BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

05/20/2020

The Special 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 May 20, 2020.

1. Call to Order

Board Secretary, Mr. Varcadipane called the meeting to order at 7:12 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 2019 Annual School Election

Mr. Varcadipane announced the following results of the annual School Election held on May 12, 2020: Ms. Heather Antonucci, Ms. Jennifer L. DeCeglie, and Mr. Sanders Reynoso were elected to three year terms. The current expense budget was approved by a vote of 964 to 434.

4. Oath of Office

Mr. Varcadipane administered the Oath of Office to Ms. Antonucci, Ms. DeCeglie and Mr. Reynoso.

5. Roll Call

Members Present:	Ms. Alesandrelli 2021, Ms. Antonucci 2023, Mr. Bierach 2022, Ms. Carr 2022, Ms. DeCeglie 2023, Mr. Guarneri 2021, Mr. Kerwin 2021, Mr. Reynoso 2023 and Mr. Tangora 2022
Members Absent:	None
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. Carr said at this time she would like to make a motion to nominate Mr. Guarneri.

Mr. Varcadipane asked Mr. Guarneri if he accepted the nomination.

Mr. Guarneri said yes, he would accept.

Mr. Varcadipane asked for a second.

Ms. Alesandrelli 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 Mr. Guarneri as Board President.

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

Mr. Varcadipane asked for a roll call.

Vote: Yes: Ms. Alesandrelli, Ms. Antonucci, Mr. Bierach, Ms. Carr, Ms. DeCeglie, Mr. Guarneri, Mr. Kerwin, Mr. Reynoso, and Mr. Tangora

7. Election of Board Vice President

Mr. Guarneri opened the floor for nominations for Vice President.

Ms. Carr nominated Ms. Antonucci for the position of Vice President.

Mr. Guarneri asked Ms. Antonucci if she accepted the nomination.

Ms. Antonucci said she would accept the nomination.

Mr. Guarneri asked for a second on the nomination.

Mr. Tangora seconded the nomination.

Mr. Guarneri asked if there were any other nominations for Vice President.

There were no other nominations. Mr. Guarneri 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. Guarneri, Mr. Kerwin, Mr. Reynoso, and Mr. Tangora

8. Board Committees

The newly elected Board President, Mr. Guarneri, 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

9. Delegates and Alternatives

Mr. Guarneri asked for delegates for the Passaic County School Boards and the New Jersey School Boards Association.

Mr. Guarneri 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.

Mr. Guarneri recommended Ms. Carr to be the alternate.

Ms. Carr accepted.

Mr. Guarneri asked for a roll call.

Vote: Yes: Ms. Alesandrelli, Ms. Antonucci, Mr. Bierach, Ms. Carr, Ms. DeCeglie, Mr. Guarneri, Mr. Kerwin, Mr. Reynoso, and Mr. Tangora

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, 2020, through June 30, 2021.

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 July 1, 2020, through June 30, 2021.

15. Appointment - Treasurer of School Monies

The Superintendent recommends the Board appoint Lisa Nash as Treasurer of School Monies for the period of July 1, 2020, through June 30, 2021, 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, 2020, through June 30, 2021.

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, 2020, throughJune 30, 2021.

18. Appointment - Attorney

The Superintendent recommends the Board appoint Raymond B. Reddin, Esq. as School Board Attorney for the period of July 1, 2020, through June 30, 2021, as per the attached.

19. Negotiator

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

20. Appointment - School Medical Examiner

The Superintendent recommends the Board appoint Dr. Marzena Odorczuk as School Medical Examiner for the period of July 1, 2020, through June 30, 2021.

21. Appointment - Attendance Officer

The Superintendent recommends the Board appoints Gladys Campanile as Attendance Officer for the 2020-2021 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 2020-2021 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 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

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, 2020, through June 30, 2021, 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 2020-2021 school year.

27. Appointment - Public Agency Compliance Officer

The Superintendent recommends the Board appoint Vincent Varcadipane as the Public Agency Compliance Officer for the 2020-2021 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 those applicable by-laws, policies, and/or rules and regulations for the 2020-2021 school year.

29. Appointment - Safety and Health Designee

The Superintendent recommends the Board appoint Vincent Varcadipane as the Safety and Health Designee for the 2020-2021 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 bid threshold and set quote threshold at 15% of the bid threshold amount.

34. Appointment - School Safety Specialist

The Superintendent recommends the Board appoint Lauren Terranova as the School Safety Specialist for the 2020-2021 school year.

35. Appointment - Student Safety Officer

The Superintendent recommends the Board appoint Lauren Terranova as the Student Safety Officer for the 2020-2021 school year.

36. Appointment - NJSMART Point of Contact

The Superintendent recommends the Board appoint Alvin Cheng as the NJSMART Point of Contact for the 2020-2021 school year.

37. Appointment - District Anti-Bullying Coordinator

The Superintendent recommends the Board appoint Patricia Capitelli as the District Anti-Bullying Coordinator for the 2020-2021 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 2020-2021 school year.

39. 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 2020-2021 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 2020-2021 school year.

41. Appointment - Substance Abuse Coordinator

The Superintendent recommends the Board appoint Lauren Terranova as the Substance Abuse Coordinator for the 2020-2021 school year.

42. Appointment - Right to Know Officer

The Superintendent recommends the Board appoint Vincent Varcadipane as the Right to Know Officer for the 2020-2021 school year.

43. Appointment - Integrated Pest Management Coordinator

The Superintendent recommends the Board appoint Vincent Varcadipane as the Integrated Pest Management Coordinator for the 2020-2021 school year.

44. Appointment - Officer of Public Records

The Superintendent recommends the Board appoint Vincent Varcadipane as the Officer of Public Records for the 2020-2021 school year.

45. 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 2020-2021 school year.

46. Appointment - ESSA Coordinator

The Superintendent recommends the Board appoint Joseph Compel as the ESSA Coordinator for the 2020-2021 school year.

47. 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 2020-2021 school year.

48. 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 2020-2021 school year.

49. 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.

50. Pay Rates - 2020/2021 School Year

The Superintendent recommends the Board approve the following per diem, hourly, and substitute rates of pay for the 2020-2021 school year:

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

51. 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

52. Mentoring Plan 2020-2021

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Totowa School District Mentoring Plan for the 2020-2021 school year as per the attached.

53. Approval of Public Meeting Schedule

The Superintendent recommends the Board approve the following tentative Public Meeting Schedule for the 2020-2021 school year:

May 27, 2020	June 17, 2020
July 15, 2020	August 19, 2020
September 2, 2020	September 23, 2020
October 21, 2020	November 18, 2020
December 16, 2020	January 20, 2021
February 17, 2021	February 24, 2021 - Budget Approval (Tentative)

March 24, 2021 - Public Hearing (Tentative)
April 28, 2021 -Reorganization (Tentative)

54. Professional Days

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

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 2020-2021 school year as per the attached.

56. Appointment - Data Coordinator

The Superintendent recommends the Board appoint Alvin Cheng as the Data Coordinator for the 2020-2021 school year.

57. Appointment - District Technology Coordinator

The Superintendent recommends the Board appoint Alvin Cheng as the District Technology Coordinator for the 2020-2021 school year.

58. Appointment - District Liaison with Law Enforcement

The Superintendent recommends the Board appoint Lauren Terranova as the District Liaison with Law Enforcement for the 2020-2021 school year.

59. Appointment - District Educational Stability Liaison

The Superintendent recommends the Board appoint Lauren Terranova as the District Educational Stability Liaison for the 2020-2021 school year.

60. Appointment - District Homeless Education Liaison

The Superintendent recommends the Board appoint Jonathan Kruzel as the District Homeless Education Liaison for the 2020-2021 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 2020-2021 school year.

62. Appointment - District Testing Coordinator

The Superintendent recommends the Board appoint Jonathan Kruzel as the District Testing Coordinator for the 2020-2021 school year.

63. Revised Totowa School District Home Instruction Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revised Totowa School District Home Instruction Plan. The district's program of virtual instruction as outlined in the plan will meet the 180 school day requirement in accordance with N.J. S.A.18A:7F -9. (see attached)

64. Appointment - State Testing Coordinator

The Superintendent recommends the Board appoint Jonathan Kruzel as the State Testing Coordinator for the 2020-2021 school year.

65. Appointment - Early Childhood Contact

The Superintendent recommends the Board appoint Timothy Tracy as the Early Childhood Contact for the 2020-2021 school year.

66. Policy & Regulation Readoption 5200 - Student Discipline/Code of Conduct

The Superintendent presents to the Board the readoption of the Policy & Regulation 5200 - 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 2020-2021 school year.

68. Programs Postponed

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the postponement of the following programs:

Special Education Parent Advisory Group Meeting
3rd Grade Orientation for Parents

69. Programs Canceled

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following program cancellations:

Spring Concerts
Memorial School Field Day
Student Appreciation Day
P.T.O. Tricky Tray
8th Grade Dance

70. Use of Facilities Requests Rescinded

The Superintendent, in consultation with the Administrative Team, recommends the Board approve rescinding of use of facilities requests as follows:

Totowa Board of Recreation - Totowa Day - Saturday, June 6, 2020
Totowa P.T.O. -
General Meeting - Monday, June 1, 2020
Executive Board Meetings - Wednesday, June 3, 2020

71. Approval - Hornet Helping Hands Program

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the program "Hornet Helping Hands". The program will allow Passaic Valley High School Seniors, to participate in the TPK as interns and have the opportunity to experience real - world understanding of a career in education.

72. Special Education Extraordinary Aid

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the submission of the FY 2019-2020 Special Education Extraordinary Aid application to the New Jersey State Department of Education on Thursday, May 21, 2020.

73. 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 2020-2021 school year at the rate of $375 per evaluation.

74. 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 2020-2021 school year.

75 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	September 1, 2020, through June 30, 2021
Afterschool Enrichment Programs	September 1, 2020, through June 30, 2021
Spring Musical	November 1, 2020, through March 21, 2021

Motion for approval of items 11-75

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

76. Informational

Approval of Budget

Virtual Learning

End - of - Year Ceremonies

Dates for Your Information

May 22 - 25	Schools Closed - Memorial Day
May 26	Virtual Youth Week Council Meeting - Municipal Building - 8:00 P.M.
May 27	Virtual Youth Week Board of Education Meeting - WPS 7:00 P.M.

News Articles:

"Prize Winning Posters"
"Titans Turnaround"
"Totowa Schools Online Adjust to Online Learning"
"Corona-Cation"
4th Graders Write Quarantine Poems

77. Committee Reports

Mr. Guarneri said committee meetings were not held.

78. 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 7:29 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 78

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

The Board returned from executive session at 8:37 P.M.

79. Appointment & Salary Guide Placement Tenured Teaching Staff & 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.

80. Appointment & Salary Guide Placement Non-Tenured Teaching Staff & 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.

81. Appointment & Salary Placement Tenured Administrators

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

82. Appointment & Salary Placement Non-Tenured Administrators

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

83. 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.

84. Appointment & Salary Guide PlacementTenured 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.

85. Appointment & Salary Guide Placement Non-Tenured Administrative Assistant

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

86. Appointment & Salary Guide Placement Tenured Custodial Engineers

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.

87. Appointment & Salary Guide Placement Non-Tenured Custodial Engineers

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.

88. 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.

89. 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 2020-2021 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.

90. 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 2020-2021 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.

91. 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 2020-2021 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.

92. 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 2020-2021 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.

93. 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 2020-2021 school year at the rate of $80 per hour for approximately fifteen (15) to twenty (20) hours per week. If additional hours are needed, they must be pre-approved by the Superintendent.

94. Appointment - Part-time Custodian

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint James Buttimore as part-time Custodian for the 2020-2021 school year for six (6) hours per day at a salary of $23,812.

95. Reappointment - School Aides

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the reappointment of School Aides for the 2020-2021 school year as per the attached.

96. Renewal of Agreement with Totowa Police Department 2020-2021

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.

The Superintendent further recommends the Board approve the renewal of Dennis Blakeley for the position of Armed Police Officers (Retired). They will be compensated at the rate of $40 per hour.

97. 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 2020-2021 school year, beginning September 8, 2020, not to exceed twenty-nine and one-half (29.5) hours per week at a salary of $25 per hour.

98. Substitute Teachers

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

Priority II
Nouneh, Ghada

99. Retirement - Angelo Cornetta

The Superintendent recommends the Board accept with regret the retirement of Angelo Cornetta, custodian for the Totowa School District effective May 29, 2020.

100. Approval - Unpaid Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve an unpaid Medical Leave for Joseph Filan beginning Friday, May 1, 2020, through Friday, May 29, 2020.

Motion for approval of items 79-100

MOTION: Ms. DeCeglie
SECONDED: Ms. Antonucci
VOTE: Unanimous

101. Approval of Minutes- April 29, 2020 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of April 29, 2020 as presented.

Motion for approval of items 101

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

102. Approval of Minutes- April 29, 2020 – 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 April 29, 2020 as presented.

Motion for approval of items 102

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

A discussion was held in regard to the code of ethics.

103. Approval of Bills List – May

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

104. Acceptance of Financial Status Report – April

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of April 2020, as presented.

105. Monthly Financial Certification of the Board Secretary and the Board of Education – April

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2019-2020 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.

106. Acceptance of Bank Reconciliations – April

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of April 2020, as presented.

107. Acceptance of Board Secretary Report – April

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of April 2020, as presented.

108. Acceptance of Treasurer of School Monies Report – April

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of April 2020, as presented.

109. Acceptance of Financial Summary Report – April

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of April 2020, as presented.

110. Approval of Line Item Budget Transfers – April

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 April 2020, as presented. (See Attachment #1 Monthly Transfer Report)

111. Acceptance of Revenue Report – April

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of April 2020, as presented.

112. 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
Various Parents	Lunch Balances PO	1328-1386	$ 812.35
Pomptonian	Invoice 912041720	1387	$ 1,323.15
Pomptonian	Invoice 912050120	1388	$ 1,653.50
Passaic Valley HS	March & April Billing Food Service	1389	$ 3,570.00
Void Ck 1381	Lunch Balances		$ 35.63

113. Approval of Covid-19 Donations

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the following donations:

1. 5 Boxes of Latex Gloves to the NJ DOE Office of School Preparedness and Emergency Planning
2. 10 Pairs of Goggles to Goggles for Docs

114. Approval of Student Transportation Amendment to Contract

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the attached Amendment to the Student Transportation Contract with First Student Inc. (See attachment #2)

115. 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.	Bio Shine	PO 20-1479	$1,000.00
2.	Atra	PO 20-1507	$592.46
3.	American Paper & Supply Co	PO 20-1517	$1,835.64
4.	American Paper & Supply Co	PO 20-1518	$2,000.00

116. Approval of Public Notice Schedule for 2020-2021

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

117. 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 retroactively 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

118. 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.

119. 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

120. 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 2020-2021 Integrated Pest Management Coordinators. Mr. Varcadipane and Mr. Campilango will be responsible for implementation of the school district's Integrated Pest Management Policy.

121. 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 #3)

122. Approval of Requisition of Taxes for 2020-2021

Year	Month	Current Expense	Debt Service
2020	July	$ 1,343,878.67	
2020	August	1,343,878.67	$ 27,400.00
2020	September	1,343,878.67	
2020	October	1,343,878.67	
2020	November	1,343,878.67	
2020	December	1,343,878.67	
2021	January	1,343,878.67	
2021	February	1,343,878.67	$ 692,400.00
2021	March	1,343,878.67	
2021	April	1,343,878.67	
2021	May	1,343,878.67	
2021	June	1,343,878.63	
	TOTAL	$ 16,126,544.00	$ 719,800.00

123. 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 $850.00 to complete the Municipalities Continuing Disclosure Cooperation compliance for the 2020-2021 school year. (See Attachment #4)

124. 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 2020 -2021 school year.

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

125. 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 2020-2021 school year.

126. 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 2020-2021 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

127. 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 2020-2021.

128. 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 2020-2021.

129. 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 2020-2021 school year, as needed.

130. 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 2020-2021 school year, as needed.

131. 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 $4,420.00 for lawn care program services for the 2020-2021 school year.

132. 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 2020-2021 school year in the amount of $20,643.30. This cost includes the special education management/IEP writer and notification/alert system.

133. 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 $4,240.00 for the 2020 -2021 school year.

134. 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 2020-2021 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

135. Approval of National Joint Powers Alliance Cooperative Pricing System

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the National Joint Powers Alliance (NJPA) for purchases through their cooperative pricing system for 2020-2021 school year, as needed.

136. 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 2020-2021 school year, as needed.

137. Approval of 2020-2021 Purchasing Manual

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the 2020-2021 Purchasing Manual. (See attachment #5)

138. 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 2020-2021 Right To Know Services and Hazard Communication contract to Rullo & Juillet Associates, Inc, Cedar Grove, N.J. in the amount of $2,900.00. Additional Right to Know Survey filing is $435.00; PEOSH Hazard Communication training sessions will be $750.00 for initial and $650.00 for update training.

139. Approval of Asbestos Inspection Contract

The Superintendent, in consultation with the School Business Administrator Board Secretary, recommends the Board award the 2020-2021 asbestos inspection contract to Briggs Associates, Bordentown, N.J.

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

140. 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 $325.00 in the 2020-2021 school year.

141. 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 $18,699.00 for the 2020-2021 school year. The fee for hosting and backup services for 2020-2021 school year will be $3,739.00.

142. Approval of NJPA Contract – Staples

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve Staples, NJPA # 010615-SCC. Staples will be used to order school supplies for the 2020-2021 school year.

143. 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 $3,400.00 for the 2020-2021 school year.

144. Approval of 2020-2021 Shared Service Agreements NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the 2020-2021 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 #6)

145. Approval of Professional Services Contract - Construction Manager

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board approve the construction management agreement with Mr. Joseph Pacelli of Construction Co-Ordinators, Totowa N.J. This agreement is for construction management services for the 2020-2021 school year with a retainer of $5,000.00.

146. 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 $14,380.00 for waste removal services for the 2020-2021 school year.

147. 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 2020-2021 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 third of three years.

148. 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 2020-2021 school year. (Attachment #7)

149. Approval of 2020-2021 Memorial School IPM Plan

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the 2020-2021 Memorial School IPM Plan as presented. (See Attachment #8)

150. Approval of 2020-2021 Washington Park School IPM Plan

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the 2020-2021 Washington Park School IPM Plan as presented. (See Attachment #9)

151. 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 2020-2021 school year. (See attachment #10)

152. 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 2020-2021 school year at a cost of $6,000.00

152. 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.

153. 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 2020-2021 school year to The Academy of St. James. (Attachment #11)

154. 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 2020-2021 school year to The Academy of St. James. (Attachment #12)

155. Approval of 2020-2021 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 2020-2021 school year based upon state appropriate funds. (Attachment #13)

156. 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 2020-2021 school year. (See Resolution, attachment #14)

157. Approval of Cafeteria Meals Price List

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the 2020-2021 Cafeteria Meals price list. (See Attachment #15)

158. Approval of Architectural Professional Services – Boiler Replacement - WPS

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve Sterba & Associates, P.C. Totowa, N.J. in the amount not to exceed $6,000.00 for architectural services and bid specs. for the completion of the Boiler Replacement at Washington Park School.

159. Approval to Receive Bids – Washington Park School Boiler Replacement

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

160. Approval of Out of District Contracts 2020-2021

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 2020-2021 school year in the amount of $81,912.60 per student.

161. 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 2019-2020 school year audit by Lerch, Vinci & Higgins, LLP. (Attachment #16)

162. 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 and $110.00 per Hepatitis B vaccine.

Motion for approval of item 103-162

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

163. Old Business

There was no old business.

164. New Business

There was no new business.

165. Hearing and Petition of Citizens

Mr. Joe Siecieska asked if there was a plan to do a virtual field day for Memorial School either by grade or by teacher.

Ms. Capitelli responded that there are plans to hold a virtual field day in early June.

Ms. Carla Grant asked if the students artwork will be available for pick when their personal belongings are put together. The younger students do not have lockers but still have personal belongings, will those also be packed up?

Ms. Capitelli responded that all students grades Pre-K through grade 4 will have their belongings packed up. A date for pick up is still to be determined.

Ms. Jessica Sieciesak asked if the the Board was considering purchasing an online digital platform, in which teachers can post all assignments and links and see what the students are doing, such as Microsoft Teams or Clever? Has the Board considered using a free application such as Suite? It can be confusing for the students to follow individual links as they are now.

Ms. Capitelli responded the District currently does have and utilize Microsoft Office 365 which includes Microsoft Teams. Students in grades 5-8 have been utilizing teams more frequently because they are used to using it on a daily basis. Do to the rapid response needed to go to a virtual learning platform, Grades K-4 were using platforms they were more accustomed too. In the future we have learned a great deal during this process and will look into using Microsoft Teams for everyone.

166. Other Matters of a Timely Nature

There were no other matters of a timely nature.

167. Adjournment

Upon motion by Ms. DeCeglie and seconded by Mr. Reynoso this meeting was adjourned at 8:51 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary