BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

04/28/2021

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 and in accordance with N.J.S.A. 10:48-8(b), and guidance from the NJ Department of Community Affairs Division of Local Government Services via Zoom on April 28, 2021.

1. Call to Order

Board Secretary, Mr. Varcadipane called the meeting to order at 7:07 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 2021 Annual School Election

Mr. Varcadipane announced the following results of the annual School Election held on April 20, 2021: Mr. Gregory La Rose, Mr. Kenneth Kerwin, and Ms. Julie Alesandrelli were elected to three year terms. The current expense budget was approved by a vote of 539 to 151.

4. Oath of Office

Mr. Varcadipane administered the Oath of Office to Mr. La Rose, Mr. Kerwin and Ms. Alesandrelli.

5. Roll Call

Members Present:	Ms. Alesandrelli 2024, Ms. Antonucci 2023, Mr. Bierach 2022, Ms. DeCeglie 2023, Mr. Kerwin 2024, Mr. La Rose 2024, and Mr. Tangora 2022
Members Absent:	Ms. Carr 2022 and Mr. Reynoso 2023
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.

Mr. Bierach 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.

Ms. DeCeglie 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. Tangora moved to close nominations, Mr. Bierach seconded closing nominations.

Mr. Varcadipane asked for a roll call.

Vote: Yes: Ms. Alesandrelli, Ms. Antonucci, Mr. Bierach, Ms. DeCeglie, Mr. Kerwin, Mr. La Rose and Mr. Tangora

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. DeCeglie, Mr. Kerwin, Mr. La Rose and Mr. Tangora

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. Tangora	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. DeCeglie, Mr. Kerwin, Mr. La Rose and Mr. Tangora

10. Code of Ethics

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

11. Public to be Heard

There was no public to be heard.

12. 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.

13. 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.

14. Appointment - Board Secretary

The Superintendent recommends the Board appoint Vincent Varcadipane as Board Secretary for the period of July 1, 2021, through June 30, 2022.

15. 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 July 1, 2021, through June 30, 2022.

16. Appointment - Treasurer of School Monies

The Superintendent recommends the Board appoint Lisa Nash as Treasurer of School Monies for the period of July 1, 2021, through June 30, 2022, at the budgeted figure.

17. 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, 2021, through June 30, 2022.

18. 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, 2021, through June 30, 2022.

19. Appointment - Attorney

The Superintendent recommends the Board appoint Raymond B. Reddin, Esq. as School Board Attorney for the period of July 1, 2021, through June 30, 2022, as per the attached.

20. Negotiator

The Superintendent recommends the Board approve Raymond B. Reddin, Esq. as negotiator.

21. Appointment - School Medical Examiner

The Superintendent recommends the Board appoint Dr. Marzena Odorczuk as School Medical Examiner for the period of July 1, 2021, through June 30, 2022.

22. Appointment - Attendance Officer

The Superintendent recommends the Board appoints Gladys Campanile as Attendance Officer for the 2021-2022 School Year.

23. Appointment - Acting Attendance Officer

The Superintendent recommends the Board appoint Danielle Berdan as the acting Attendance Officer for emergency purposes for the 2021-2022 school year.

24. Approval - Job Descriptions

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

25. Designation of District Newspapers

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

North Jersey Media Group
1 Garrett Mountain Plaza
PO Box 471
West Paterson, NJ 07424

26. 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, 2021, through June 30, 2022, and further approve authorized signatures:

Valley Bank	Totowa
Lakeland Bank	Totowa

27. Appointment - Investment Officer

The Superintendent recommends the Board appoint Vincent Varcadipane as the Investment Officer for the 2021-2022 school year.

28. Appointment - Public Agency Compliance Officer

The Superintendent recommends the Board appoint Vincent Varcadipane as the Public Agency Compliance Officer for the 2021-2022 school year.

29. 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 those applicable by-laws, policies, and/or rules and regulations for the 2021-2022 school year.

30. Appointment - Safety and Health Designee

The Superintendent recommends the Board appoint Vincent Varcadipane as the Safety and Health Designee for the 2021-2022 school year.

31. 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.

32. 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.

33. Contracts

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

34. Appointment - Purchasing Agent

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

35. Appointment - School Safety Specialist

The Superintendent recommends the Board appoint Patricia Capitelli as the School Safety Specialist for the 2021-2022 school year.

36. Appointment - Student Safety Officer

The Superintendent recommends the Board appoint Lauren Terranova as the Student Safety Officer for the 2021-2022 school year.

37. Appointment - NJSMART Point of Contact

The Superintendent recommends the Board appoint Alvin Cheng as the NJSMART Point of Contact for the 2021-2022 school year.

38. Appointment - District Anti-Bullying Coordinator

The Superintendent recommends the Board appoint Patricia Capitelli as the District Anti-Bullying Coordinator for the 2021-2022 school year.

39. 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 2021-2022 school year.

40. Appointment - HIB Anti-Bullying Specialists

The Superintendent recommends the Board appoint Timothy Tracy (Washington Park School) and Maggie Morris (Memorial School) as the HIB Anti-Bullying Specialists for the 2021-2022 school year.

41. 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 2021-2022 school year.

42. Appointment - Substance Abuse Coordinator

The Superintendent recommends the Board appoint Lauren Terranova as the Substance Abuse Coordinator for the 2021-2022 school year.

43. Appointment - Right to Know Officer

The Superintendent recommends the Board appoint Vincent Varcadipane as the Right to Know Officer for the 2021-2022 school year.

44. Appointment - Integrated Pest Management Coordinator

The Superintendent recommends the Board appoint Vincent Varcadipane as the Integrated Pest Management Coordinator for the 2021-2022 school year.

45. Appointment - Officer of Public Records

The Superintendent recommends the Board appoint Vincent Varcadipane as the Officer of Public Records for the 2021-2022 school year.

46. Appointment - LEA New Jersey Student Learning Assessments Coordinator / IT Contact

The Superintendent recommends the Board appoint Jonathan Kruzel as the LEA NJSLA Test Coordinator and Alvin Cheng as the NJSLA / IT Coordinator for the 2021-2022 school year.

47. Appointment - ESSA Coordinator

The Superintendent recommends the Board appoint Joseph Compel as the ESSA Coordinator for the 2021-2022 school year.

48. Readoption - Evaluation Instruments for Administration

The Superintendent recommends the Board readopt the evaluation instruments for all of the Administrators of the Totowa School District for the 2021-2022 school year.

49. 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 2021-2022 school year.

50. 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 2020-2021 school year.

51. Pay Rates - 2021/2022 School Year

The Superintendent recommends the Board approve the following per diem, hourly, and substitute rates of pay for the 2021-2022 school year:

Substitute Teachers	
Priority I	$110.00 per day
Priority II	$100.00 per day
Bedside Teacher	$35.00 per hour

52. 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	1,500.00 Vincent Varcadipane
Business Office Petty Cash Fund	100.00 Domenic Picarelli
Memorial School Petty Cash Fund	100.00 Joseph Compel
Washington Park School Petty Cash Fund	100.00 David Bower
Superintendent's Office Petty Cash Fund	100.00 Lynn Smith
Special Education Office Petty Cash Fund	50.00 Lauren Terranova
Office of Curriculum and Instruction	50.00 Jonathan Kruzel

53. Mentoring Plan 2021-2022

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Totowa School District Mentoring Plan for the 2021-2022 school year as per the attached.

54. Approval of Public Meeting Schedule

The Superintendent recommends the Board approve the following tentative Public Meeting Schedule for the 2021-2022 school year:

May 26, 2021(Virtual)	June 23, 2021(Virtual)
July 28, 2021(Virtual)	September 1, 2021
September 22, 2021	October 20, 2021
November 17, 2021	December 15, 2021
January 19, 2022	February 16, 2022

February 23, 2022 - Budget Approval (Tentative)
March 23, 2022 - Public Hearing (Tentative)
April 27, 2022 -Reorganization (Tentative)

55. Instructional Resource List

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Totowa School District Instructional Resource List for the 2021-2022 school year as per the attached.

56. Appointment - Data Coordinator

The Superintendent recommends the Board appoint Alvin Cheng as the Data Coordinator for the 2021-2022 school year.

57. Appointment - District Technology Coordinator

The Superintendent recommends the Board appoint Alvin Cheng as the District Technology Coordinator for the 2021-2022 school year.

58. Appointment - District Liaison with Law Enforcement

The Superintendent recommends the Board appoint Patricia Capitelli as the District Liaison with Law Enforcement for the 2021-2022 school year.

59. Appointment - District Educational Stability Liaison

The Superintendent recommends the Board appoint Lauren Terranova as the District Educational Stability Liaison for the 2021-2022 school year.

60. Appointment - District Homeless Education Liaison

The Superintendent recommends the Board appoint Jonathan Kruzel as the District Homeless Education Liaison for the 2021-2022 school year.

61. 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 2021-2022 school year.

62. Appointment - District Testing Coordinator

The Superintendent recommends the Board appoint Jonathan Kruzel as the District Testing Coordinator for the 2021-2022 school year.

63. Appointment - State Testing Coordinator

The Superintendent recommends the Board appoint Jonathan Kruzel as the State Testing Coordinator for the 2021-2022 school year.

64. Appointment - Early Childhood Contact

The Superintendent recommends the Board appoint Timothy Tracy as the Early Childhood Contact for the 2021-2022 school year.

65. Appointment - Intervention and Referral Services Coordination

The Superintendent recommends the Board appoint Joseph Compel (Memorial School) and Jonathan Kruzel (Washington Park School) as the Intervention and Referral Services Coordinator for the 2021 -2022 school year.

66. Policy & Regulation Readoption 5600 - Student Discipline/Code of Conduct

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

67. 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 2021-2022 school year.

68. Northern Region Educational Services Commission Contract

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the contract with Northern Region Educational Services Commission for shared services to provide educational evaluations for the 2021-2022 school year at the rate of $375 per evaluation.

69. 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 Occupational Therapy, Physical Therapy, and Speech/Language Therapy Services on an as needed basis for the 2021-2022 school year.

70. Bedside Instruction

The Superintendent, in consultation with the Supervisor of Special Education, recommends the Board retroactively approve bedside instruction for the following student:

Student #20-21-03, at Children's Specialized Hospital in New Brunswick, NJ, beginning on April 12, 2021, for a period of time to be determined, at the rate of $69 per hour for up to ten (10) hours per week.

71. 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 Wednesday, April 14, 2021, with the Totowa Bus, conducted by Lauren Terranova.

72. 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 15, 2021, with Madison Coach Route 822, conducted by Lauren Terranova.

73. Use of Facilities - Totowa Education Foundation

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

Kops-4-Kids Program	July 1, 2021, through June 30, 2022
After School Enrichment Programs	July 1, 2021, through June 30, 2022

74. Use of Facilities - P.T.O. Tricky Tray Ticket Sales

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the Totowa P.T.O. Tricky Tray committee as follows:

Ticket Sales

Washington Park School Gym (Outside) April 19, 2021 6:30 P.M. to 8:00 P.M.

The PTO is also requesting the use of three (3) tables and four (4) chairs outside the Gym doors to be setup.

75. Use of Facilities - P.T.O. Tricky Tray Ticket Sales

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O. Tricky Tray committee as follows:

Ticket Sales
Washington Park School Gym (Outside) April 27, 2021 6:30 P.M. to 8:00 P.M

The PTO is also requesting the use of three (3) tables and four (4) chairs outside the Gym doors to be setup.

76. Student Teaching

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request for the 2021 - 2022 Clinical Practice for Lauren Manzi Placement for a Full Academic Year with Maureen Saitta. Semester I is for two (2) full days/week from Tuesday, September 7, 2021, to Friday, December 3, 2021. Semester II is full time (500+ hours) from Monday, January 10, 2022, to Friday, May 6, 2022.

77. Calendar Revisions

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following 2020 - 2021 calendar revisions:

Field Day Memorial School K-2: May 24, 2021
Rain Dates: May 25 - May 27, 2021

Student Appreciation Day WPS Grades 3 and 4: May 24, 2021
Rain Dates: May 25 - May 27, 2021

Student Appreciation Day WPS Grades 5 and 6: June 1, 2021
Rain Dates: June 2 - June 4, 2021

Student Appreciation Day WPS Grades 7 and 8: June 7, 2021
Rain Dates: June 8 - June 11, 2021

Kindergarten Moving On Drive Through: June 1, 2021 6:00 P.M.
Rain Date: June 2, 2021 6:00 P.M.

8th Grade Graduation: June 15, 2021 6:00 P.M.
Rain Date: June 16, 2021 and June 17, 2021 6:00 P.M.

78. Calendar Revision - Extended School Year Program

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Calendar Revision for the 2021 Extended School Year Program to begin on Tuesday, June 22, 2021, through Friday, June 25, 2021, then Mondays through Thursdays beginning Monday, June 28, 2021, through Thursday, July 22, 2021. There will be no classes on Monday, July 5, 2021.

Motion for approval of item 12-78

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

79. Informational

Approval of Budget

End - of - Year Ceremonies

Smile Train

Dates for Your Information

May 28 - 31	Schools Closed - Memorial Day
May 25	Virtual Youth Week Council Meeting - Municipal Building - 8:00 P.M.
May 26	Virtual Youth Week Board of Education Meeting - WPS 7:00 P.M.

News Articles:

"Memorial School Update"
"School Food Drive"

80. Committee Reports

Ms. Antonucci said committee meetings were held, there was a discussion on personnel and buildings and grounds.

81. 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 7:23 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately forty-five (45) minutes and no action will be taken.

Motion for approval of item 81

MOTION: Ms. DeCeglie
SECONDED: Mr. Tangora
VOTE: Unanimous

The Board returned from executive session at 7:55 P.M.

82. Appointment Tenured Teaching Staff & Assignments

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

83. Appointment Non-Tenured Teaching Staff & Assignments

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

84. Appointment & Salary Placement Tenured Administrators

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

85. Appointment & Salary Placement - Tenured CSA's Administrative Assistant

The Superintendent recommends the appointment and salary of the tenured CSA's administrative assistant consistent with the enclosed attachment.

86. Appointment & Salary Guide Placement Tenured Administrative Assistants

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

87. Appointment Tenured Custodial Engineers

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

88. Appointment Non-Tenured Custodial Engineers

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

89. Appointment & Salary Placement Technology Coordinators

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

90. 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 2021-2022 school year at the rate of $80 per hour for approximately twenty (20) hours per week. If additional hours are needed, they must be pre-approved by the Superintendent.

91. 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 2021-2022 school year at the rate of $80 per hour for approximately twenty (20) hours per week. If additional hours are needed, they must be pre-approved by the Superintendent.

92. 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 2021-2022 school year at the rate of $80 per hour for approximately twenty (20) hours per week. If additional hours are needed, they must be pre-approved by the Superintendent.

93. 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 2021-2022 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.

94. 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 2021-2022 school year at the rate of $80 per hour for approximately twenty (20) hours per week. If additional hours are needed,they must be pre-approved by the Superintendent.

95. Appointment - Part-time Custodian

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint James Buttimore as part-time Custodian for the 2021-2022 school year for six (6) hours per day at a salary of $24,288.

96. Renewal of Agreement with Totowa Police Department 2021-2022

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 NJ State Certified, active members of the Totowa Police Department, and live in the Borough of Totowa. Police Officers will be compensated $40 per hour.

97. Reappointment - School Aides

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reappointment of School Aides for the 2021-2022 school year as per the attached.

98. Bus Aides

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the the following bus aides for the 2021-2022 school year with payment to be made through the Northern Region Educational Services Commission:

Joanne Schwartz	Debra Antonucci (Substitute)
Deborah Luciano (Substitute)	Carly Schwartz (Substitute)

99. 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 2021-2022 school year, beginning September 9, 2021, not to exceed twenty-nine and one-half (29.5) hours per week at a salary of $25 per hour.

100. Appointment - Home Instructors

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Gina McQuin, Carley Fleres, and Alycia Desmond as Home Instructors for the 2021 - 2022 school year on an as needed basis.

101. Rescind Action - Learning Disabilities Teacher-Consultant

The Superintendent recommends the Board rescind the action of March 24, 2021, Item #6 - Appointment - Learning Disabilities Teacher-Consultant.

Motion for approval of item 82-101

MOTION: Ms. DeCeglie
SECONDED: Mr. Tangora
VOTE: Unanimous

102. Approval of Minutes- March 24, 2021 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of March 24, 2021 as presented.

Motion for approval of item 102

MOTION: Ms. Alesandrelli
SECONDED: Mr. Kerwin
VOTE: Unanimous (Mr. La Rose abstained)

103. Approval of Minutes- March 24, 2021 – 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 24, 2021 as presented.

Motion for approval of item 103

MOTION: Mr. Kerwin
SECONDED: Ms. Alesandrelli
VOTE: Unanimous (Mr. La Rose abstained)

104. 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.

105. 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 2021, as presented.

106. 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 2020-2021 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.

107. 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 2021, as presented.

108. 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 2021, as presented.

109. 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 2021, as presented.

110. 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 2021, as presented.

111. 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 2021, as presented. (See Attachment #1 Monthly Transfer Report)

112. 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 2021, as presented.

113. 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 912031221	1428	$ 10,743.81
Pomptonian	Invoice 912031921	1429	$ 2,420.83
Pomptonian	Invoice 912032621	1430	$ 5,059.09
Pomptonian	Invoice 912033121	1431	$ 10,076.65
Pomptonian	Invoice 912040921	1432	$ 5,632.92
Pomptonian	Invoice 912041621	1433	$ 7,159.14

114. Approval of Additional Appropriations (Covid-19)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following additional appropriations do to the Covid-19 pandemic.

1. Atra PO 21-1443 $156.00 Cleaning Supplies

115. Approval of Public Notice Schedule for 2021-2022

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

116. 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. Lynn Smith and Ms. Lauren Terranova
Washington Park School Donation - Ms. Patricia Capitelli, Ms. Lynn Smith 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

117. 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.

118. 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

119. Integrated Pest Management Coordinators

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends that the Board approve Mr. Varcadipane and Mr. Campilango as the 2021-2022 Integrated Pest Management Coordinators. Mr. Varcadipane and Mr. Campilango will be responsible for implementation of the school district's Integrated Pest Management Policy.

120. 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 acknowledgement of receipt is kept in the Board Office. (See Attachment #2)

121. Approval of Requisition of Taxes for 2021-2022

Year	Month	Current Expense	Debt Service
2021	July	$ 1,370,756.25	
2021	August	1,370,756.25	$ 14,100.00
2021	September	1,370,756.25	
2021	October	1,370,756.25	
2021	November	1,370,756.25	
2021	December	1,370,756.25	
2022	January	1,370,756.25	
2022	February	1,370,756.25	$ 719,100.00
2022	March	1,370,756.25	
2022	April	1,370,756.25	
2022	May	1,370,756.25	
2022	June	1,370,756.25	
	TOTAL	$ 16,449,075.00	$ 733,200.00

122. Approval of Professional Service - Municipal Continuing Disclosure Cooperation Agent

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended that the Board approve Phoenix Advisors, LLC, Bordentown, New Jersey in the amount of $1,000.00 to complete the Municipalities Continuing Disclosure Cooperation compliance for the 2021-2022 school year. (See Attachment #3)

123. 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 2021 -2022 school year.

Washington Park School - $72.00 per visit
Memorial School - $56.00 per visit

124. 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 Advanced Central Heating and Cooling, Totowa, N.J. in the amount of $4,500.00 for the 2021-2022 school year for all labor and routine maintenance, adjustments and cleaning. The contract also includes another $9,000.00 for MIRV 13 filters totaling $13,500.00.

125. 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 2021-2022 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

126. 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 2021-2022.

127. 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 2021-2022.

128. 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 2021-2022 school year, as needed.

129. 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 2021-2022 school year, as needed.

130. 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 2021-2022 school year, as needed.

131. 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 #E8801-ACESCPS for 2021-2022 school year, as needed.

132. 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 $4,150.00 for lawn care program services for the 2021-2022 school year.

133. 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 2021-2022 school year in the amount of $20,981.95. This cost includes the special education management/IEP writer and notification/alert system.

134. 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 $4,290.00 for the 2021 -2022 school year.

135. 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 2021-2022 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

136. Approval of 2021-2022 Purchasing Manual

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the 2021-2022 Purchasing Manual. (See attachment #4)

137. 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 2021-2022 Right To Know Services and Hazard Communication contract to Rullo & Juillet Associates, Inc, Cedar Grove, N.J. in the amount of $2,958.00. 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.

138. Approval of Asbestos Inspection Contract

The Superintendent, in consultation with the School Business Administrator Board Secretary, recommends the Board award the 2021-2022 asbestos inspection contract to Briggs Associates, Bordentown, N.J.

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

139. 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 2021-2022 school year.

140. 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 $19,072.00 for the 2021-2022 school year. The fee for hosting and backup services for 2021-2022 school year will be $3,814.00.

141. Approval of Sourcewell Contract – Staples

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve Staples, Sourcewell # 010615-SCC. Staples will be used to order school supplies for the 2021-2022 school year.

142. 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 2021-2022 school year.

143. Approval of 2021-2022 Shared Service Agreements NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the 2021-2022 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 #5)

144. 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 $15,072.00 for waste removal services for the 2021-2022 school year.

145. Approval of 2021-2022 Memorial School IPM Plan

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the 2021-2022 Memorial School IPM Plan as presented. (See Attachment #6)

146. Approval of 2021-2022 Washington Park School IPM Plan

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the 2021-2022 Washington Park School IPM Plan as presented. (See Attachment #7)

147. 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 2021-2022 school year. (See attachment #8)

148. 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 2021-2022
school year at a cost of $6,240.00.

149. Approval of E-Rate Consulting NJSBA Addendum

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the E-Rate Consulting & Process Management Services NJSBA Procurement number E-8801-ACES-CPS Addendum to the Consulting Agreement. The agreements term was extended until June 30, 2022.

150. 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 2021-2022 school year to The Academy of St. James. (Attachment #9)

151. 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 2021-2022 school year to The Academy of St. James. (Attachment #10)

152. Approval of 2021-2022 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 2021-2022 school year based upon state appropriate funds. (Attachment #11)

153. Approval of Food Service Management Fee and Guaranteed Language

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the food service management fee and guaranteed language from the Pomptonian Inc., for the 2021-2022 school year. (See Resolution, attachment #12)

154. Approval of Cafeteria Meals Price List

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the 2021-2022 Cafeteria Meals price list. (See Attachment #13)

155. Approval of Out of District Contracts 2021-2022

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve three out of district contracts, for students OD181901, OD181902 and OD 181903, to P.G. Chambers School for the 2021-2022 school year in the amount of $89,880.00 per student.

156. 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 2020-2021 school year audit by Lerch, Vinci & Higgins, LLP. (Attachment #14)

157. 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 $4,500.00 plus $125.00 per Mantoux, $20.00 per drug test and $110.00 per Hepatitis B vaccine.

158. 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 2021-2022 school year. The IDE 3 year and beyond 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. This will be the first of three years. (Attachment #15)

159. Approval of Site Preparation for Artificial Turf Field Bid

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve Landtek Group Inc.'s bid for the site preparation for an artificial turf field at Washington Park School in the amount of $592,000.00. (See Attachment #16)

160. Approval to Purchase Synthetic Turf Field

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the purchase of a Synthetic Turf Field from Keystone Sports Construction through the Sourcewell National Cooperative in the amount of $474,813.62. The Sourcewell National Cooperative contract number is 060518-AST, athletic surfaces with Related Materials, Supplies, Installation and Services. (See Attachment #17)

161. Approval of Emergency Repairs – Broken Trane AHU Coil

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the repair services of CJ Vanderbeck & Son Inc. These repair services were needed to Replace the Trane AHU Coil at Washington Park School. The broken Trane AHU Coil prevented heat from going to the Café, the hallways and a couple other locations in the building. The emergency request was submitted to the Passaic County Superintendent on February 24, 2021 and was approved on February 24, 2021.

162. 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 2021-2022 school year. (Attachment #18)

163. 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 2021-2022 school year.

Motion for approval of item 104-163

MOTION: Ms. DeCeglie
SECONDED: Mr. Tangora
VOTE: Unanimous (Mr. Bierach abstained from PO 21-1459 on item #104 Bills List)

164. Old Business

There was no old business.

165. New Business

There was no new business.

166. Other Matters of a Timely Nature

There was no other matters of a timely nature.

167. Adjournment

Upon motion by Mr. Bierach and seconded by Ms. DeCeglie this meeting was adjourned at 8:02 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary