BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

03/27/2024

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 March 27, 2024.

A motion was made by Mr. Kerwin and seconded by Mr. La Rose to have Mr. Bierach act as President for the March 27, 2024, Board of Education meeting. The motion was passed unanimously by roll call vote.

1. Call To Order

Acting President Bierach called the meeting to order at 7:08 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:	Mr. Bierach, Ms. Carr, Ms. Coiro, Mr. Kerwin, Mr. La Rose and Mr. Parlegreco
Members Absent:	Ms. Alesandrelli, Ms. Antonucci and Dr. Vancheri
Also Present:	Patricia Capitelli, Superintendent of Schools
	Vincent Varcadipane, School Business Administrator/Board Secretary
	Mr. Raymond B. Reddin, Board Attorney

Ms. Capitelli presented Mr. Kerwin with a plaque and thanked him for all of his hours, service and dedication to the board and the Totowa School district. Mr. Kerwin was on the Board for 10 school years. Mr. Kerwin thanked the administration, Board and his family.

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.

Budget Presentation

Ms. Capitelli and Mr. Varcadipane presented the 2024-2025 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.

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. Rescind Professional Days

The Superintendent, in consultation with the Administrative Team, recommends the Board rescind the professional days as per the attached.

7. Inclement Weather Days

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the inclement weather day:

Tuesday, February 13, 2024, Closed

8. Policy Revision 1140 – Educational Equity Policies/Affirmative Action

The Superintendent presents to the Board the first read of the revised mandated Policy 1140 - Educational Equity Policies/Affirmative Action.

9. Policy Revision 1523 – Comprehensive Equity Plan

The Superintendent presents to the Board the first read of the revised mandated Policy 1523 - Comprehensive Equity Plan.

10. Policy Revision 1530 – Equal Employment Opportunities

The Superintendent presents to the Board the first read of the revised mandated Policy 1530 - Equal Employment Opportunities.

11. Policy Revision 1550 – Equal Employment/Anti-Discrimination Practices

The Superintendent presents to the Board the first read of the revised mandated Policy 1550 – Equal Employment/Anti-Discrimination Practices.

12. Policy Revision 2260 – Equity in School and Classroom Practices

The Superintendent presents to the Board the first read of the revised mandated Policy 2260 – Equity in School and Classroom Practices.

13. Policy Revision 2411 – Guidance Counseling

The Superintendent presents to the Board the first read of the revised mandated Policy 2411 – Guidance Counseling.

14. Policy Revision 2423 – Bilingual Education

The Superintendent presents to the Board the first read of the revised mandated Policy 2423 - Bilingual Education.

15. Policy Revision 2431.4 – Prevention and Treatment of Sport-Related Concussions and Head Injuries

The Superintendent presents to the Board the first read of the revised mandated Policy 2431.4 – Prevention and Treatment of Sport-Related Concussions and Head Injuries.

16. Policy Revision 3211 – Code of Ethics

The Superintendent presents to the Board the first read of the revised Policy 3211 - Code of Ethics.

17. Policy Revision 5570 - Sportsmanship

The Superintendent presents to the Board the first read of the revised Policy 5570 Sportsmanship.

18. Policy Revision 5750 – Equitable Educational Opportunity

The Superintendent presents to the Board the first read of the revised mandated Policy 5750 - Equitable Educational Opportunity.

19. Policy Abolishment 5755 – Equity in Educational Programs and Services

The Superintendent recommends the Board abolish Policy 5755 – Equity in Educational Programs and Services.

20. Policy Revision 5841 – Secret Societies

The Superintendent presents to the Board the first read of the revised Policy 5841 - Secret Societies.

21. Policy Revision 5842 – Equal Access of Student Organizations

The Superintendent presents to the Board the first read of the revised Policy 5842 - Equal Access of Student Organizations.

22. Policy Revision 7610 - Vandalism

The Superintendent presents to the Board the first read of the revised Policy 7610 - Vandalism.

23. Adoption Policy 9323 – Notification of Juvenile Offender Case Disposition

The Superintendent presents to the Board the first read of the new Policy 9323 – Notification of Juvenile Offender Case Disposition.

24. Regulation Revision 1530 – Equal Employment Opportunity Complaint Procedure

The Superintendent presents to the Board the first read of the revised mandated Regulation 1530 – Equal Employment Opportunity Complaint Procedure.

25. Regulation Revision 2200 – Curriculum Content

The Superintendent presents to the Board the first read of the revised mandated Regulation 2200 - Curriculum Content.

26. Regulation Revision 2260 – Equity in School and Classroom Practices Complaint Procedure

The Superintendent presents to the Board the first read of the revised mandated Regulation 2260 – Equity in School and Classroom Practices Complaint Procedure.

27. Regulation Revision 2423 – Bilingual Education

The Superintendent presents to the Board the first read of the revised mandated Regulation 2423 - Bilingual Education.

28. Regulation Revision 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries

The Superintendent presents to the Board the first read of the revised mandated Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries.

29. Adoption Regulation 5440 – Honoring Student Achievement

The Superintendent presents to the Board the first read of the new Regulation 5440 - Honoring Student Achievement.

30. Regulation Revision 7610 - Vandalism

The Superintendent presents to the Board the first read of the revised Regulation 7610 – Vandalism.

31. Safe to Return Plan - Revisions

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revisions to the Safe to Return Plan. Please see attached.

32. Harassment, Intimidation, and Bullying Report

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

33. Use of Facilities – PTO Spring Pictures

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the PTO to use the Memorial School Auditorium and Washington Park School Gym as follows:

Spring Pictures Monday, March 18, 2024

Memorial School Auditorium 8:00 A.M. - 3:00 P.M.
Washington Park School Gym 8:00 A.M. - 3:00 P.M.

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

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

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the PTO for the use of the Washington Park School cafeteria on Tuesday, March 19, 2024, 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 one (1) table and two (2) chairs for check-in.

Motion for approval of item 5-34

MOTION: Mr. La Rose
SECONDED: Ms. Coiro
VOTE: Unanimous

35. Informational

Unplugged

Nations' Night

Battle of the Books – Grade 5

Budget Presentation

Dates for Your Information:

Mar. 28	1:20 P.M. Dismissal
Mar. 29 – Apr.5	Schools Closed – Spring Recess
Apr. 11 – 12	8th Grade Trip – Washington, DC
Apr. 12	Marking Period 3 Closes
Apr. 15	Marking Period 4 Begins
Apr. 18	TPK Open House – Memorial School – 6:00 P.M.
Apr. 19	Report Cards Issued Online – Marking Period 3
Apr. 24 – 26	Spring Musical – Annie, Jr.
Apr. 29 – May 3	NJSLA State Testing – Grades 3 – 5 ELA/Mathematics
May 1	Board of Education Reorganization Meeting – WPS - 7:00 P.M.

Use of Facilities:

Apr. 8	PTO Executive Meeting (WPS)
Apr. 17	PTO Kids' Tricky Tray (WPS)

Use of Field:

Mar. PAL Softball/Baseball (WPS)

Attachments:

Reports:

Discipline Reports
Nations' Night Program
Unplugged Concert Program

36. Committee Reports

Mr. Bierach stated committee meetings were not held.

37. 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 7:30 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately twenty (20) minutes and no action will be taken.

Motion for approval of item 37

MOTION: Ms. Carr
SECONDED: Mr. Kerwin
VOTE: Unanimous

The Board returned from executive session at 8:03 P.M.

38. Substitute Teachers

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

Priority II
Alexander, Asia
Canete, Ileania
Saide, Rita

Priority III
Bronstein, Jenna
Stas, Zouia

39. Resignation – Nicole Messier

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Nicole Messier, Special Education Aide, for the Totowa School District effective Friday, March 15, 2024.

40. Resignation – Alexis Borace

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Alexis Borace, Special Education Aide, for the Totowa School District effective Friday, March 22, 2024.

41. Approval – Paid Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the paid medical leave of absence for Michael Quintieri, Custodial Engineer, as follows:

Mr. Quintieri will begin his paid medical leave on Monday, March 18, 2024, through Friday, April 26, 2024, as per the following provisions:

1. Mr. Quintieri will use two (2) personal days for Monday, March 18, 2024, and Tuesday, March 19, 2024.
2. Mr. Quintieri will use eleven (11) vacation days from Wednesday, March 20, 2024, through Friday, April 5, 2024.
3. Mr. Quintieri will use fifteen (15) sick days from Monday, April 8, 2024, through Friday, April 26, 2024.
4. Mr. Quintieri will return to work on Monday, April 29, 2024.

42. Appointment – Special Education Elementary School Teacher

The Superintendent, in consultation with the Administrative Team, recommends that the Board appoint Ms. Brielle Baxter to the position of Special Education Elementary School Teacher for the 2024 – 2025 school year beginning on Tuesday, September 3, 2024. Ms. Baxter will be placed on MA Step-5 of the contracted teachers' salary guide.

43. Appointment – Elementary School Teacher/Middle School Mathematics

The Superintendent, in consultation with the Administrative Team, recommends that the Board appoint Ms. Heather Pearson to the position of Elementary School Teacher/Middle School Mathematics for the 2024 – 2025 school year beginning on Tuesday, September 3, 2024. Ms. Pearson will be placed on BA +30 Step-15 of the contracted teachers' salary guide.

44. Appointment – Custodial Engineer

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Glenn Nicholls to the position of Custodial Engineer for the remainder of the 2023–2024 school year beginning on a date to be determined. Mr. Nicholls will be placed on Step - 1 $38,000 (prorated) of the contracted custodial salary guide and will remain on Step - 1 for the 2024-2025 school year.

Motion for approval of item 38-44

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

45. Approval of Minutes- February 21, 2024 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of February 21, 2024, as presented.

Motion for approval of item 45

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

46. Approval of Minutes- February 21, 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 February 21, 2024, as presented.

Motion for approval of item 46

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

47. Approval of Minutes- March 5, 2024 – 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, 2024, as presented.

Motion for approval of item 47

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

48. Approval of Minutes- March 5, 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 March 5, 2024, as presented.

Motion for approval of item 48

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

49. 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.

50. 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 2024, as presented.

51. 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 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.

52. 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 2024, as presented.

53. 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 2024, as presented.

54. 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 2024, as presented.

55. 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 2024, as presented.

56. 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 2024, as presented. (See Attachment #1 Monthly Transfer Report)

57. 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 2024, as presented.

58. 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 #912021624	1598	$ 31,249.09
Pomptonian	Invoice #912022324	1599	$ 5,018.29
Pomptonian	Invoice #912022924	1600	$ 18,418.55
Pomptonian	Invoice #912030824	1601	$ 13,155.23
Totowa Board of Education	Custodial Reimb.	Transfer to Warrant	$ 14,834.71
Totowa Board of Education	PSE&G	Transfer to Warrant	$ 2,049.24

59. Approval to Receive Bids – Boiler Replacement, HVAC Upgrades, & BMS Upgrades

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve to receive bids for the Boiler Replacement, HVAC Upgrades, & BMS Upgrades located at Washington Park School.

60. Approval of Payment – Totowa Education Foundation Reimbursement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve check # 2901 to the Totowa Education Foundation for reimbursement in the amount of $123.00. This amount is a reimbursement for monies collected for the Kops 4 Kids program but was deposited in the wrong bank account.

61. Approval of High Impact Tutoring Grant Salary & Benefits

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board retroactively approve the following High Impact Tutoring funds in the amount of $38,000.00 for the salary/benefits for Ms. Marissa Bednarski, Washington Park School Teacher and Kellie Macaluso, Therese Manzi and Janet Penna Memorial School Teachers for an after-school tutoring program. Salaries will be charged to account 20-460-100-101-000-000-050 and 20-460-100 -101-000-000-060 and benefits will be charged to 20-460-200-200-000-000-050 and 20-460-200 -200-000-000-060.

62. Approval to Dispose of Equipment

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the disposal of the following items.

Washington Park School

Folding Tables (Broken/Unrepairable)	x 7

63. Adoption of the 2024-2025 School Budget

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board adopts and submits the 2024-2025 School budget as presented.

BE IT RESOLVED, by the Totowa Board of Education, County of Passaic, that the 2024-2025 school district budget be approved as follows:

BE IT FURTHER RESOLVED, that the following GENERAL FUND AND DEBT SERVICE tax levies be approved to support the 2024-2025 budget:

	General Fund	Special Revenues	Debt Service	Total
2024-2025 Total Expenditures	25,835,229	604,951	-	26,440,180
Less: Anticipated Revenues				
Fund Balance	6,725,546			
Additional Fund Bal.	-			
State Aid	1,241,752			
Tuition	175,000			
Semi	32,294			
Interest	100,025			
Total Anticipated Revenues	8,274,617	604,951	-	8,879,568
Taxes to be Raised	17,560,612	-	-	17,560,612

Motion for approval of item 49-63

MOTION: Mr. Kerwin
SECONDED: Ms. Carr
VOTE: Unanimous

64. Old Business

There was no old business.

65. New Business

There was no new business.

66. Hearing and Petition of Citizens

No citizens wished to be heard.

67. Other Matters of a Timely Nature

There was no other matters of a timely nature.

68. Adjournment

Upon motion by Mr. Kerwin and seconded by Mr. La Rose this meeting was adjourned at 8:07 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary