the use of Transparent Energy as a third-party supplier for the purchase of Electrical Supply not to exceed .0965/kWh under a capacity pass-through product structure for a term not to exceed 24 months . (See attachment #6)

Motion for approval of item 22-43

MOTION: Ms. Carr
SECONDED: Mr. Palazzo
VOTE: Unanimous (Dr. Vancheri abstained from all NRESC related agenda items and POs, Mr. Bierach and Mr. Parlegreco abstained from PO # 26-01221 on item #22 Approval of Bills List - November)

44. Old Business

There was no old business.

45. New Business

There was no new business.

46. Hearing and Petition of Citizens

No citizens wished to be heard.

47. Other Matters of a Timely Nature

There was no other matters of a timely nature.

48. Adjournment

Upon motion by Mr. Bierach and seconded by Ms. Alesandrelli this meeting was adjourned at 7:43 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary