BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

03/26/2025

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 March 26, 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. Coiro, Mr. La Rose, Mr. Palazzo, Dr. Vancheri
Members Absent:	Ms. Alesandrelli, Ms. Carr and Mr. Parlegreco
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. Out of District Placement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the placement of Student #OOD 24-25-02 at Essex Valley School in West Caldwell, New Jersey, beginning on March 3, 2025, for the remainder of the 2024-2025 school year at the rate of $475.00. Transportation will be provided by Northern Region Educational Services Commission.

7. Home Instruction – Revision

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve home instruction for Student #24-25-02 from Monday, February 10, 2025, through Friday, May 2, 2025. Instruction will be ten (10) hours per week and will be provided by Alycia Desmond and Erica Wolpert.

8. Jordon Toma – "I'm Just a Kid with an IEP"

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Jordon Toma "I'm Just a Kid with an IEP" Assembly to visit Washington Park School on Wednesday, June 11, 2025, to present to the student in grades four through eight. The cost is $5,500 of which $3,500 will be paid by the Municipal Drug Alliance and $2,000 will be paid by the Totowa PTO.

9. Revision – Instructional Resource List 2024 - 2025

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following additions to the Instructional Resource List for the 2024 – 2025 school year:

GR	Subject	Title	Cat.	ISBN	Pub. Co.	© date
K-8	All Subjects	www.facinghistory.org Website				
K-8	All Subjects	https://www.theholocaustexplained.org/ Website				
K-8	All Subjects	https://www.ushmm.org/ Website				
K-8	All Subjects	https://sfi.usc.edu/ Website				
Gr 5-8	All Subjects	*My Survival: A Girl on Schindler's List*	Novel	9781338308839	Scholastic Book Club	2019
Gr 5-8	All Subjects	*Elly: My True Story of the Holocaust*	Novel	978-0-439-02008-4	Scholastic Book Club	2007
Gr 8	All Subjects	*The Hunger Games* Movie				
Gr 8	All Subjects	*The Lost Children of Berlin* Movie				
Gr 8	All Subjects	*There is a Number on my Grandpa's Arm* Movie				

10. Curricula Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revisions to the Grade 6 Reading Curriculum as per attached.

11. Use of Facilities – P.T.O. Kids' Tricky Tray Donation Drop-Off

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa PTO to use the Washington Park School front lobby on Thursday, March 20, 2025, and Wednesday, April 16, 2025, from 6:00 P.M. to 8:00 P.M. for the Kids' Tricky Tray Donation Drop Off. The PTO is also requesting the use of one table, three chairs, and a rolling cart.

12. Use of Facilities – PTO Spring Candy Fundraiser Pick-Up

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the PTO for the use of the Washington Park School cafeteria on a date to be determined during the week of April 7, 2025, from 4:00 P.M. – 7:00 P.M. for Gertrude Hawk Spring Candy Fundraiser pick up. The PTO is also requesting the use of two (2) tables. two (2) chairs for check-in and the use of the cafeteria tables.

13. Use of Facilities – Totowa PAL Softball and Baseball Field Request

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the Totowa PAL to use Washington Park School Field for their softball and baseball programs from Monday, March 10, 2025, through Thursday, July 31, 2025, as follows:

Monday through Friday:	5:00 P.M. to Dusk
Saturdays and Sundays:	9:00 A.M. to Dusk

Motion for approval of item 5-13

MOTION: Dr. Vancheri
SECONDED: Mr. Palazzo
VOTE: Unanimous (Dr. Vancheri abstained from item #6 Out of District Placement)

Budget Presentation

Ms. Capitelli and Mr. Varcadipane presented the 2025-2026 School Year Budget to the public, which can be found on the Totowa School District's website. There were no questions or comments from the Board or the public during the Public Hearing portion of March 26, 2025 Board of Education meeting.

14. Informational

Unplugged

Nations' Night

Battle of the Books – Grade 5

Budget Presentation

Dates for Your Information:

Apr. 2 – 4	Spring Musical – Alice in Wonderland, Jr.
Apr. 4	Marking Period 3 Closes
Apr. 7	Marking Period 4 Begins
Apr. 8	Art Show and Science Fair
Apr. 10 – 11	8th Grade Trip – Washington, DC
Apr. 11	Report Cards Issued Online – Marking Period 3
Apr. 15	TPK Open House – Memorial School – 6:00 P.M.
Apr. 17	1:20 P.M. Dismissal
Apr. 18 – Apr. 25	Schools Closed – Spring Recess
May 5 – May 9	NJSLA State Testing – Grades 3 – 5 ELA/Mathematics
May 7	Board of Education Reorganization Meeting – WPS - 7:00 P.M.

Use of Facilities:

Apr. 7	PTO Executive Meeting (WPS)
Apr. 16	PTO Kids' Tricky Tray Basket Drop Off (WPS)

Use of Field:

Mar.	PAL Softball/Baseball (WPS)

Attachments:

Reports:

- Discipline Reports
- Nations' Night Program
- Unplugged Concert Program
- The 22nd Annual 8th Grade Fashion Show Program
- Memorial School Smart Dog
- Washington Park School Press Volume 19, Issue 2

15. Committee Reports

Ms. Antonucci stated committee meetings were not held.

16. 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 16

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

The Board returned from executive session at 7:30 P.M.

17. Posting – Administrative Assistant

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the posting of the position of Administrative Assistant.

18. Rescind Action – Appointment Special Education Aide 2024 – 2025 School Year

The Superintendent, in consultation with the Administrative Team, recommends the Board rescind the action of the January 29, 2025, Board meeting Item Number Five, the Appointment of Special Education Aide – Gina Marie Perna for the remainder of the 2024 – 2025 school year.

Motion for approval of item 17-18

MOTION: Mr. Bierach
SECONDED: Mr. La Rose
VOTE: Unanimous

19. Approval of Minutes- February 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 February 19, 2025, as presented.

Motion for approval of item 19

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

20. Approval of Minutes- February 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 February 19, 2025, as presented.

Motion for approval of item 20

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

21. Approval of Minutes- March 5, 2025 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of March 5, 2025, as presented.

Motion for approval of item 21

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

22. Approval of Bills List – March

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

23. Acceptance of Financial Status Report – February

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

24. Monthly Financial Certification of the Board Secretary and the Board of Education – February

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.

25. Acceptance of Bank Reconciliations – February

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

26. Acceptance of Board Secretary Report – February

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

27. Acceptance of Treasurer of School Monies Report – February

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

28. Acceptance of Financial Summary Report – February

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

29. Approval of Line-Item Budget Transfers – February

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

30. Acceptance of Revenue Report – February

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of February 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 #912021425	1648	$ 24,816.35
Pomptonian Food Service	Invoice #912022125	1649	$ 5,726.98
Pomptonian Food Service	Invoice #912022825	1650	$ 21,740.77
Pomptonian Food Service	Invoice #912031425	1651	$ 27,906.00
Service Plus Inc.	Invoice #1037867-IN	1652	$ 504.95
Service Plus Inc.	Invoice #1037821-IN	1653	$ 879.95
Service Plus Inc.	Invoice #1037392-IN	1654	$ 354.95

32. Approval of Out-of-District Contract 2024-2025

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out-of-district contract, for students OOD-24-25-02 to Essex Valley School for the remainder 2024-2025 school year in the amount of $34,200.00.

33. Approval of Out of District Contracts 2024-2025

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contract for students OOD-22-23-01, to Hand Over Hand at Kids Interactive Day School, in Oakland, for the 2024-2025 school year starting on January 1, 2025 until June 30, 2025 in the amount of $9,000.00.

34. Adoption of the 2025-2026 School Budget

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board adopts and submits the 2025-2026 School budget as presented.

BE IT RESOLVED, by the Totowa Board of Education, County of Passaic, that the 2025-2026 school district budget be approved as follows:

BE IT FURTHER RESOLVED, that the following GENERAL FUND AND DEBT SERVICEtax levies be approved to support the 2025-2026 budget:

	General Fund	Special Revenues	Debt Service	Total
2025-2026 Total Expenditures	27,100,562	539,726	-	27,640,288
Less: Anticipated Revenues				
Fund Balance	7,419,506			
Additional Fund Bal.	-			
State Aid	1,210,782			
Tuition	175,000			
Semi	4,455			
Interest	100,025			
Total Anticipated Revenues	8,909,768	539,726	-	9,449,494
Taxes to be Raised	18,190,794	-	-	18,190,794

Enrollment projection numbers were adjusted after the advertised budget. This will not affect any budget dollar amounts it will only adjust per pupil cost.

35. Approval of Institute for Multi-Sensory Education Contract

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the contract with the Institute of Multi-Sensory Education to host Orton-Gillingham training at the Totowa School district. The contract includes 30 contact hours of training and will be performed in July 2025.

Motion for approval of item 22-35

MOTION: Dr. Vancheri
SECONDED: Mr. La Rose
VOTE: Unanimous (Mr. Bierach abstained from PO 25-01403 on item #22 Approval of Bills List March and Dr. Vancheri abstained all NRESC related items)

36. Old Business

There was no old business.

37. New Business

There was no new business.

38. Hearing and Petition of Citizens

No citizens wished to be heard.

39. Other Matters of a Timely Nature

There was no other matters of a timely nature.

40. Adjournment

Upon motion by Mr. Bierach and seconded by Ms. Coiro this meeting was adjourned at 7:54 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary