BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

12/13/2023

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 13, 2023.

1. Call To Order

President Antonucci called the meeting to order at 6:11 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. La Rose, Mr. Parlegreco and Dr. Vancheri
Members Absent:	Mr. Kerwin
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. Instructional Resources Additions

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the additions to the Instructional Resources as per the attached.

7. 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 Friday, December 1, 2023.

8. Out of District Placement

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the placement of Student #OOD 23-24-02 at The Phoenix Center in Nutley, New Jersey, beginning on January 2, 2024, for the remainder of the 2023 - 2024 school year at the rate of $607.07 per day. Transportation will be provided by the Northern Region Educational Services Commission.

9. Home Instruction

The Superintendent, in consultation with the Administrative Team, recommends that the Board retroactively approve Cristina Kochanski to provide home instruction for Student #23-24-02 beginning on Tuesday, November 21, 2023, and ending on Friday, December 1, 2023. Ms. Kochanski will provide five (5) hours of home instruction per week.

10. Eighth Grade Fashion Show

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Twenty-First Eighth Grade Fashion Show to be held on Thursday, January 25, 2024, 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.

11. Eighth Grade Trip – Broadway Play

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the students in eighth grade to attend the Broadway Play – *Aladdin* on Wednesday, March 13, 2024. 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.

12. Dinosaurs Rock Assembly

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the *Dinosaurs Rock* assembly to visit Memorial School on Wednesday, April 10, 2024, for students in preschool through grade three. Students will learn about dinosaurs and uncover secrets of the past. *Dinosaurs Rock* will do two shows, one at 9:15 A.M. and the other at 10:15 A.M. The price for the program will be $1,895.00 paid for by the P.T.O. Cultural Arts Program.

13. Calendar Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Gifted and Talented Parent meeting to be held on Tuesday, December 19, 2023, at Washington Park School at 5:30 P.M.

14. Gifted and Talented Competition

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Gifted and Talented students to participate in the Future City Competition which will take place on Saturday, January 13, 2024, at Rutgers University. Parents will provide the transportation and the cost is free for all participants.

15. Cardiac Action Plan Revisions

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revisions to the 2023 - 2024 Cardiac Action Plan as per the attached.

16. Harassment, Intimidation, and Bullying Report for November 2023

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

17. Use of Facilities – P.T.O. Fall Picture Retakes - Revision

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

Fall Picture Retakes

Memorial School Auditorium	November 30, 2023,	8:00 A.M. – 4:00 P.M.
Washington Park School Gym	November 30, 2023,	8:00 A.M. – 4:00 P.M.

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

Motion for approval of item 5-17

MOTION: Dr. Vancheri
SECONDED: Mr. La Rose
VOTE: Unanimous

18. Informational

Tree Lighting Ceremony

WPS Winter Concerts

MS Winter Concerts

Audit

QSAC District Improvement Plan

Grants

Dates for Your Information:

Dec. 15	Progress Reports Online - Marking Period 2 Grades 5-8
Dec. 19	Gifted and Talented Parent Meeting 5:30 P.M. WPS
Dec. 22	1:20 P.M. Dismissal
Dec. 25-29	Winter Recess - Schools Closed
Jan. 1	Winter Recess - Schools Closed
Jan. 2	Schools Reopen
Jan. 15	1:20 P.M. Dismissal – Martin Luther King Day
Jan. 17	Board of Education Meeting - WPS 7:00 P.M.

Use of Facilities:

Jan. 8	P.T.O. Executive Meeting
Jan. 9	P.T.O. Executive Meeting (Snow Date)
Jan.	P.A.L. Basketball (MS/WPS)
Jan.	P.A.L. Floor Hockey (MS)

Attachments:

Reports:

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

19. Committee Reports

Ms. Antonucci stated committee meetings were not held.

20. 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 6:16 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 20

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

The Board returned from executive session at 6:31 P.M.

21. Substitute Teachers

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

Priority I
Penta, Anthony

Priority II
Hadi, Nada
Muhammed, Maisoun
O'Connor, Aisling

22. Resignation – Elementary School Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Jaclyn Calafiore, Elementary School Teacher, effective Friday, January 26, 2024.

23. Posting – High-Impact Tutors

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the posting of the position of High-Impact Tutors for students in grades three and four.

24. Medical Leave of Absence

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve a medical leave of absence for Elizabeth Sloane Mandry Booth from Friday, December 22, 2023, until the remainder of the 2023 – 2024 school year.

25. Medical Leave of Absence Extension

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve an extension to the medical leave for Douglas Upritchard. Mr. Upritchard will remain on an unpaid medical leave of absence until Friday, February 2, 2024, and will return to work on Monday, February 5, 2024.

Motion for approval of item 21-25

MOTION: Dr. Vancheri
SECONDED: Mr. La Rose
VOTE: Unanimous (Dr. Vancheri abstained from item #21, Substitute Teachers)

26. Approval of Minutes- November 15, 2023 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of November 15, 2023, as presented.

Motion for approval of item 26

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

27. Approval of Minutes- November 15, 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 November 15, 2023, as presented.

Motion for approval of item 27

MOTION: Dr. Vancheri
SECONDED: Mr. Parlegreco
VOTE: Unanimous

28. 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.

29. 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 2023, as presented.

30. 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 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.

31. 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 2023, as presented.

32. 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 2023, as presented.

33. 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 2023, as presented.

34. 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 2023, as presented.

35. 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 2023, as presented. (See Attachment #1 Monthly Transfer Report)

36. 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 2023, as presented.

37. 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 #912111723	1585	$ 30,143.88
Pomptonian	Invoice #912112423	1586	$ 10,226.49
Service Plus Inc	Invoice #1027708-IN	1587	$ 2,156.58
Pomptonian	Invoice #912120123	1588	$ 14,197.14
Totowa Board of Education	Custodial Reimb.	Transfer to Warrant	$ 11,867.77
Totowa Board of Education	PSE&G	Transfer to Warrant	$ 1,023.72

38. Approval of Payment – Totowa Education Foundation Reimbursement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve check # 2900 to the Totowa Education Foundation for reimbursement in the amount of $374.00. This amount is a reimbursement for monies collected for the Kops 4 Kids program but was deposited in the wrong bank account.

39. Acceptance of the Final Eligible Costs (FEC) Determination Letter for the ROD Grant

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board accept the Final Eligible Costs (FEC) Determination Letter for the ROD Grant from the State of NJ. The ROD grant was written for new Boilers, Boiler Room Renovation, HVAC systems and controls throughout the building. (See attachment #2)

40. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #228 from the school district's Unemployment Compensation Account in the amount of $2,506.94 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

41. Approval of 2023-2024 Mark Schonwetter Holocaust Education Foundation Grant

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the 2023-2024 Mark Schonwetter Holocaust Education Foundation Grant in the amount of $1,000.00. Funds will be used for the purchase of Holocaust educational books.

42. Acceptance of the 2022-2023 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, 2022, to June 30, 2023, as prepared by Lerch, Vinci & Bliss. Ms. Capitelli stated no audit recommendations were noted in the report or on the prior year's audit. No recommendations were noted.

43. 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 2023-2024 Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2023-2024 school year.

44. Approval of Parental Contract for Student Transportation

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the Parental Contract for student transportation for student #OOD -22-23-01 to Hand Over Hand, Oakland, New Jersey. The contract cost is $40.00 per day on the days school is in session from December 14, 2023, to June 30, 2024. The Hand Over Hand will supply an attendance sheet and any days missed will be subtracted off the original contract price.

45. Approval of 2023-2024 NJ Learning Acceleration Program – High Impact Tutoring Grant

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 in the amount of $76,000.00. 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.

46. Approval of the ESSER III -Mental Health Grant - Amendment

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the ESSER III Grant Amendment. The amendment is to include an after-school art class during the 2023-2024 school year to address the social and emotional needs of the students.

47. Approval of ESSER III –Mental Health Salary & Benefits - Amendment

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESSER III Mental Health funds in the amount of $14,862.50 for the salary/benefits for Ms. Brunella Brunetti-Colatruglio, Washington Park School teacher and Ms. Tracy Emma, Washington Park School teacher. This amount represents 8% of salary and benefits for Ms. Brunetti-Colatruglio and 8% of salary and Benefits for Ms. Emma. Salary will be charged to account 20-491-100-100-000-000-060 and benefits will be charged to 20-491-200-200-000-000 -060.

48. Approval of Out of District Contracts 2023-2024

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contract for students OOD-23-24-02, to The Phoenix Center in Nutley, for the remainder of the 2023-2024 school year starting on January 2, 2024, in the amount of $45,583.56 for tuition and $19,980.00 for an aide.

Motion for approval of item 28-48

MOTION: Dr. Vancheri
SECONDED: Mr. La Rose
VOTE: Unanimous (Mr. Bierach and Mr. Parlegreco abstained from PO 24-1267 on item #28 Bills List December, Dr. Vancheri abstained from all Agenda items and PO's related to NRESC)

49. Old Business

There was no old business.

50. New Business

There was no new business.

51. Hearing and Petition of Citizens

No citizens wished to be heard.

52. Other Matters of a Timely Nature

There was no other matters of a timely nature.

53. Adjournment

Upon motion by Mr. Bierach and seconded by Ms. Alesandrelli this meeting was adjourned at 6:34 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary