BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

06/13/2024

The Regular Meeting of the Board of Education of the Borough of Totowa was held at Washington Park School Media Center, 10 Crews Street, Totowa, New Jersey on June 13, 2024.

1. Call To Order

President Antonucci called the meeting to order at 7:03 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. Antonucci, Ms. Carr, Ms. Coiro, Mr. La Rose, Mr. Parlegreco and Dr. Vancheri
Members Absent:	Ms. Alesandrelli, Mr. Bierach and Mr. Palazzo
Also Present:	Patricia Capitelli, Superintendent of Schools
	Vincent Varcadipane, School Business Administrator/Board Secretary
	Mr. Raymond B. Reddin, Board Attorney

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.

Ms. Capitelli presented Julie Peters with a plaque and certificate commemorating her retirement. Ms. Capitelli thanked Ms. Peters for all of her hard work and dedication throughout the years as well as read a number of Ms. Peters' achievements during her tenure in the Totowa School district. Ms. Capitelli wished Ms. Peters health and happiness in her retirement. Ms. Peters thanked the board, teachers and administration and stated she loved working with everyone in the district.

5. Professional Days

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

6. 2023 – 2024 Lead Testing Statement Assurance

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve the Lead Testing Statement of Assurance for the 2023 – 2024 school year.

7. Merit Goals

The Board attests to the completion of the Superintendent's goals listed below and approves a merit payment for the completion of the goals pending approval of the Executive County Superintendent:

Quantitative Merit Goal – Improving Science Performance – 3.33% - $6,260.40 (Completed)
Quantitative Merit Goal – Improving Mathematical Performance – 3.33% - $6,260.40 (Completed)
Quantitative Merit Goal – Increasing Student Literacy Skills – 3.33% - $6,260.40 (Completed)
Qualitative Merit Goal – Improving Staff Reporting Procedures – 2.5% - $4,700.00 (Completed)
Qualitative Merit Goal – Implementing a Student Led Book Exchange – 2.5% - $4,700.00 (Completed)

8. 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.

9. 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.

10. Approval 2024 – 2027 Language Instruction Education Program Three-Year Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2024 – 2027 Language Instruction Education Program Three-Year Plan as per the attached.

11. Approval Safe to Return Plan 2024 – 2025 School Year

The Superintendent, in consultation with the Administrative Team, Recommends the Board approve the Safe to Return Plan for the 2024 – 2025 School Year as per the attached.

12. Out-of-District Change of Placement

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the change of placement to the summer placement for Student #OOD181901 to Academy 360 Lower School with the dates of 7/1/2024 – 8/1/2024 with transportation to be provided by the Northern Region Educational Services Commission.

13. Out-of-District Change of Placement

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the change of placement for student #OOD181901 to Academy 360 Lower School, a program of Spectrum 360, for the 2024 - 2025 school year at the rate of $83,314.31with transportation to be provided by The Northern Region Educational Services Commission.

14. Harassment, Intimidation, and Bullying Report April

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

15. Donation FujiFilm USA

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the donation of two (2) FujiFilm X-S20 Digital Cameras and two (2) FujiFilm XF18-120mmF4 LM PZ WR Lenses from FujiFilm USA. The equipment will be used for live-streaming events as well as for the Totowa School District yearbook.

16. Assembly – *Valentine Inspires*

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the *Valentine Inspires* Assembly for students in grades five through eight on Wednesday, June 12, 2024. Students in grades five and six will participate in the assembly at 9:15 A.M. and students in grades seven and eight at 10:30 A.M. The program will be funded by the Municipal Drug Alliance.

17. Library Visitation

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the visitation of AnnMarie Shapiola, Totowa Public Library, and Gabriella Cordova, Totowa Public Library, to visit the students in kindergarten through grade four to discuss the Summer Reading program and the events at the library during the summer on Monday, June 10, 2024.

18. 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 24, 2024 – August 18, 2024
Washington Park School Gym and Field

Summer Enrichment Classes

June 24, 2024 – July 26, 2024
Classrooms TBD

Motion for approval of item 5-18

MOTION: Mr. La Rose
SECONDED: Ms. Coiro
VOTE: Unanimous (Dr. Vancheri abstain from #7 Merit Goals on the Report of the Superintendent)

19. Informational

Security Drills

Awards Assembly

TPK End-of-Year Ceremony

Kindergarten Moving On

Boston Trip

Student Appreciation Day

Dates for Your Information:

June 17	1:20 P.M. Dismissal – Last Day of School
June 17	8th Grade Graduation – 6:00 P.M. WPS
June 18-19	Staff In Service
July 4	Independence Day – Schools Closed
July 31	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

Attachments:

Harassment, Intimidation, and Bullying Report

Reports:

Discipline Reports
TPK End-of-Year Program
Kindergarten Moving On Ceremony
Awards Assembly

20. Committee Reports

Ms. Antonucci stated committee meetings were not held.

21. 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 7:14 p.m.

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

Motion for approval of item 21

MOTION: Dr. Vancheri
SECONDED: Mr. La Rose
VOTE: Unanimous

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

22. Substitute Teachers

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

Priority II
Aponte, Sindy
Rizo, Juan
Vega, Nicole

23. Retirement – Donna Trommelen

The Superintendent recommends the Board accept with regret the retirement of Donna Trommelen, Teacher, effective September 1, 2024.

24. Appointment – Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Santos Aguilar, Special Education Aide, for the Totowa School District for the Extended School Year Program. Ms. Aguilar will begin on Monday, June 24, 2024, through Thursday, July 25, 2024, and will be compensated at a rate of $17.25 per hour.

25. Resignation – Alina Toporivska

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Alina Toporivska, Learning Disabilities Teacher Consultant, for the Totowa School District effective Sunday, June 30, 2024.

26. Stipend – Boston Trip

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

Valerie D'Ambrosio	Joseph D'Amelio	Timothy Tracy
Tricia Monteyne	Jennifer Schweighardt	

27. Totowa Custodial Engineers Association Contract (2024-2027)

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Agreement between the Totowa Board of Education and the Totowa Custodial Engineers Association for the 2024-2025, 2025-2026, and 2026-2027 Academic Years as per the attached.

28. Salary Tenured Teaching Staff

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

29. Salary Non-Tenured Teaching Staff

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

30. Salary Tenured Custodial Engineers

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

31. Salary Non-Tenured Custodial Engineers

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

32. Approval of Special Education Aides Pay Rates Extended School Year Program

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the pay rates for the Special Education Aides for the Extended School Year Program consistent with the enclosed attachment.

33. High-Impact Tutoring Tutors – Extended Summer Learning

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following staff members to serve as tutors for the Extended Summer Learning Academy.

Kassandra Antao	Jenna Laudi	Alycia Desmond
Amy Mele	Anna DeBellonia	Christine Harris
Denise Porta	Jennifer Reeves	Marlana Torres
Tina DeRose		

Tutors will be paid $50.00 per hour through the High-Impact Tutoring Grant.

34. Approval – School Business Administrator/Board Secretary

The Superintendent recommends the Board approve the contract of the School Business Administrator/School Secretary, Vincent Varcadipane, for the 2024 – 2025 school year as approved by the Executive County Superintendent.

35. Approval – Annual Evaluation of the Chief School Administrator

The Board approved the Annual Evaluation of the Chief School Administrator for the 2023-2024 school year.

Motion for approval of item 22-35

MOTION: Ms. Coiro
SECONDED: Mr. La Rose
VOTE: Unanimous (Dr. Vancheri abstained from Item #s 22, 27 and 35, Substitute Teachers, Totowa Custodial Engineers Association Contract 2024 -2027 and Approval - Annual Evaluation of the Chief School Administrator respectively)

36. Approval of Minutes- May 29, 2024 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of May 29, 2024, as presented.

Motion for approval of item 36

MOTION: Ms. Carr
SECONDED: Mr. Coiro
VOTE: Unanimous (Dr. Vancheri abstained)

37. Approval of Minutes- May 29, 2024 – Executive Session

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the Executive Session during the meeting of May 29, 2024, as presented.

Motion for approval of item 37

MOTION: Ms. Coiro
SECONDED: Ms. Carr
VOTE: Unanimous (Dr. Vancheri abstained)

38. 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.

39. 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 2024, as presented.

40. 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 2023-2024 budget have not been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

41. 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 2024, as presented.

42. 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 2024, as presented.

43. 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 2024, as presented.

44. 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 2024, as presented.

45. 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 2024, as presented. (See Attachment #1 Monthly Transfer Report)

46. 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 2024, as presented.

47. 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 #912051724	1611	$ 22,272.95
Pomptonian	Invoice #912042624	1612	$ 3,977.58
Pomptonian	Invoice #912051024	1613	$ 17,227.93
Metro Fire & Safety	WPS Café Inspection	1614	$ 211.00

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

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve check # 2902 to the Oceans Casino Resort for the balance of the ASBO Conference room rate of $35.75. The original invoice did not have the full fees included and needed to be paid prior to the ASBO Conference start.

49. Approval of Payment – Collegemania

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve check # 2903 to Collegemania for additional lawn signs needed for the eighth-grade graduates in the amount of $92.50. Additional students moved into the district after the original order was placed.

50. Approval of Out of District Contracts 2024-2025

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 2024-2025 school year and ESY 2024 in the amount of $83,314.41 and $10,015.94 respectively. Extraordinary services will also be provided at a cost of $38,430.00 for the school year and $4,4620.00 for ESY.

51. Approval to Submit the Anticipated Facility Request for 2024-2025

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the submission of the Anticipated Facility Request for the 2024 -2025 School Year to the Passaic County Department of Education. (See Attachment #2)

52. 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.

53. Approval of Out of District Contracts 2024-2025

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contract, for students O-19-20-02 to Shepard School for the 2024-2025 school year and ESY 2024 in the amount of $92,700.48 and $15,196.80 respectively.

54. Approval of New Jersey School Insurance Group Renewal Resolution

The Superintendent, in consultation with the School Business Administrator Board/ Secretary, recommends the Board approve the New Jersey School Insurance Group Renewal Resolution for the school years 2024-2025. (See Attachment #3)

Motion for approval of item 38-54

MOTION: Ms. Coiro
SECONDED: Mr. La Rose
VOTE: Unanimous (Mr. Parlegreco abstained from PO 24-1592 on item # 38 Approval of Bills List - June and Dr. Vancheri abstained from all NRESC related items)

55. Old Business

There was no old business.

56. New Business

There was no new business.

57. Hearing and Petition of Citizens

No citizens wished to be heard.

58. Other Matters of a Timely Nature

There was no other matters of a timely nature.

59. Adjournment

Upon motion by Dr. Vancheri and seconded by Ms. Coiro this meeting was adjourned at 8:01 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary