BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

12/11/2024

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 December 11, 2024.

A motion was made by Dr. Vancheri and seconded by Mr. Parlegreco to have Ms. Alesandrelli act as President for the December 11, 2024, 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 6:09 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, Ms. Coiro, Mr. La Rose, Mr. Parlegreco and Dr. Vancheri
Members Absent:	Ms. Antonucci, Ms. Carr and Mr. Palazzo
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. Regulation Revision 5600 - Student Discipline/Code of Conduct

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revisions to Regulation 5600 – Student Discipline/Code of Conduct.

6. 2024 - 2025 Application for State School Aid

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve the submission of the 2024 - 2025 Application for State School Aid (ASSA) to the New Jersey State Department of Education on Monday, December 2, 2024.

7. Eighth Grade Fashion Show

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Twenty-Second Eighth Grade Fashion Show to be held on Thursday, February 20, 2025, at the Brownstone Restaurant. The event will begin at 6:00 P.M. and end at approximately 10:00 P.M. It is further recommended that eighth-grade students who are participating in the Fashion Show be dismissed from school at 1:20 P.M.

8. Approval – After-School Tutoring Schedule

The Superintendent, in consultation with the Administration, recommends the Board approve the following tutoring schedule which is funded through the High Impact Tutoring grant:

Session 1 – Mathematics	January 6, 2025 – February 27, 2025
Session 2 – ELA	March 17, 2025 – May 21, 2025

9. Use of Facilities – Totowa Education Foundation Spring Musical

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

Monday, December 16, 2024, through Friday, April 4, 2025
3:30 P.M. – 5:00 P.M.
Saturday, March 22, 2025, and Saturday, March 29, 2025
10:00 A.M. – 2:00 P.M.
Washington Park School Cafeteria, Media Center, and Gym

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

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

Book Fair – February 4 - 6, 2025
Memorial School All Purpose Room
February 3rd - Set up after 4:00 P.M.
February 4th through February 6th during school hours
February 5th from 5:30 P.M. – 9:30 P.M.

Washington Park School Gymnasium
February 3rd - Set up after 4:00 P.M.
February 4th through February 6th during school hours
February 5th from 5:30 P.M. – 9:30 P.M.

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

11. 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 7, 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 5-11

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

12. Informational

Tree Lighting Ceremony

WPS Winter Concerts

MS Winter Concerts

QSAC District Improvement Plan

Grants

Dates for Your Information:

Dec. 13	Progress Reports Online - Marking Period 2 Grades 5-8
Dec. 20	1:20 P.M. Dismissal
Dec. 23-31	Winter Recess - Schools Closed
Jan. 1	Winter Recess - Schools Closed
Jan. 2	Schools Reopen
Jan. 20	1:20 P.M. Dismissal – Martin Luther King Day
Jan. 29	Board of Education Meeting - WPS 7:00 P.M.

Use of Facilities:

Jan. 6	P.T.O. Executive Meeting
Jan. 7	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

13. Committee Reports

Ms. Alesandrelli stated committee meetings were not held.

14. Executive Session

Ms. Alesandrelli asked if Executive Session is needed. The Board decided Executive Session was not needed.

15. Substitute Teachers

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

Priority II
Abzahk, Sara
Gniedziejko, Aleksandra
Hashem, Souhir
Tagliareni, Mark
Tuli, Israt

Priority III
Alwershan, Wasan
Puglisi, Donna
Sapaeva, Kheda

16. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Paula Ralli, Special Education Aide, for the Totowa School District for the remainder of the 2024-2025 school year. Ms. Ralli will begin on Thursday, January 2, 2025, and will be compensated at an hourly rate of $17.25 per hour.

17. Retirement – School Nurse

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the retirement of Lori Johnson, School Nurse, effective Friday, January 31, 2025.

18. Approval - Medical Leave of Absence Revision

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve a medical leave of absence for Richard Mastriani, Custodial Engineer, as follows:

a. Mr. Mastriani began his medical leave on Monday, July 1, 2024, through a date to be determined.
b. Mr. Mastriani used fifty-two (52) vacation/sick days from Monday, July 1, 2024, through Friday, September 13, 2024.
c. FMLA will be invoked from Monday, September 16, 2024, through Friday, December 6, 2024, determined. Benefits will be retained in accordance with FMLA.
d. Mr. Mastrianni will be on unpaid leave from Monday, December 9, 2024, through a date to be determined.
e. Mr. Mastrianni's benefits will be terminated on Tuesday, December 31, 2024.

Motion for approval of item 15-18

MOTION: Mr. Bierach
SECONDED: Ms. Coiro
VOTE: Unanimous (Dr. Vancheri abstained from Item #15 Substitute Teachers)

19. Approval of Minutes- November 20, 2024 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of November 20, 2024, as presented.

Motion for approval of item 19

MOTION: Mr. Parlegreco
SECONDED: Mr. Bierach
VOTE: Unanimous (Dr. Vancheri abstained)

20. Approval of Minutes- November 20, 2024 – 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 20, 2024, as presented.

Motion for approval of item 20

MOTION: Ms. Coiro
SECONDED: Mr. Bierach
VOTE: Unanimous (Dr. Vancheri abstained)

21. 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.

22. 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 2024, as presented.

23. 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 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.

24. 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 2024, as presented.

25. 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 2024, as presented.

26. 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 2024, as presented.

27. 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 2024, as presented.

28. 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 2024, as presented. (See Attachment #1 Monthly Transfer Report)

29. 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 2024, as presented.

30. 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 #912111524	1633	$ 33,406.80
Pomptonian Food Service	Invoice #912112224	1634	$ 6,496.00

31. Approval of 2024-2025 Mark Schonwetter Holocaust Education Foundation Grant

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the 2024-2025 Mark Schonwetter Holocaust Education Foundation Grant in the amount of $1,000.00. Funds will be used for the purchase of Holocaust educational books.

32. Submission of the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the submission of the 2024-2025 Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2024-2025 school year.

33. Approval of 2023-2024 NJ Learning Acceleration Program – High Impact Tutoring Grant (Extension

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the 2023-2024 NJ Learning Acceleration Program – High Impact Tutoring Grant Extension which included additional funds of $6,080.00. Funds will be used to pay staff for tutoring services during the year and during the summer, professional development of staff in Orton Gillingham and IXL, and related educational materials.

Motion for approval of item 21-33

MOTION: Mr. La Rose
SECONDED: Ms. Coiro
VOTE: Unanimous (Mr. Bierach and Mr. Parlegreco abstained from PO 25-01243 on item #21 Approval of Bills List December and Dr. Vancheri abstained all NRESC related items)

34. Old Business

There was no old business.

35. New Business

There was no new business.

36. Hearing and Petition of Citizens

No citizens wished to be heard.

37. Other Matters of a Timely Nature

There was no other matters of a timely nature.

38. Adjournment

Upon motion by Mr. La Rose and seconded by Mr. Parlegreco this meeting was adjourned at 6:19 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary