BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

04/27/2022

The Regular Meeting (Reorganization 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 April 27, 2022.

1. Call to Order

Board Secretary, Mr. Varcadipane called the meeting to order at 7:08 P.M.

Mr. Varcadipane led all present in the salute to the flag and remain standing for a moment of silence for our past and present troops.

2. 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.

3. Results of the 2022 Annual School Election

Mr. Varcadipane announced the following results of the annual School Election held on April 19, 2022: Mr. Gary Bierach, Mr. Joseph Parlegreco, and Ms. RoseMarie Carr were elected to three year terms. The current expense budget was approved by a vote of 458 to 138.

4. Oath of Office

Mr. Varcadipane administered the Oath of Office to Mr. Bierach, Mr. Parlegreco and Ms. Carr.

5. Roll Call

Members Present:	Ms. Alesandrelli 2024, Ms. Antonucci 2023, Mr. Bierach 2025, Ms. Carr 2025, Ms. DeCeglie 2023, Mr. Parlegreco 2025 and Mr. Reynoso 2023
Members Absent:	Mr. Kerwin 2024 and Mr. La Rose 2024
Also Present:	Patricia Capitelli, Superintendent of Schools
	Vincent Varcadipane, School Business Administrator/Board Secretary
Also Present:	Raymond B. Reddin, Board Attorney

6. Election of Board President

Mr. Varcadipane opened the floor to nominations for the office of Board President.

Ms. DeCeglie said at this time she would like to make a motion to nominate Ms. Antonucci.

Mr. Varcadipane asked Ms. Antonucci if he accepted the nomination.

Ms. Antonucci said yes, she would accept.

Mr. Varcadipane asked for a second.

Mr. Bierach seconded the nomination.

Mr. Varcadipane asked for any further nominations.

There were no other nominations. Mr. Varcadipane asked for a motion to close nominations and accept Ms. Antonucci as Board President.

Mr. Reynoso moved to close nominations, Ms. DeCeglie seconded closing nominations.

Mr. Varcadipane asked for a roll call.

Vote: Yes: Ms. Alesandrelli, Ms. Antonucci, Mr. Bierach, Ms. Carr, Ms. DeCeglie, Mr. Parlegreco, and Mr. Reynoso

7. Election of Board Vice President

Ms. Antonucci opened the floor for nominations for Vice President.

Ms. DeCeglie nominated Ms. Alesandrelli for the position of Vice President.

Ms. Antonucci asked Ms. Alesandrelli if she accepted the nomination.

Ms. Alesandrelli said she would accept the nomination.

Ms. Antonucci asked for a second on the nomination.

Mr. Bierach seconded the nomination.

Ms. Antonucci asked if there were any other nominations for Vice President.

There were no other nominations. Ms. Antonucci asked for a roll call.

Mr. Varcadipane asked for a roll call.

Vote: Yes: Ms. Alesandrelli, Ms. Antonucci, Mr. Bierach, Ms. Carr, Ms. DeCeglie, Mr. Parlegreco, and Mr. Reynoso

8. Board Committees

The newly elected Board President, Ms. Antonucci, appointed the following chairpersons and committees:

Building Committee	Education Committee	Finance Committee
Mr. Kerwin - Chairperson	Mr. Reynoso - Chairperson	Ms. Antonucci - Chairperson
Ms. Alesandrelli	Ms. Carr	Mr. Bierach
Mr. Parlegreco	Ms. DeCeglie	Ms. DeCeglie
Mr. La Rose		

9. Delegates and Alternatives

Ms. Antonucci asked for delegates for the Passaic County School Boards and the New Jersey School Boards Association.

Ms. Antonucci asked Mr. Bierach if he would be the delegate for the Passaic County School Boards Association and New Jersey School Boards Association.

Mr. Bierach accepted.

Ms. Antonucci recommended Ms. Carr to be the alternate.

Ms. Antonucci asked for a roll call.

Vote: Yes: Ms. Alesandrelli, Ms. Antonucci, Mr. Bierach, Ms. Carr, Ms. DeCeglie, Mr. Parlegreco, and Mr. Reynoso

10. Public to be Heard

There was no public to be heard.

11. Board Policies

The Superintendent recommends the Board approve all by-laws, policies, and regulations in existence. These by-laws, policies, and regulations will continue in force until superseded or executed.

12. Curricula

The Superintendent, in consultation with the Administrative Team, recommends the Board approve all curricula, textbooks, workbooks, and materials relative to the New Jersey Student Learning Standards.

13. Appointment – Board Secretary

The Superintendent recommends the Board appoint Vincent Varcadipane as Board Secretary for the period of July 1, 2022, through June 30, 2023.

14. Appointment – Acting Board Secretary for Emergency Purposes

The Superintendent recommends the Board appoint Domenic Picarelli as Acting Board Secretary for emergency purposes for the period of July 1, 2022, through June 30, 2023.

15. Appointment – Treasurer of School Monies

The Superintendent recommends the Board appoint Lisa Nash as the Treasurer of School Monies for the period of July 1, 2022, through June 30, 2023, at the budgeted figure.

16. Appointment – Auditor

The Superintendent recommends the Board appoint the firm of Lerch, Vinci, and Higgins of Fair Lawn as School Auditors for the period of July 1, 2022, through June 30, 2023.

17. Appointment – Special Counsel

The Superintendent recommends the Board appoint Adams, Gutierrez & Lattiboudere, LLC as Special Counsel to the Totowa School District for the period of July 1, 2022, through June 30, 2023.

18. Appointment – Attorney

The Superintendent recommends the Board appoint Raymond B Reddin, Esq. as School Board Attorney for the period of July 1, 2022, through June 30, 2023.

19. Negotiator

The Superintendent recommends the Board appoint Raymond B. Reddin, Esq. as negotiator for the Totowa School District for the period of July 1, 2022, through June 30, 2023.

20. Appointment – School Medical Examiner

The Superintendent recommends the Board appoint Dr. Marzena Odorczuk as School Medical Examiner for the period of July 1, 2022, through June 30, 2023.

21. Appointment – Attendance Officer

The Superintendent recommends the Board appoint Gladys Campanile as Attendance Officer for the 2022 – 2023 school year.

22. Appointment – Acting Attendance Officer

The Superintendent recommends the Board appoint Danielle Berdan as the acting Attendance Officer for emergency purposes for the 2022 – 2023 school year.

23. Approval – Job Descriptions

The Superintendent, in consultation with the Administrative Team, recommends the Board approve all job descriptions.

24. Designation of District Newspaper

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following newspaper for its legal advertisements:

North Jersey Media Group
1 Garrett Mountain Plaza
PO Box 471
Woodland Park, NJ 07424

25. Bank Depositories

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following list of bank depositories for the period of July 1, 2022, through June 30, 2023, and further approve authorized signatures:

Valley Bank	Totowa
Lakeland Bank	Totowa

26. Appointment – Investment Officer

The Superintendent recommends the Board appoint Vincent Varcadipane as the Investment Officer for the 2022 – 2023 school year.

27. Appointment – Public Agency Compliance Officer

The Superintendent recommends the Board appoint Vincent Varcadipane as the Public Agency Compliance Officer for the 2022 – 2023 school year.

28. Approval – Chart of Accounts

The Superintendent recommends the Board approve the existing chart of accounts, unless modified by the Board of Education, in accordance with the applicable by-laws, policies, and/or rules and regulations for the 2022 – 2023 school year.

29. Appointment – Safety and Health Designee

The Superintendent recommends the Board appoint Vincent Varcadipane as the Safety and Health Designee for the 2022 – 2023 school year.

30. Representative – Northern Region Educational Services Commission

It is recommended that Patricia Capitelli be appointed as a board representative to the Northern Region Educational Services Commission.

31. Alternate Representative – Northern Region Educational Services Commission

The Superintendent recommends the Board appoint Lauren Terranova as an alternate board representative to the Northern Region Educational Services Commission.

32. Contracts

The Superintendent recommends the Board honor all contracts presently in existence. These contracts will continue to be in force until superseded or executed.

33. Appointment – Purchasing Agent

The Superintendent recommends the Board appoint Vincent Varcadipane as the Purchasing Agent and authorization to award contracts up to the bid threshold and set quote threshold at 15% of the bid threshold amount.

34. Appointment – School Safety Specialist

It is recommended the Board appoint Patricia Capitelli as the School Safety Specialist for the 2022 – 2023 school year.

35. Appointment – Student Safety Officer

The Superintendent recommends the Board appoint Lauren Terranova as the Student Safety Officer for the 2022 – 2023 school year.

36. Appointment – NJSMART Point of Contact

The Superintendent recommends the Board appoint Alvin Cheng as the NJSMART Point of Contact for the 2022 – 2023 school year.

37. Appointment – District Anti-Bullying Coordinator

It is recommended the Board appoint Patricia Capitelli as the District Anti-Bullying Coordinator for the 2022 -2023 school year.

38. Appointment – HIB Anti-Bullying Coordinators

The Superintendent recommends the Board appoint Joseph Compel (Memorial School) and David Bower (Washington Park School) as the HIB Anti-Bullying Coordinators for the 2022 – 2023 school year.

39. Appointment – HIB Anti-Bullying Specialist

The Superintendent recommends the Board appoint Maggie Morris (Memorial School) and Timothy Tracy (Washington Park School) as the HIB Anti-Bullying Specialists for the 2022 -2023 school year.

40. Appointment – Affirmative Action Officer/504 Compliance Officer

The Superintendent recommends the Board appoint Debra Barone as the Affirmative Action Officer/504 Compliance Officer for the 2022 – 2023 school year.

41. Appointment – Substance Abuse Coordinator

The Superintendent recommends the Board appoint Lauren Terranova as the Substance Abuse Coordinator for the 2022 – 2023 school year.

42. Appointment – Right to Know Officer

The Superintendent recommends the Board appoint Vincent Varcadipane as the Right to Know Officer for the 2022 – 2023 school year.

43. Appointment – Integrated Pest Management Coordinator

The Superintendent recommends the Board appoint Vincent Varcadipane as the Integrated Pest Management Coordinator for the 2022 – 2023 school year.

44. Appointment – Officer of Public Records

The Superintendent recommends the Board appoint Vincent Varcadipane as the Officer of Public Records for the 2022 – 2023 school year.

45. Appointment – LEA New Jersey Student Learning Assessments Coordinator

The Superintendent recommends the Board appoint Lauren Terranova as the LEA New Jersey Student Learning Assessments Test Coordinator for the 2022 – 2023 school year.

46. Appointment – LEA New Jersey Student Learning Assessments IT Contact

The Superintendent recommends the Board appoint Alvin Cheng as the IT Contact for the LEA New Jersey Student Learning Assessments for the 2022 – 2023 school year.

47. Appointment – ESSA Coordinator

The Superintendent recommends the Board appoint Joseph Compel as the ESSA Coordinator for the 2022 – 2023 school year.

48. Appointment – Data Coordinator

The Superintendent recommends the Board appoint Alvin Cheng as the Data Coordinator for the 2022 – 2023 school year.

49. Appointment – District Technology Coordinator

The Superintendent recommends the Board appoint Alvin Cheng as the District Technology Coordinator for the 2022 – 2023 school year.

50. Appointment – District Liaison with Law Enforcement

The Superintendent recommends the Board appoint Lauren Terranova as the District Liaison with Law Enforcement for the 2022 – 2023 school year.

51. Appointment – District Educational Stability Liaison

The Superintendent recommends the Board appoint Lauren Terranova as the District Educational Stability Liaison for the 2022 – 2023 school year.

52. Appointment – District Homeless Education Liaison

The Superintendent recommends the Board appoint Aldo Deodino as the District Homeless Education Liaison for the 2022 – 2023 school year.

53. Appointment – District Bilingual/ESL Point of Contact

The Superintendent recommends the Board appoint Lauren Terranova as the District Bilingual/ESL Point of Contact for the 2022 – 2023 school year.

54. Appointment – District Testing Coordinator

The Superintendent recommends the Board appoint Lauren Terranova as the District Testing Coordinator for the 2022 – 2023 school year.

55. Appointment – State Testing Coordinator

The Superintendent recommends the Board appoint Lauren Terranova as the State Testing Coordinator for the 2022 – 2023 school year.

56. Appointment – Early Childhood Contact

The Superintendent recommends the Board appoint Aldo Deodino as the Early Childhood Contact for the 2022 – 2023 school year.

57. Appointment – Intervention and Referral Services Coordinators

The Superintendent recommends the Board appoint Joseph Compel (Memorial School) and David Bower (Washington Park School) as the Intervention and Referral Services Coordinator for the 2022 – 2023 school year.

58. Readoption – Evaluation Instruments for Administrators

The Superintendent recommends the Board readopt the evaluation instruments for all of the Administrators of the Totowa School District for the 2022 – 2023 school year.

59. Readoption – Evaluation Instruments for Teachers

The Superintendent recommends the Board readopt the evaluation instrument for the teaching staff members of the Totowa School District for the 2022 – 2023 school year.

60. Readoption – Evaluation Instruments for Other Certified and Non-Certified Staff Members

The Superintendent recommends the Board readopt the evaluation instruments for all other certified and non-certified staff members of the Totowa School District for the 2022 – 2023 school year.

61. Pay Rates – 2022/2023 School Year

The Superintendent recommends the Board approve the following per diem, hourly, and substitute rate of pay for the 2022 – 2023 school year:

Substitute Teachers

Priority I	$125.00 per day
Priority II	$110.00 per day
Bedside Teacher	$ 35.00 per hour

62. Approval of Petty Cash Funds

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the following Petty Cash Accounts:

Petty Cash Checking Account	$1,000.00	Vincent Varcadipane
Business Office Petty Cash Fund	$ 100.00	Domenic Picarelli
Memorial School Petty Cash Fund	$ 100.00	Joseph Compel
Superintendent's Office Petty Cash Fund	$ 100.00	Pam Steinhilber

63. Mentoring Plan 2022 – 2023

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Totowa School District Mentoring Plan for the 2022 – 2023 school year.

64. Approval of Public Meeting Schedule

The Superintendent recommends the Board approve the following tentative Public Meeting Schedule for the 2022 – 2023 school year:

May 25, 2022	June 22, 2022
July 27, 2022	August 31, 2022
September 21, 2022	October 19, 2022
November 16, 2022	December 14, 2022
January 18, 2023	February 15, 2023

February 22, 2023 – Budget Approval (Tentative)
March 22, 2023 – Public Hearing (Tentative)
April 26, 2023 – Reorganization (Tentative)

65. Professional Days

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submitted Professional Days as per the attached.

66. Instructional Resource List

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Totowa School District Instructional Resource List for the 2022 – 2023 school year.

67. Policy & Regulation 5600 – Student Discipline/Code of Conduct

The Superintendent presents to the Board the readoption of the Policy & Regulation 5600 – Student Discipline/Code of Conduct.

68. Parliamentary Procedure

The Superintendent recommends the Board approve Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to the parliamentarians for the 2022 – 2023 school year.

69. Special Education Summer School Placements

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the following Special Education summer school placements:

Student #	Program	Dates	Transportation*
OOD181901	P.G. Chambers School	7/5 – 8/15	Yes
OOD192001	South Bergen Jointure Commission—Maywood Campus	TBD	Yes
OOD192002	Shepard School	7/1 – 8/12	Yes
O-20-21-01	New Beginnings	7/5 – 8/15	Yes
O-18-19-01	Sage Day School	6/27 – 7/29	Yes

*Transportation to be provided by the Northern Region Educational Services Commission.

70. Out-of-District Placements

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the following out-of-district placements for the 2022 – 2023 school year:

Student #	Placement	Transportation*
OOD181901	P.G. Chambers School	Yes
OOD192001	South Bergen Jointure Commission Maywood Campus	Yes
OOD192002	Shepard School	Yes
O-20-21-01	New Beginnings	Yes
O-18-19-01	Sage Day School	Yes

*Transportation to be provided by the Northern Region Educational Services Commission.

71. Bayada Pediatrics Contract

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the contract with Bayada Pediatrics to provide a Registered School Nurse, as needed, on a substitute basis for the 2022 - 2023 school year at the rate of $60 per hour.

72. Northern Region Educational Services Commission Contract

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the contract for Child Study Team Evaluations with the Northern Region Educational Services Commission on an as needed basis for the 2022 - 2023 school year.

73. Northern Region Educational Services Commission Contract

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the contract with the Northern Region Educational Services Commission to provide Occupation Therapy, Physical Therapy, and Speech/Language Therapy Services on an as needed basis for the 2022 – 2023 school year.

74. Home Life Skills Programming

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Home Life Skills Programming instruction for the period Friday, July 1, 2022, through Friday, August 12, 2022, to be provided by Toni Malatesta, payment to be made through the Northern Region Educational Services Commission.

75. Home Life Skills Programming

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Home Life Skills Programming consultation/instruction for the period Friday, July 1, 2022, through Friday, August 12, 2022, to be provided by Alycia Desmond, Carley Fleres, Gina McQuin, and Erica Wolpert.

76. Home Instructors

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Erica Wolpert, Gina McQuin, Carley Fleres, and Alycia Desmond as Home Instructors for the 2022 – 2023 school year on an as-needed bases.

77. Special Education Bus Aides

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Joanne Schwartz, Toni Malatesta, and Cathy Daniele (substitute) as Bus Aides for the Totowa Public Schools bus for the 2022 – 2023 school year. Payment will be made through the Northern Region Educational Services Commission.

78. Posting – Supervisor of Building and Grounds

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Supervisor of Building and Grounds.

79. Posting – Confidential Secretary

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

80. Calendar Revisions

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

Thursday, May 12, 2022	First Grade Spring Concert – 5:30 P.M. – WPS
Thursday, May 12, 2022	Second Grade Spring Concert – 6:30 P.M. - WPS
Thursday, May 12, 2022	Third Grade Spring Concert – 7:30 P.M. – WPS
Wednesday, May 18, 2022	1:20 P.M. Dismissal 8th Grade Students
Friday, May 20, 2022	Schools Closed
Tuesday, June 14, 2022	Kindergarten Moving On – 6:00 P.M.
Wednesday, June 15, 2022	Kindergarten Moving On (Rain Date) – 6:00 P.M.

81. Cultural Arts Inhouse Program

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following cultural arts in house program, to be held on May 24, 2022, and sponsored by the Totowa Municipal Alliance:

BULLY NO MORE – YoJo Show - Grades Kindergarten through 3

There will be two (2) shows, one at 9:30 A.M. and one at 10:30 A.M. The entire cost will be paid for by the Totowa Municipal Alliance.

82. Bus Evacuation Drill

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Bus Evacuation Drill at Washington Park School on Tuesday, April 19, 2022, with the Totowa Bus, conducted by Lauren Terranova.

83. Bus Evacuation Drill

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Bus Evacuation Drill at Memorial School on Thursday, April 21, 2022, with the Totowa Bus, conducted by Lauren Terranova.

84. Field Trip

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following field trip:

Grade 8
Fairview Lake YMCA Newton, New Jersey May 31st – 9 A.M. – 6 P.M.

85. Use of Facilities – Totowa Education Foundation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa Education Foundation to use the facilities as follows:

Kops-4-Kids Program	July 1, 2022, through June 30, 2023
After School Enrichment Programs	July 1, 2022, through June 30, 2023
Spring Musical	November 1, 2022 through March 31, 2023

86. Use of Facilities – Totowa Board of Recreation

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa Board of Recreation to use the Washington Park School Field for Totowa Day's Bounce Houses as follows:

Friday, June 10, 2022	3:30 P.M. to 11:00 P.M.
Saturday, June 11, 2022	6:00 A.M. to Midnight

86. Use of Facilities – P.T.O Spring Flower and Veggie Pickup

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the P.T.O. to use the Washington Park School parking lot on Monday, May 23, 2022, from 4:00 P.M. to 7:00 P.M. for Spring Flower and Veggie pickup.

Motion for approval of items 11-86

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

87. Informational

Passaic Valley Elk's Essay Contest
8th Grade Trip
Kindergarten Moving On

Dates for Your Information:

April 28	PTO Casino Night
May 2 - 6	Grades 4 – 5 New Jersey Student Learning Assessment
May 9 – 13	Grades 6 – 8 New Jersey Students Learning Assessment
May 12	Grade 1 Spring Concert – 5:30 P.M. WPS
May 12	Grade 2 Spring Concert – 6:30 P.M. WPS
May 12	Grade 3 Spring Concert – 7:30 P.M WPS
May 13	Progress Reports Grades 5 - 8 Online
May 16 – 18	Grades 5 & 8 New Jersey Student Learning Assessment – Science
May 17	Spring Concert WPS
May 17	MS Field Day
May 18	1:20 P.M. Dismissal 8th Grade Students; 8th Grade Dance
May 20	Schools Closed
May 24	Youth Week Town Council
May 25	Board of Education Meeting – Youth Week - 7 P.M. WPS

Use of Field:

May P.A.L. Baseball and Softball Mon. – Fri. 5:00 P.M. – Dusk
Sat. – Sun. 9:00 A.M. - Dusk

Attachments:

Reports:

Discipline Reports

88. Committee Reports

Ms. Antonucci stated committee meetings were not held.

89. 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 7:21 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately thirty (30) minutes and no action will be taken.

Motion for approval of item 89
MOTION: Mr. Reynoso
SECONDED: Ms. Alesandrelli
VOTE: Unanimous

The Board returned from executive session at 8:02 P.M.

90. Appointment & Salary Guide Placement Tenured Teaching Staff and Assignments

The Superintendent, in consultation with the Administrative Team, recommends the appointment, assignment, and salary placement of the tenured teaching staff members consistent with the enclosed attachment.

91. Appointment & Salary Guide Placement Non-Tenured Teaching Staff and Assignments

The Superintendent, in consultation with the Administrative Team, recommends the appointment, assignment, and salary placement of the non-tenured teaching staff members consistent with the enclosed attachment.

92. Appointment & Salary Guide Placement Tenured Administrators and Assignments

The Superintendent recommends the appointment, assignment, and salary placement of the tenured administrators consistent with the enclosed attachment.

93. Appointment & Salary Guide Placement Non-Tenured Administrator and Assignment

The Superintendent recommends the appointment, assignment, and salary placement of the non-tenured administrator consistent with the enclosed attachment.

94. Appointment & Salary Guide Placement Tenured Administrative Assistants and Assignments

The Superintendent, in consultation with the Administrative Team, recommends the appointment and assignment of the tenured administrative assistants consistent with the enclosed attachment.

95. Appointment & Salary Guide Placement Tenured Custodial Engineers and Assignments

The Superintendent, in consultation with the Administrative Team, recommends the appointment, assignment, and salary placement of the tenured custodial engineers consistent with the enclosed attachment.

96. Appointment & Salary Guide Placement Non-Tenured Custodial Engineers and Assignments

The Superintendent, in consultation with the Administrative Team, recommends the appointment, assignment, and salary placement of the non-tenured custodial engineers consistent with the enclosed attachment.

97. Appointment & Salary Guide Placement Technology Coordinators

The Superintendent, in consultation with the Administrative Team, recommends the appointment, assignment, and salary placement of the technology coordinators consistent with the enclosed attachment.

98. Appointment – Part-time Speech/Language Therapist

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Julie Levy as Part-time Speech/Language Therapist for the 2022 – 2023 school year at the rate of $80 per hour for approximately twenty-five (25) hours per week. If additional hours are needed, they must be pre-approved by the Superintendent.

99. Appointment – Part-time Occupational Therapist

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Alisha Romano as Part-time Occupational Therapist for the 2022 – 2023 school year at the rate of $80 per hour for approximately twenty (20) to twenty-five (25) hours per week. If additional hours are needed, they must be pre-approved by the Superintendent.

100. Appointment – Part-time Physical Therapist

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Nicole Fennell as Part-time Physical Therapist for the 2022 – 2023 school year at the rate of $80 per hour for approximately twenty (20) to twenty-five (25) hours per week. If additional hours are needed, they must be pre-approved by the Superintendent.

101. Appointment – Part-time Occupational Therapist

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Susan Fruhbeis as Part-time Occupational Therapist for the 2022 – 2023 school year at the rate of $80 per hour for approximately twenty-five (25) hours per week. If additional hours are needed, they must be pre-approved by the Superintendent.

102. Appointment – Part-time Behavior Analyst

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Erica Minde as Part-time Behavior Analyst for the 2022 – 2023 school year at the rate of $80 per hour not to exceed twenty-nine and one-half (29.5) hours per week. If additional hours are needed, they must be pre-approved by the Superintendent.

103. Appointment – Part-time Custodian

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint James Buttimore as part-time Custodian for the 2022 – 2023 school year for six (6) hours per day at a salary of $24,530.

104. Appointment – School Bus Driver

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Donna Alvino as school bus driver for the 2022 – 2023 school year at a rate of $26 per hour not to exceed twenty-nine and one-half (29.5) hours per week.

105. Reappointment – School Aides

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reappointment of School Aides for the 2022 -2023 school year as per the attached.

106. CST Summer Hours

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Danielle Berdan, Psychologist, and Gladys Campanile, Social Worker, for summer services as needed, from Monday, June 27, 2022 - Thursday, July 28, 2022, not to exceed fifty (50) hours at the prorated individual hourly per diem based on the 2021-2022 salary guide and Debra Barone, Guidance, not to exceed ten (10) hours.

The Superintendent, in consultation with the Director of Special Education, further recommends the Board approve Related Services Providers, Alicia Romano, OT, Susan Frehbeis, OT, Nicole Fennell, PT, Julie Levy, Speech, and Erica Minde, Behaviorist, at the rate of $80 per hour and Maggie Morris, Speech, at the prorated individual hourly per diem based on the 2021-2022 salary guide with cap on an as needed basis during the summer to do evaluations and/or attend meetings.

107. Renewal of Agreement with the Totowa Police Department 2022 -2023

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the renewal of the position Police Officers (Armed). All Police Officers will be New Jersey State Certified, active members of the Totowa Police Department, and live in the Borough of Totowa. Police Officers will be compensated $40 per hour.

108. Retirement – Beverly Luciano

The Superintendent recommends the Board accept with regret the retirement of Beverly Luciano, School Nurse, for the Totowa School District effective June 30, 2022.

Motion for approval of item 90-108
MOTION: Mr. Reynoso
SECONDED: Mr. Bierach
VOTE: Unanimous

109. Code of Ethics

Ms. Antonucci led the board in a discussion in regard to the code of ethics.

110. Approval of Minutes- March 28, 2022 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of March 28, 2022, as presented.

Motion for approval of item 110
MOTION: Mr. Reynoso
SECONDED: Mr. Bierach
VOTE: Unanimous

111. Approval of Minutes- March 28, 2022 – 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 28, 2022, as presented.

Motion for approval of item 111
MOTION: Ms. Alesandrelli
SECONDED: Ms. DeCeglie
VOTE: Unanimous

112. Approval of Bills List – April

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

113. Acceptance of Financial Status Report – March

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of March 2022, as presented.

114. Monthly Financial Certification of the Board Secretary and the Board of Education – March

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2021-2022 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.

115. Acceptance of Bank Reconciliations – March

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of March 2022, as presented.

116. Acceptance of Board Secretary Report – March

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of March 2022, as presented.

117. Acceptance of Treasurer of School Monies Report – March

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of March 2022, as presented.

118. Acceptance of Financial Summary Report – March

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of March 2022, as presented.

119. Approval of Line-Item Budget Transfers – March

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 March 2022, as presented. (See Attachment #1 Monthly Transfer Report)

120. Acceptance of Revenue Report – March

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of March 2022, as presented.

121. 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 #912031822	1482	$ 5,515.02
Pomptonian Food Service	Invoice #912033122	1483	$ 19,651.27
Pomptonian Food Service	Invoice #912032522	1484	$ 6,629.28
MAP Restaurant Supplies	Invoice #103002901	1485	$ 4,862.88
Service Plus Inc.	Invoice #1014971-IN	1486	$ 197.90
Service Plus Inc.	Invoice #1014935-IN	1487	$ 184.95

122. Approval of Public Notice Schedule for 2022-2023

In accordance with the "Open Public Meeting Act" P.L. 1976, effective January 19, 1976, be it known that the Board of Education, Borough of Totowa, New Jersey files public notice of its Regular Meetings and causes it to be posted as indicated:

Clerk's office of the Borough of Totowa
Dwight D. Eisenhower Public Library
North Jersey Herald News/The Record

123. Authorized Check Signatures – Student Activity, School Store and Donation Accounts

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the authorized check signatures.

Washington Park Student Activity – Ms. Patricia Capitelli, Mr. David Bower, and Ms. Barbara Filan
Washington Park School Store - Ms. Patricia Capitelli, Ms. Pamela Steinhilber and Ms. Lauren Terranova
Washington Park School Donation - Ms. Patricia Capitelli, Ms. Pamela Steinhilber and Ms. Lauren Terranova
Memorial School Store – Mr. Joseph Compel, Ms. Pat Voorhis and Mr. Vincent Varcadipane
Memorial School Student Activity – Mr. Joseph Compel, Ms. Pat Voorhis and Mr. Vincent Varcadipane

124. Authorized Check Signatures – School Accounts

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the authorization of the Board President, School Business Administrator and Treasurer of School Monies to sign checks for all school district's checking accounts.

125. Approval of Tax Shelter Annuities

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following tax shelter annuities.

Valic
Equitable
Metropolitan Life
Lincoln National

126. Integrated Pest Management Coordinator

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends that the Board approve Mr. Varcadipane as the 2022-2023 Integrated Pest Management Coordinator. Mr. Varcadipane will be responsible for implementation of the school district's Integrated Pest Management Policy.

127. Approval of Code of Ethics

The Superintendent, in consultation with the Business Administrator recommends the Board approve the Code of Ethics for School Board Members. A signed copy of the acknowledgment of receipt is kept in the Board Office. (See Attachment #2)

128. Approval of Requisition of Taxes for 2022-2023

Year	Month	Current Expense	Debt Service
2022	July	$ 1,402,394.92	
2022	August	1,402,394.92	
2022	September	1,402,394.92	
2022	October	1,402,394.92	
2022	November	1,402,394.92	
2022	December	1,402,394.92	
2023	January	1,402,394.92	
2023	February	1,402,394.92	
2023	March	1,402,394.92	
2023	April	1,402,394.92	
2023	May	1,402,394.92	
2023	June	1,402,394.88	
	TOTAL	$ 16,828,739.00	

129. Approval of Termite and Pest Control Contract

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the Termite and Pest Control Contract with Viking Inc for the 2022 -2023 school year.

Washington Park School - $80.64 per visit
Memorial School - $62.72 per visit

130. Approval of Heating and Air Conditioning Service Agreement

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the heating and air conditioning service agreement with Warmaire Conditioning LLC, West Milford, N.J. in the amount of $18,800.00 at Washington Park School and $5,400.00 at Memorial School for the 2022-2023 school year for all labor and routine maintenance, adjustments, cleaning and filters.

131. Renewal of Lawn Care Service

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the renewal of the lawn care service contract with Spinella Landscaping, Totowa, N.J. for the 2022-2023 school year.

Washington Park School $ 100.00 per cut, 28 cuts – 2,800.00
Memorial School $ 90.00 per cut, 28 cuts –2,520.00

132. Approval of New Jersey School Boards Insurance Group – Educational Risk and Insurance Consortium – West

The Superintendent, in consultation with the School Business Administrator Board/ Secretary, recommends the Board approve the New Jersey School Boards Insurance Group Educational Risk and Insurance Consortium - West for the school years 2022-2023.

133. Approval of Insurance Broker

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve Hanson & Ryan Inc.as the Broker for the New Jersey School Boards Insurance Group Educational Risk and Insurance Consortium – West for the school year 2022-2023.

134. Approval of Hunterdon County Educational Services Commission Cooperative Pricing System

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve Hunterdon County Educational Services Commission (HCESC) for purchases through their cooperative pricing system for 2022-2023 school year, as needed.

135. Approval of The Educational Services Commission of New Jersey Cooperative Pricing System

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve The Educational Services Commission of New Jersey (ESCNJ) for purchases through their cooperative pricing system for 2022-2023 school year, as needed.

136. Approval of Sourcewell Cooperative Pricing System

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the Sourcewell Cooperative Pricing System, previously, National Joint Powers Alliance (NJPA) for purchases through their cooperative pricing system for 2022-2023 school year, as needed.

137. Approval of Lawn Care Program Services

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve Lawn Doctor of 10 Park Place, Butler NJ 07405 in the amount of $4,642.50 for lawn care program services for the 2022-2023 school year.

138. Approval of Information Technology Database – Realtime

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board approve the information technology database for student information to Realtime, Toms River, New Jersey for the 2022-2023 school year in the amount of $21,756.51. This cost includes the special education management/IEP writer and notification/alert system.

139. Approval of Contract – Strauss Esmay Associates

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve Strauss Esmay Associates, Toms River, New Jersey for policy alert, support system and DISTRICTOnline Maintenance fee in the amount of $4,340.00 for the 2022 -2023 school year.

140. Approval of Fire Alarm Monitoring

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve Commercial Protective Systems, Inc. to monitor Washington Park and Memorial School fire alarms for the 2022-2023 school year.

Washington Park School – $528.75 per quarter or $2,115.00 per year
Memorial School - $420.00 per quarter or $1,680.00 per year

141. Approval of 2022-2023 Purchasing Manual

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the 2022-2023 Purchasing Manual. (See attachment #3)

142. Approval of Right To Know and Hazard Communication Services Contract

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board award the 2022-2023 Right To Know Services and Hazard Communication contract to Rullo & Juillet Associates, Inc, Cedar Grove, N.J. in the amount of $3,017.00. Additional Right to Know Survey filing is $440.00; PEOSH Hazard Communication training sessions will be $750.00 for initial and $650.00 for update training.

143. Approval of Asbestos Inspection Contract

The Superintendent, in consultation with the School Business Administrator Board Secretary, recommends the Board award the 2022-2023 asbestos inspection contract to Briggs Associates, Bordentown, N.J.

Six Month Inspection	$ 300.00 or $600.00 per year
3 Year Inspections	$ 300.00

144. Approval of Fixed Assets and Accounting Controls – Industrial Appraisal

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve Industrial Appraisal; Pittsburgh, Pennsylvania for the completion inventory and valuation fixed assets report in the amount of $345.00 in the 2022-2023 school year.

145. Approval of System 3000 Annual Software License Agreement and Remote Requisition

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the software license agreement System 3000 financial applications and remote requisition, payroll and personnel with System 3000 Incorporated at a price of $19,453.00 for the 2022-2023 school year. The fee for hosting and backup services for 2022-2023 school year will be $5,836.00.

146. Approval of Sourcewell Contract – Staples

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve Staples, Sourcewell # 012320-SCC. Staples will be used to order school supplies for the 2022-2023 school year.

147. Approval of Boiler Cleaning and Repairs

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve CJ Vanderbeck, Paterson, N.J. to clean and inspect Washington Park and Memorial School boilers for the amount of $3,200.00 for the 2022-2023 school year.

148. Approval of 2022-2023 Shared Service Agreements NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the 2022-2023 shared service agreements with Northern Region Educational Services Commission, Wayne for school Home Instruction, Bus Aides, Educational Evaluations and Occupational Therapy, Speech Therapy, Educational Evaluations, IEPs and Meeting Attendance. (See Attachment #4)

149. Approval of Waste Removal Services Contract

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve Gaeta Recycling Co. Inc. of 278 West Railway Ave, Paterson NJ 07503 in the amount of $16,254.00 for waste removal services for the 2022-2023 school year.

150. Approval of 2022-2023 Memorial School IPM Plan

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the 2022-2023 Memorial School IPM Plan as presented. (See Attachment #5)

151. Approval of 2022-2023 Washington Park School IPM Plan

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the 2022-2023 Washington Park School IPM Plan as presented. (See Attachment #6)

152. Approval of Totowa Schools Standard Operating Procedures and Internal Controls

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the Totowa Public Schools Standard Operating Procedures and Internal Controls for the 2022-2023 school year. (See attachment #7)

153. Approval of Elevator Service Contract

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the service contract to Arrow Elevator Inc., Vernon, N.J. for the 2022-2023 school year at a cost of $6,480.00.

154. Approval of IDEA-B Non-Public Services – Northern Region Educational Service Commission

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the contract with Northern Region Educational Services Commission to provide IDEA-B Non-Public Services for the 2022-2023 school year to The Academy of St. James. (Attachment #8)

155. Approval of 2022-2023 Agreement with NRESC Non-Public Nursing

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the letter of agreement with NRESC to provide a Registered School Nurse, as needed, or on a substitute basis for the 2022-2023 school year based upon state appropriate funds. (Attachment #9)

156. Approval of Chapters 192/193 Non-Public Services – Northern Region Educational Service Commission

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the contract with Northern Region Educational Services Commission to provide Chapters 192/193 Non-Public Services for the 2022-2023 school year to The Academy of St. James. (Attachment #10)

157. Approval of Out of District Contracts 2022-2023

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contracts, for student O-21-22-01, to Sage Alliance for the 2022-2023 school year, $68,900.00, and ESY $4,175.00.

158. Approval of Lerch, Vinci & Higgins, LLP Engagement Letter

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the engagement letter for the 2021-2022 school year audit by Lerch, Vinci & Higgins, LLP. (Attachment #11)

159. Approval of Medical Examiner Agreement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve Dr. Marzena Odorczuk, Totowa, N.J. to administer medical tests and vaccines in the amount of $5,000.00 plus $125.00 per Mantoux, $20.00 per drug test and $110.00 per Hepatitis B vaccine.

160. Approval of Innovation Designs for Education

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the custom designed professional development plan, consultation, and IDE portal subscriptions for the 2022-2023 school year. The IDE professional development plan and subscriptions will help improve classroom strategies that raise academic rigor, student engagement, student responsibility for learning and strategies on infusing technology with the district's 1:1 initiative.

161. Approval of Gym Floor Recoating

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve J&J Gym Floors of Wayne, N.J. to recoat the gym floor at Washington Park School in the amount of $2,925.00 for the 2022-2023 school year.

162. Approval of Synthetic Turf Maintenance Proposal

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve Keystone Sports Construction of Pennsylvania to maintain the synthetic turf field at Washington Park School in the amount of $12,000.00 for the 2022-2023 school year.

163. Approval of Student Assessment Tool – LinkIt!

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board approve the student assessment tool to LinkIt!, New York, New York for the 2022-2023 school year in the amount of $20,394.00.

164. Approval of the ARP Homeless Children and Youth II Grant

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the ARP Homeless Children and Youth II Grant Application in the amount of $2,958.00. The Totowa School District will join a regional consortium to spend the allocated money.

165. Approval of The Northern Region Educational Services Commission Cooperative Pricing System

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve The Northern Region Educational Services Commission (NRESC) for purchases through their cooperative pricing system for 2022-2023 school year, as needed.

166. Approval of Travel Expense – 2021-2022 Annual NJASBO Conference

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the travel expense for the 2021-2022 Annual NJASBO Conference in Atlantic City for Mr. Vincent Varcadipane, SBA/Board Secretary. Total expense for the trip will be roughly $531.00.

167. Approval of Out of District Contracts 2022-2023

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contracts, for student O-20-21-01, to New Beginnings for the 2022-2023 school year, $76,905.92, and ESY $12,676.80 and an aide for the school year at $ 46,410.00 and ESY $7,650.00.

168. Approval Memorandum of Agreement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the memorandum of agreement with Bergen County Special Services to join a consortium led by BCSS to spend the ARP Homeless Children and Youth II Grant funds. Allocations under $5,000 are required to join a consortium in order to use the money allocated to their district.

169. Approval of Raymond Reddin Board Attorney Agreement

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the retainer letter for board counsel from Raymond Reddin of Reddin Masri LLC for the 2022-2023 school year. (Attachment #12)

170. Approval of ACES Cooperative Pricing System

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the ACES Cooperative Pricing System through NJSBA for purchases through their cooperative pricing system for the 2022-2023 school year, as needed.

Motion for approval of items 112-170

MOTION: Ms. Alesandrelli
SECONDED: Ms. DeCeglie
VOTE: Unanimous (Mr. Bierach & Mr. Parlegreco abstained from PO 22-1502 on item #112 Bills List.)

171. Old Business

There was no old business.

172. New Business

There was no new business.

173. Hearing and Petition of Citizens

No citizens wished to be heard.

174. Other Matters of a Timely Nature

There was no other matters of a timely nature.

175. Adjournment

Upon motion by Mr. Reynoso and seconded by Ms. DeCeglie this meeting was adjourned at 8:12 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary