BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

07/23/2025

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 July 23, 2025.

A motion was made by Mr. Bierach and seconded by Mr. La Rose to have Ms. Alesandrelli act as President for the July 23, 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 7:07 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, Mr. Paalazzo and Dr. Vancheri
Members Absent:	Ms. Antonucci, and Mr. Parlegreco
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.

5. Professional Days

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

6. Professional Day

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

7. District Goals and Objectives

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the District Goals and Objectives for the 2025 – 2026 school year as per the attached.

8. Professional Development District Plan

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the Professional Development Plan for the Totowa School District for the 2025 – 2026 school year as per the attached.

9. Memorandum of Agreement Between Education and Law Enforcement Officials

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the Memorandum of Agreement Between Education and Law Enforcement Officials for the 2025–2026 school year.

10. Student Safety Data System (SSDS)

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the submission of the 2023 – 2024 Student Safety Data System (SSDS) as per the attached document.

11. Approval – Accumulated Sick Leave at Retirement

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the accumulated sick leave at retirement for Donna Trommelen, Kim Hackbarth, Maria Sagui, Cheryl Migliaccio, Elementary School Teachers, Douglas Uprichard, Custodial Engineer, Lori Johnson, School Nurse, and JoAnn Campilango, Administrative Assistant, for the Totowa School District as per the following calculations:

Donna Trommelen: 147.5 Sick Days @ $150.00/per day contracted = $22,125.00
**Payment will be $15,000.00 maximum amount per law.

Kim Hackbarth: 187.5 Sick Days @ $150.00/per day contracted = $28,125.00 **Payment will be $15,000.00 maximum amount per law.

Maria Sagui: 134.5 Sick Days @ $150.00/per day contracted = $20.175.00
**Payment will be $15,000.00 maximum amount per law.

Cheryl Migliaccio: 15 Sick Days @ $150.00/per day contracted = $2,250.00

Douglas Uprichard: 13 Sick Days @ $150.00/per day contracted = $1,950.00

Lori Johnson: 264 Sick Days @ $150.00/per day contracted = $39,600.00
**Payment will be $15,000.00 maximum amount per law.

JoAnn Campilango: 362.5 Sick Days @ $150/per day contracted = $54,375.00
**Payment will be $15,000.00 maximum amount per law.

Motion for approval of item 5-11

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

12. Informational

Summer Academy

School Safety Data System

Building Updates

Dates for Your Information:

Sept. 3 Board of Education Meeting 7:00 P.M. WPS

Use of Facilities:

August 1-15 Totowa Education Foundation – Kops for Kids Summer Program

Use of Field:

Attachments:

Washington Park School Awards Assembly Program
Eighth Grade Commencement Exercises Program

Reports:

Discipline Reports

13. Committee Reports

Ms. Alesandrelli stated committee meetings were not held.

14. 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 7:12 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 14

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

The Board returned from executive session at 8:12 P.M.

15. Oath Of Office

Ms. Alesandrelli asked for a nomination for the vacant Board Member position.

Mr. Bierach made a motion to nominate Ms. Joanna Panepinto as a member to the Totowa Board of Education.

Mr. La Rose seconded the nomination. No other nominations were made.

Motion for approval of item 15

MOTION: Dr. Vancheri
SECONDED: Mr. Palazzo
VOTE: Unanimous

Mr. Varcadipane administered the Oath of Office to Ms. Panepinto.

16. Substitute Teachers

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

Priority II
Begum, Razia
Burgers, Denise
Labarbera, Diana

Priority III
Cancro, Faith
Mendez, Emily

17. Resignation – Yasmeen Hamideh

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Yasmeen Hamideh, Special Education Aide, for the Totowa School District, effective Thursday, June 19, 2025.

18. Retirement – Michael Quintieri

The Superintendent recommends the Board accept the retirement of Michael Quintieri, Custodial Engineer, for the Totowa School District effective Wednesday, October 1, 2025.

19. Revision – Special Education Aide Pay Rate

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the revision of Santos Aguilar's, Special Education Aide, salary to be revised for the Extended School Year Program from $17.25 per hour to $17.75 per hour.

20. Stipend – Todd Mitchell

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve a stipend for Todd Mitchell, School Resource Officer, to attend the summer School Safety Specialist Certification Academy, from Monday, June 23, 2025, through Thursday, June 26, 2025, at his 2024 – 2025 prorated hourly rate based on 1/200th per diem. Mr. Mitchell will be paid for twenty-eight (28) hours.

21. Salary Adjustment – Extended School Year Teacher

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve Brittany Patten, Special Education Teacher, to receive the teacher pay rate from Monday, July 21, 2025, through Wednesday, July 23, 2025, at her 2024 – 2025 prorated hourly contracted rate based on 1/200th per diem.

22. Special Education Aides Pay Rates 2025 – 2026

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the 2025 – 2026 pay rates for the Special Education Aides as per the attached document.

23. Appointment – Special Education Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Lauren Acevedo, Special Education Teacher, for the 2025 – 2026 school year beginning on Tuesday, September 2, 2025. Ms. Acevedo will be placed on MA Step 4 - $66,185.00, of the contracted teacher's salary guide pending approval of successful criminal background check, Disclosure and Review of Applicants' Employment History, and positive references.

24. Appointment – Teacher of Music

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Nicholas Bates, Music Teacher, for the 2025 – 2026 school year beginning on Tuesday, September 2, 2025. Mr. Bates will be placed on MA Step 1 - $63,290.00, of the contracted teacher's salary guide pending approval of successful criminal background check, Disclosure and Review of Applicants' Employment History, and positive references.

25. Appointment – Learning Disabilities Teacher Consultant (LDTC)

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Stefanie Cramer, Learning Disabilities Teacher Consultant, for the 2025 – 2026 school year beginning on Tuesday, September 2, 2025. Ms. Cramer will be placed on MA+30 Step 13 - $97,250.00, of the contracted teacher's salary guide pending approval of successful criminal background check, Disclosure and Review of Applicants' Employment History, and positive references.

26. Appointment – Communications Specialist

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Sarah D'Ambrosio, Communications Specialist, for the 2025 – 2026 school year beginning on Tuesday, September 2, 2025. Ms. D'Ambrosio will receive a salary of $40,000.00 pending approval of the successful criminal background check and positive references.

27. Appointment – Mathematics Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Brayden Hascup, Mathematics Teacher, for the 2025 – 2026 school year beginning on Tuesday, September 2, 2025. Mr. Hascup will be placed on BA Step 1 - $58,915.00, of the contracted teacher's salary guide pending approval of successful criminal background check, Disclosure and Review of Applicants' Employment History, and positive references.

28. Appointment – Registered Nurse

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Jillian Persaud, BSN, RN, School Nurse, for the 2025 – 2026 school year beginning on Tuesday, September 2, 2025. Ms. Persaud will be placed on BA Step 10 - $77,415.00, of the contracted teacher's salary guide pending approval of successful criminal background check, Disclosure and Review of Applicants' Employment History, and positive references.

29. Approval – Transfer

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the transfer of Christine Cifelli, Resource Room Teacher at Washington Park School, Grades 4-5, to Resource Room Teacher at Memorial School Kindergarten through grade three.

30. Approval – Transfer

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the transfer of Tamara Emont, Resource Room Teacher, at Memorial School Kindergarten through grade three to Multiple Disabilities (MD), kindergarten through grade two at Memorial School.

31. Appointment – Mathematics Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Patrick Mahon, Mathematics Teacher, for the 2025 – 2026 school year beginning on Tuesday, September 2, 2025. Mr. Mahon will be placed on MA Step 7 - $75,315.00, of the contracted teacher's salary guide pending approval of successful criminal background check, Disclosure and Review of Applicants' Employment History, and positive references.

Motion for approval of item 16-31

MOTION: Mr. Bierach
SECONDED: Mr. La Rose
VOTE: Unanimous (Dr. Vancheri abstained from item # 16 Substitute Teachers)

32. Approval of Minutes- June 11, 2025 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of June 11, 2025, as presented.

Motion for approval of item 32

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

33. Approval of Minutes- June 11, 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 June 11, 2025, as presented.

Motion for approval of item 33

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

34. Approval of Bills List – June Supplemental

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

35. Approval of Bills List – July

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

36. Acceptance of Financial Status Report – June

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

37. Monthly Financial Certification of the Board Secretary and the Board of Education – June

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.

38. Acceptance of Bank Reconciliations – June

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

39. Acceptance of Board Secretary Report – June

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

40. Acceptance of Treasurer of School Monies Report – June

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

41. Acceptance of Financial Summary Report – June

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

42. Approval of Line-Item Budget Transfers – June

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

43. Acceptance of Revenue Report – June

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

44. Approval of Payment of Cafeteria Invoices

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve payment of the following cafeteria invoices.

Vendor	Description	Check #	Amount
Pomptonian Food Service	Invoice #912053025	1668	$ 18,739.57
Pomptonian Food Service	Invoice #912061325	1669	$ 18,739.57
Payschools	Invoice #274279	1670	$3,390.00
Mrs. Brens	Lunch Balance Refund	1671	$89.75
Margarita Espinal	Lunch Balance Refund	1672	$19.25
Mrs. Joseph	Lunch Balance Refund	1673	$47.10
Michael Kalafut	Lunch Balance Refund	1674	$48.95
Carla Noriega	Lunch Balance Refund	1675	$13.45
Gina Miele	Lunch Balance Refund	1676	$10.15
Jaycian Clarke	Lunch Balance Refund	1677	$19.40
Wenona Goow	Lunch Balance Refund	1678	$9.59

45. Approval of Payment – C&M Shade Corporation

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve check # 2907 to the C&M Shade Corporation for shades for Memorial School. The deposit represents the balance of funds already paid to pick up the completed order in the amount of $1,706.19.

46. Approval of Out-of-District Contract 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-19-20-02 to Shepard School for the 2025-2026 school year and ESY 2025 in the amount of $60,831.03 and $9,972.30 respectively. Extraordinary services will also be provided at a cost of $36,788.49 for the school year and $6,030.90 for ESY.

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

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the out-of-district contract of student #OOD 24-25-01 at the Felician School for Exceptional Children in Lodi, New Jersey for the 2025-2026 school year and ESY 2025 in the amount of $67,980.84 and $8,172.56 respectively.

48. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #232 from the school district's Unemployment Compensation Account in the amount of $76.90 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

49. Approval of 2025-2026 Purchasing Manual (Update)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the 2025-2026 Purchasing Manual update. The NJ Department of the Treasury announced that the bid threshold for QPAs has been increased from $44,000 to $53,000 starting July 1, 2025.

50. Approval of Submission and Grant Award – IDEA FY 2026 Application

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission and grant award for the IDEA FY 2026 application.

IDEA Basic	$ 255,327
IDEA Preschool	$ 9,072

51. Approval of 2024-2025 Transportation Contract NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2024-2025 transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
Q3773 -6/23/25	School #27 Paterson	Ace School Bus	$ 5,175.00+310.50	5/19/25

52. Approval to Dispose of Textbooks

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the disposal of outdated poor condition books. (See attachment #2)

53. Approval PO 26-01001 Unitemp MD LLC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve PO 26-01001 for Unitemp MD LLC in the amount of $150,000.00 for work performed on the boiler project of 2024-2025 through July 2025.

Motion for approval of item 34-52
MOTION: Mr. La Rose
SECONDED: Mr. Palazzo
VOTE: Unanimous (Dr. Vancheri abstained from all NRESC related agenda items and POs)

54. Old Business

There was no old business.

55. New Business

There was no new business.

56. Hearing and Petition of Citizens

No citizens wished to be heard.

57. Other Matters of a Timely Nature

There was no other matters of a timely nature.

58. Adjournment

Upon motion by Mr. Bierach and seconded by Mr. La Rose this meeting was adjourned at 8:20 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary