BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

06/11/2025

The Regular Meeting of the Board of Education of the Borough of Totowa was held at Washington Park School Media Center, 10 Crews Street, Totowa, New Jersey on June 11, 2025.

A motion was made by Mr. Bierach and seconded by Mr. La Rose to have Ms. Alesandrelli act as President for the June 11, 2025, Board of Education meeting. The motion was passed unanimously by roll call vote.

1. Call To Order

Acting President Alesandrelli called the meeting to order at 7:06 P.M. and led all present in the salute to the flag and remain standing for a moment of silence for our past and present troops.

2. Roll Call

Members Present:	Ms. Alesandrelli, Mr. Bierach, Ms. Carr, Mr. La Rose and Mr. Parlegreco
Members Absent:	Ms. Antonucci, Ms. Coiro, Mr. Palazzo and Dr. Vancheri
Also Present:	Patricia Capitelli, Superintendent of Schools
	Vincent Varcadipane, School Business Administrator/Board Secretary
	Mr. Raymond B. Reddin, Board Attorney

Ms. Capitelli presented Cheryl Migliaccio with a plaque and certificate commemorating her retirement. Ms. Capitelli thanked Ms. Migliaccio for all of her hard work and dedication throughout the years as well as read a number of Ms. Migliaccio's achievements during her tenure in the Totowa School district. Ms. Capitelli wished Ms. Migliaccio health and happiness in her retirement. Ms. Migliaccio thanked everyone and appreciate this honor. She is fond of her memories of students and colleagues but looks forward toward her retirement.

Ms. Capitelli presented Joann Campilango with a plaque and certificate commemorating her retirement. Ms. Capitelli thanked Ms. Campilango for all of her hard work and dedication throughout the years as well as read a number of Ms. Campilango's achievements during her tenure in the Totowa School district. Ms. Capitelli thanked Ms. Campilango for her ability to move everything along and help anyone that needs it. Ms. Capitelli wished Ms. Campilango health and happiness in her retirement. Ms. Campilango thanked Ms. Capitelli, the board, co-workers and the Administration. She appreciates everyone's kindness and will miss everyone.

3. Open Public Meeting Notice

The following statement was read by Mr. Varcadipane:

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, the Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Municipal Building and notice was mailed to the North Jersey Herald News and The Record.

4. Public to be Heard

There was no public to be heard.

5. Professional Days

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

6. Professional Days

The Superintendent, in consultation with the Administrative Team, recommends that the Board rescind the Professional Days as per the attached document.

7. Review of the School Security Drill Statement of Assurance

The Superintendent attests to the Board that all fire and safety drills have been held in accordance with 18A:41-1.

8. Submission of the School Security Drill Statement of Assurance

The Board, pursuant to 18A:41-1, approves the submission of the School Security Drill Statement of Assurance to the New Jersey Department of Education.

9. 2024 – 2025 Lead Testing Statement Assurance

The Superintendent, in consultation with the School Business Administrator, recommends that the Board approve the Lead Testing Statement of Assurance for the 2024 – 2025 school year.

10. Approval – Job Description

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the job description for Communications Specialist as per the attached document.

11. Comprehensive Equity Plan

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the Comprehensive Equity Plan for the 2025 – 2026, 2026 – 2027, and 2027 – 2028 school years.

12. Submission of the Comprehensive Equity Plan

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the submission of the Comprehensive Equity Plan for the 2025 – 2026, 2026 – 2027, and 2027 – 2028 school years to the Executive County Superintendent on or before Monday, June 23, 2025.

13. Submission Statement of Assurance Comprehensive Equity Plan

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the submission of the Statement of Assurance for the Comprehensive Equity Plan for the 2025 – 2026, 2026 – 2027, and 2027 – 2028 school years to the Executive County Superintendent on or before Monday, June 23, 2025.

14. Focus for Optimal Comprehensive Universal Screeners (FOCUS) Grant

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the submission, amendment, and acceptance of a fiscal year 2025 Focus for Optimal Comprehensive Universal Screeners (FOCUS) Competitive Grant (25-TL02-G03) application for $3,520. The FOCUS grant will enable the district to meet the screening requirements in kindergarten through grade 3 (K-3) according to State law. Awards are based on a $10 per-pupil amount in grades K-3.

15. Disposal – Textbooks and Instructional Materials

The Superintendent, in consultation with the Administrative Team, recommends that the following textbooks and instructional materials be disposed of. See attached.

16. Use of Facilities – Totowa Education Foundation

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

Kops for Kids Summer Program
June 23, 2025 – August 15, 2025
Washington Park School Gym and Field

Summer Enrichment Classes
June 23, 2025 – July 25, 2025
Classrooms TBD

17. Use of Facilities – PTO

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the PTO's request to use the cafeterias at Memorial and Washington Park School on Wednesday, June 18, 2025. The PTO will deliver pizza and water to students in preschool through grade eight to celebrate the last day of school. The PTO is also requesting the use of several carts at each school.

Motion for approval of item 5-17

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

18. Informational

Security Drills

TPK End-of-Year Ceremony

Kindergarten Moving On

Boston Trip

Student Appreciation Day

Dates for Your Information:

June 18	1:20 P.M. Dismissal – Last Day of School
June 18	8th Grade Graduation – 6:00 P.M. WPS
June 19-20	Staff-In Service
July 4	Independence Day – Schools Closed
July 23	Board of Education Meeting

Use of Facilities:

July	Totowa Education Foundation – Kops for Kids Summer Program
July	Totowa Education Foundation – Enrichment Classes

Use of Field:

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

Reports:

Discipline Reports
Washington Park School Press
TPK End-of-Year Program
Kindergarten Moving On Ceremony
Awards Assembly

19. Committee Reports

Ms. Alesandrelli stated committee meetings were not held.

20. 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 7:27 p.m.

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

Motion for approval of item 20

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

The Board returned from executive session at 7:54 P.M.

21. Resignation – Kassandra Antao

The Superintendent recommends that the Board accept the resignation of Kassandra Antao, Teacher, effective June 30, 2025.

22. Stipend – Boston Trip

The Superintendent recommends that the Board approve an expense stipend of $200 to the following staff members supervising the Boston Trip:

Nancy Trotto Devin DiIorio Joseph D'Amelio
Timothy Tracy Tricia Monteyne

23. Approval – Job Posting

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

24. Approval – School Business Administrator/Board Secretary

The Superintendent recommends that the Board approve the contract of the School Business Administrator/School Secretary, Vincent Varcadipane, for the 2025 – 2026 school year as approved by the Executive County Superintendent.

25. Approval – Superintendent's Evaluation

It is recommended that the Board approve the evaluation of the Superintendent, Patricia Capitelli, for the 2024 – 2025 school year as per the attached document.

26. Rescind Appointment

The Superintendent recommends that the Board rescind the appointment of Natalie Pierro, School Nurse, for the Extended School Year program.

27. Totowa Administrative Assistant Association Contract (2025-2028)

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the Agreement between the Totowa Board of Education and the Totowa Administrative Assistant Association for the 2025-2026, 2026-2027, and 2027-2028 Academic Years as per the attached.

28. Salary Tenured Administrative Assistants

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

29. Salary Non-Tenured Administrative Assistants

The Superintendent, in consultation with the Administrative Team, recommends the salary of the non-tenured administrative assistants consistent with the enclosed attachment.

Motion for approval of item 21-29

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

30. Approval of Minutes- May 28, 2025 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of May 28, 2025, as presented.

Motion for approval of item 30

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

31. Approval of Minutes- May 28, 2025 – Executive Session

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the Executive Session during the meeting of May 28, 2025, as presented

Motion for approval of item 31

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

32. Approval of Bills List – June

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

33. Acceptance of Financial Status Report – May

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

34. Monthly Financial Certification of the Board Secretary and the Board of Education – May

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2024-2025 budget have not been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

35. Acceptance of Bank Reconciliations – May

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

36. Acceptance of Board Secretary Report – May

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

37. Acceptance of Treasurer of School Monies Report – May

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

38. Acceptance of Financial Summary Report – May

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

39. Approval of Line-Item Budget Transfers – May

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

40. Acceptance of Revenue Report – May

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

41. 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
Service Plus Inc.	Invoice #1039578-IN	1667	$ 1,671.12

42. Approval of Payment – Oceans Casino Resort (ASBO Conference)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve check # 2906 to the Oceans Casino Resort for the balance of the ASBO Conference room rate of $68.68. The original rate was adjusted slightly.

43. Approval of Payment – Totowa Education Foundation Reimbursement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve check # 2907 to the Totowa Education Foundation for reimbursement in the amount of $168.00. This amount is a reimbursement for monies collected for the Kops 4 Kids program but was deposited in the wrong bank account.

44. Approval of Payment – C&M Shade Corporation

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve check # 2905 to the C&M Shade Corporation for shades for Memorial School. The deposit represents 50% mandatory payment before the shades are created in the amount of $1931.21.

45. Approval of Out-of-District Contracts 2025-2026

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contract, for students O-18-19-01 to Academy 360 for the 2025-2026 school year and ESY 2025 in the amount of $82,457.97 and $9,912.98 respectively. Extraordinary services will also be provided at a cost of $42,090.00 for the school year and $5,060.00 for ESY.

46. Approval of Out-of-District Contracts 2025-2026

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contract, for students O-22-23-01 to Windsor Learning Center for the 2025-2026 school year and ESY 2025 in the amount of $66,060 and $11,010 respectively.

47. Approval of Out-of-District Contracts 2025-2026

The Superintendent, in consultation with the Director of Special Education, recommends that the Board approve placement of Student #OOD 23-24-01 at Alpine Learning Group 2025-2026 school year and ESY 2025 in the amount of $115,106.40 and $19,184.40 respectively.

48. Approval to Submit the Anticipated Facility Request for 2025-2026

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the submission of the Anticipated Facility Request for the 2025 -2026 School Year to the Passaic County Department of Education. (See Attachment #2)

49. Surplus Transfer to Capital Reserve

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board authorize a transfer of surplus funds to the Capital Reserve in the amount up to $1,000,000.00 should such funds be available.

Motion for approval of item 32-49

MOTION: Ms. Carr
SECONDED: Mr. Parlegreco
VOTE: Unanimous (Mr. Bierach and Mr. Parlegreco abstained from PO 25-01590 on item #32 Approval of Bills List June)

50. Old Business

There was no old business.

51. New Business

There was no new business.

52. Hearing and Petition of Citizens

No citizens wished to be heard.

53. Other Matters of a Timely Nature

There was no other matters of a timely nature.

54. Adjournment

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

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary