BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

02/19/2025

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 February 19, 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. Antonucci, Mr. Bierach, Ms. Carr, Mr. Palazzo, Mr. Parlegreco and Dr. Vancheri
Members Absent:	Ms. Alesandrelli, Ms. Coiro and 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. Policy Revision 5111 – Eligibility of Resident/Nonresident Students

The Superintendent presents to the Board the second read of the revised mandated Policy 5111 – Eligibility of Resident/Nonresident Students.

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

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

8. Policy Revision 5516 – Use of Electronic Communication Devices

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

9. Policy Revision 5533 – Student Smoking

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

10. Policy Revision 5701 – Academic Integrity

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

11. Policy Revision 5710 – Student Grievance

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

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

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

13. Policy Revision 8500 – Food Services

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

14. Policy Revision 9320 – Cooperation with Law Enforcement Agencies

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

15. Regulation 5516 – Use of Electronic Communication Devices

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

16. Regulation Revision 5533 – Student Smoking

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

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

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

18. Regulation Revision 9320 – Cooperation with Law Enforcement Agencies

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

19. Inclement Weather Day

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

Thursday, February 6, 2025

20. Inclement Weather Day

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

Wednesday, February 12, 2025

21. Calendar Revisions

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

Boston Parent Meeting	Tuesday, February 11, 2025	6 P.M. WPS
NJSLA Grade 5 Science	May 19, 2025 and May 20, 2025	

22. Extended School Year Operations

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve operating the 2024-2025 Extended School Year program at Washington Park and Memorial School to be run from Monday, June 23, 2025, through Wednesday, July 23, 2025, from 9:00 A.M. – 1:00 P.M., Mondays through Thursdays. There will be no class on Friday, July 4, 2025.

23. Extended School Year Postings

The Superintendent, in consultation with the Director of Special Education, recommends the Board post the following positions for the Extended School Year as follows (the number of staff required will be dependent upon enrollment):

- Special Education Teachers with Autism/ABA experience
- Special Education Aides/Instructional Aides with ABA experience
- Speech/Language Therapist
- Occupational Therapist (part-time)
- Physical Therapist (part-time)
- Behaviorist (part-time)
- Nurse/Aide

24. Home Instruction

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve home instruction for student 24-25-02 beginning February 10, 2025, through approximately March 3, 2025. Instruction will be ten (10) hours per week and will be provided by Alycia Desmond and Erica Wolpert.

25. Observation – Andre Manzi

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the observation of two elementary physical education lessons for Andre Manzi on Friday, February 28, 2025. Mr. Manzi will conduct his observation at Washington Park School from 9:10 A.M. to 11:00 A.M.

26. Assembly – Joe's Holiday's Reading Rocks Magic Show

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the assembly, Joe's Holiday's Reading Rocks Magic Show at Memorial School for students in preschool through grade three. The assembly will begin at approximately 9:15 A.M. through 12:00 P.M. and there will be three shows to accommodate the students.

Motion for approval of item 5-26

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

27. Informational

Budget

Passaic County Poster Contest

100th Day of School

Volleyball

8th Grade Fashion Show

Dates for Your Information:

Feb. 20	8th Grade Fashion Show 6:00 P.M.
Feb. 25	Unplugged Concert 6:00 P.M. WPS
Feb. 28	Progress Reports Online – Grades 5 – 8
Mar. 10	PTO Spring Pictures
Mar. 10	1:20 P.M. Dismissal
Mar. 10	Staff In-Service
Mar. 11	PTO General Meeting 7:00 P.M. MS
Mar. 12	PTO General Meeting 7:00 P.M. MS (Snow Date)
Mar. 19	8th Grade Broadway Play
Mar. 21	5th Grade Battle of the Books
Mar. 25	Nations' Night 6:00 P.M. WPS

Use of Facilities:

Mar. 1-14	PAL Basketball (MS/WPS) Mon. - Fri.
Mar. 3	PTO Executive Meeting (WPS)
Mar. 4	PTO Executive Meeting Snow Date (WPS)
Mar. 7	PTO 4th and 5th Grade Dance (WPS)
Mar. 11	PTO General Meeting MS 7:00 P.M.
Mar. 12	PTO General Meeting MS 7:00 P.M. (Snow Date)

Attachments:

Correspondence:
Certificate of Appreciation – WPS Child Focus
Reports:
Discipline Reports
8th Grade Fashion Show 'Red Carpet Ready

28. Committee Reports

Ms. Antonucci stated committee meetings were not held.

29. 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 7:09 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 29

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

The Board returned from executive session at 7:28 P.M.

30. Substitute Teachers

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

PRIORITY I
Slyvia Beghyn
Edward Levash
Jacqueline Sullivan

PRIORITY II
Farzana Choudhury
Devon Garrabrant
Medina Kaghado
Mary Logothetis
Hanaa Safar

PRIORITY III
Eman Hamouda
Akakia Matthews
Wanda Tejada-Coletta

31. Appointment – Beyond the Day High Impact Tutor

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve Tamara Emont, Special Education Teacher, as an after-school tutor for the Beyond the School Day High Impact Tutoring Program.

32. Resignation – Special Education Aide

The Superintendent recommends the Board retroactively approve the resignation of Luigi Arito, Special Education Aide, effective Friday, February 7, 2025.

33. Resignation – Special Education Aide

The Superintendent recommends the Board retroactively approve the resignation of Gabrielle Sanchelli, Special Education Aide, effective Tuesday, February 18, 2025.

Motion for approval of item 30-33

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

34. Approval of Minutes- January 29, 2025 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of January 29, 2025, as presented.

Motion for approval of item 34

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

35. Approval of Minutes- January 29, 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 January 29, 2025, as presented.

Motion for approval of item 35

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

36. Approval of Bills List – February

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

37. Acceptance of Financial Status Report – January

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

38. Monthly Financial Certification of the Board Secretary and the Board of Education – January

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.

39. Acceptance of Bank Reconciliations – January

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

40. Acceptance of Board Secretary Report – January

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

41. Acceptance of Treasurer of School Monies Report – January

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

42. Acceptance of Financial Summary Report – January

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

43. Approval of Line-Item Budget Transfers – January

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

44. Acceptance of Revenue Report – January

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

45. 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 #912011725	1644	$ 24,108.19
Pomptonian Food Service	Invoice #912012425	1645	$ 4,358.53
Pomptonian Food Service	Invoice #912013125	1646	$ 21,197.24
Service Plus Inc.	Invoice #1036753-IN	1647	$ 504.95

46. Approval of Cafeteria Check Number Adjustments

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the following check number adjustments previously approved. All data was accurate in regard to payee and dollar amount but the check numbers were inaccurate. Check 1633, 1634, 1635, 1636, 1637, 1638, 1639, 1640 and 1641 should have been 1635, 1636, 1637, 1638, 1639, 1640, 1641, 1642 and 1643 respectively.

47. 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
3536	Felician School	American Star Trans	$10,878.00+652.68	1/2/25-2/28/25

48. Approval of Travel Expense – 2024-2025 Annual NJASBO Conference

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the travel expenses for the 2024-2025 Annual NJASBO Conference in Atlantic City for Mr. Vincent Varcadipane, SBA/Board Secretary. Total expense for the trip will be roughly $750.00.

Motion for approval of item 36-48

MOTION: Dr. Vancheri
SECONDED: Mr. Bierach
VOTE: Unanimous (Mr. Bierach and Mr. Parlegreco abstained from PO 25-01341 on item #36 Approval of Bills List February and Dr. Vancheri abstained all NRESC related items)

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 Dr. Vancheri this meeting was adjourned at 7:31 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary