BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

12/10/2025

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 December 10, 2025.

A motion was made by Mr. Bierach and seconded by Mr. Parlegreco to have Ms. Alesandrelli act as President for the December 10, 2025, Board of Education meeting. The motion was passed unanimously by roll call vote.

1. Call To Order

Acting President Alesandrelli called the meeting to order at 6:10 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, Mr. Bierach, Mr. La Rose, Ms. Paneptino and Mr. Parlegreco
Members Absent:	Ms. Antonucci, Ms. Carr, Mr. Palazzo and Dr. Vancheri
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. Harassment, Intimidation, and Bullying Reports

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

6. 2026 - 2027 Application for State School Aid

The Superintendent, in consultation with the Director of Special Education, recommends that the Board retroactively approve the submission of the 2026 - 2027 Application for State School Aid (ASSA) to the New Jersey State Department of Education on or before Wednesday, December 17, 2025.

7. Basketball Schedule - Revisions

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

8. Use of Facilities – Totowa Education Foundation Spring Musical

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the request of the Totowa Education Foundation for the Spring Musical as follows:

Monday, December 15, 2025, through Tuesday, March 24, 2026
3:30 P.M. – 5:00 P.M.
Saturday, March 14, 2026, and Saturday, March 21, 2026
10:00 A.M. – 2:00 P.M.
Washington Park School Cafeteria, Media Center, and Gym
Wednesday, March 25, 2026
12:00 P.M. – 3:00 P.M.
Washington Park School Gym
Thursday, March 26, 2026, and Friday, March 27, 2026
5:00 P.M. – 9 P.M.
Washington Park School Gym

9. Use of Facilities - P.T.O. Book Fair

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the request of the Totowa PTO Book Fair committee as follows:

Book Fair – February 3 - 5, 2026
Memorial School All Purpose Room
February 2nd - Set up after 4:00 P.M.
February 3rd through February 5th during school hours
February 4th from 5:30 P.M. – 9:30 P.M.

Washington Park School Gymnasium
February 2nd - Set up after 4:00 P.M.
February 3rd through February 5th during school hours
February 4th from 5:30 P.M. – 9:30 P.M.

The PTO is also requesting the use of tables and chairs.

Motion for approval of item 5-9

MOTION: Ms. Panepinto
SECONDED: Mr. Bierach
VOTE: Unanimous (Ms. Panepinto abstained from item #9 on the Report of the Superintendent, Use of Facilities - P.T.O. Book Fair)

10. Informational

Tree Lighting Ceremony

MS Winter Concerts

WPS Winter Concert

Basketball Boys and Girls

Dates for Your Information:

Dec. 11	Washington Park School Winter Concert
Dec. 12	Progress Reports Online - Marking Period 2 Grades 5-8
Dec. 23	1:20 P.M. Dismissal
Dec. 24-31	Winter Recess - Schools Closed
Jan. 1 - 2	Winter Recess - Schools Closed
Jan. 5	Schools Reopen
Jan. 19	1:20 P.M. Dismissal – Martin Luther King Day
Jan. 21	Board of Education Meeting - WPS 7:00 P.M.

Use of Facilities:

Jan. 5	P.T.O. Executive Meeting
Jan. 6	P.T.O. Executive Meeting (Snow Date)
Jan.	P.A.L. Basketball (MS/WPS)

Attachments:

Reports:

Discipline Reports
The Smart Dog – Memorial School
The Park Press – Washington Park School
Winter Concert Grade 1
Winter Concert Grade 2
Winter Concert Grade 3
Washington Park School Winter Concert

11. Committee Reports

Ms. Alesandrelli stated committee meetings were not held.

12. 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 6:13 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately ten (10) minutes and no action will be taken.

Motion for approval of item 12

MOTION: Mr. Biearch
SECONDED: Mr. Parlegreco
VOTE: Unanimous

The Board returned from executive session at 6:27 P.M.

13. Substitute Teachers

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

Priority II
Esraa Aboalssl
Roula Homsi
Matthew Lepore
Mariae Morales
Camilo Rivera
Hannah Schultz

Priority III
Nicole Gromb

14. Resignation – School Nurse

The Superintendent, in consultation with the Administrative Team, recommends that the Board accept the resignation of Brittney Diodato, School Nurse, effective Thursday, January 22, 2026.

15. Appointment – Vice Principal

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint William Felegi, Ed.D. as Vice Principal, Washington Park School, in the Totowa School District for the remainder of the 2025 - 2026 School Year on a date to be determined, at the annual salary of $100,000 (prorated), pending approval of his Criminal History Record Check and the Disclosure and Review of Applicants Employment History.

16. Appointment – Supervisor of Curriculum and Instruction

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Timothy Tracy as Supervisor of Curriculum and Instruction in the Totowa School District for the remainder of the 2025 - 2026 School Year on Monday, December 15, 2025, at the annual salary of $105,000 (prorated).

Motion for approval of item 13-16

MOTION: Mr. Biearch
SECONDED: Mr. Parlegreco
VOTE: Unanimous

17. Approval of Minutes- November 19, 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 17

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

18. Approval of Minutes- November 19, 2025 – 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 November 19, 2025, as presented.

Motion for approval of item 18

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

19. Approval of Bills List – December

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

20. Acceptance of Financial Status Report – November

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of November 2025, as presented.

21. Monthly Financial Certification of the Board Secretary and the Board of Education – November

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.

22. Acceptance of Bank Reconciliations – November

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of November 2025, as presented.

23. Acceptance of Board Secretary Report – November

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of November 2025, as presented.

24. Acceptance of Treasurer of School Monies Report – November

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of November 2025, as presented.

25. Acceptance of Financial Summary Report – November

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of November 2025, as presented.

26. Approval of Line-Item Budget Transfers – November

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

27. Acceptance of Revenue Report – November

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of November 2025, as presented.

28. 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 #912103125	1693	$ 22,331.07
Pomptonian Food Service	Invoice #912111425	1694	$ 32,098.85
Pomptonian Food Service	Invoice #912112125	1695	$ 10,009.20
Pomptonian Food Service	Invoice #912112825	1696	$ 15,081.45

Motion for approval of item 19-28

MOTION: Mr. Bierach
SECONDED: Mr. Parlegreco
VOTE: Unanimous (Mr. Bierach and Mr. Parlegreco abstained from PO # 26-01260 on item #19 Approval of Bills List - December)

29. Old Business

There was no old business.

30. New Business

There was no new business.

31. Hearing and Petition of Citizens

No citizens wished to be heard.

32. Other Matters of a Timely Nature

There was no other matters of a timely nature.

33. Adjournment

Upon motion by Mr. Bierach and seconded by Ms. Panepinto this meeting was adjourned at 6:31 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary