BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

07/31/2024

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 July 31, 2024.

1. Call To Order

President Antonucci called the meeting to order at 7:09 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, Ms. Antonucci, Mr. Bierach, Ms. Coiro and Dr. Vancheri
Members Absent:	Ms. Carr, Mr. La Rose, Mr. Palazzo 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. Policy Revision 0141 – Board Member Number and Term

The Superintendent presents to the Board the first read of the revised Policy 0141 – Board Member Number and Term.

6. Policy Revision 2220 – Curriculum Content

The Superintendent presents to the Board the first read of the revised mandated Policy 2220 – Curriculum Content.

7. Policy Revision 3160 – Physical Examination

The Superintendent presents to the Board the first read of the revised mandated Policy 3160 – Physical Examination.

8. Policy Revision 4160 - Physical Examination

The Superintendent presents to the Board the first read of the revised mandated Policy 4160 – Physical Examination.

9. Policy Revision 5337 – Service Animals

The Superintendent presents to the Board the first read of the revised Policy 5337 – Service Animals.

10. Policy Revision 5350 – Student Suicide Prevention

The Superintendent presents to the Board the first read of the revised mandated Policy 5350 – Student Suicide Prevention.

11. Policy Revision 8420 – Emergency and Crisis Situations

The Superintendent presents to the Board the first read of the revised mandated Policy 8420 – Emergency and Crisis Situations.

12. Policy Revision 8467 – Firearms and Weapons

The Superintendent presents to the Board the first read of the revised mandated Policy 8467 – Firearms and Weapons.

13. Policy Revision 9181 – Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

The Superintendent presents to the Board the first read of the revised Policy 9181 – Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants.

14. Regulation Revision 3160 – Physical Examinations

The Superintendent presents to the Board the first read of the revised mandated Regulation 3160 - Physical Examinations.

15. Regulation Revision 4160 – Physical Examinations

The Superintendent presents to the Board the first read of the revised mandated Regulation 4160 - Physical Examinations.

16. Regulation Revision 5200 - Attendance

The Superintendent presents to the Board the first read of the revised mandated Regulation 5200 - Attendance.

17. Regulation Revision 8467 – Firearms and Weapons

The Superintendent presents to the Board the first read of the revised mandated Regulation 8467 – Firearms and Weapons.

18. Student Safety Data System (SSDS)

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

19. District Goals and Objectives

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the District Goals and Objectives for the 2024 – 2025 school year as per the attached.

20. Professional Development District Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Professional Development Plan for the Totowa School District for the 2024 – 2025 school year as per the attached.

21. Chapter 27 Emergency Virtual or Remote Instruction Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Chapter 27 Emergency Virtual or Remote Instruction Plan for the 2024 – 2025 school year.

22. Comprehensive Equity Plan Submission

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submission of the Comprehensive Equity Plan Statement of Assurance for the 2024 – 2025 school year to the Executive County Superintendent.

23. Memorandum of Agreement Between Education and Law Enforcement Officials

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Memorandum of Agreement Between Education and Law Enforcement Officials for the 2024 – 2025 school year.

24. 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 Diane Emmolo, Elementary School Teacher, and Julie Peters, Administrative Assistant, for the Totowa School District as per the following calculation:

Diane Emmolo: 57.5 Sick Days @ $150.00/per day contracted = $8,625.00.

Julie Peters: 133 Sick Days @ $150.00/per day contracted = $19,950.00 **Payment will be $15,000.00 maximum amount per law.

25. Bergen County Special Services

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the contract with Bergen County Special Services, Educational Enterprises Division for Audiology Services to be provided based on the need for student #AUD-23-24-01 during the 2024 – 2025 school year. Services will not exceed seven (7) hours for a total of $1, 365.00

26. Totowa Fire Department Visit

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Totowa Fire Department to visit the Extended School Year Program at Memorial School on Thursday, July 25, 2024.

Motion for approval of item 5-26

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

27. Informational

Summer Academy

School Safety Data System

Boiler Project Updates

Dates for Your Information:

Sept. 4 Board of Education Meeting 7:00 P.M. WPS

Use of Facilities:

August 1-16 Totowa Education Foundation – Kops for Kids Summer Program

Use of Field:

Attachments:

Eighth Grade Commencement Exercices Program

Harassment, Intimidation, and Bullying Report

Reports:

28. Committee Reports

Ms. Antonucci stated committee meetings were not held.

29. 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 7:20 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately fifteen (15) minutes and no action will be taken.

Motion for approval of item 29

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

The Board returned from executive session at 7:46 P.M.

30. Resignation – Jamalat Assaf

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Jamalat Assaf, Special Education Aide, for the Totowa School District's Extended School Year Program, effective Monday, June 24, 2024.

31. Resignation – Cynthia Colella

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Cynthia Colella, Special Education Teacher, for the Totowa School District effective Friday, September 13, 2024.

32. Resignation – Douglas Upritchard

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Douglas Upritchard, Custodial Engineer, for the Totowa School District effective Friday, August 30, 2024.

33. Appointment – Elementary School Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Hunter Smith, Elementary School Teacher, for the 2024 – 2025 school year beginning on Tuesday, September 3, 2024. Mr. Smith will be placed on BA Step 1 - $57,055, of the contracted teacher's salary guide pending approval of his Disclosure and Review of Applicants' Employment History.

34. Approval – Long-Term Substitute

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Carolyn Luisa as a long-term substitute for the 2024 – 2025 school year beginning on Thursday, September 5, 2024. Ms. Luisa will be paid an hourly rate of $18.25 and will not exceed twenty-nine and one-half (29.5) hours.

35. Approval – Long-Term Substitute

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Elizabeth Mandry Booth as a long-term substitute for the 2024 – 2025 school year beginning on Thursday, September 5, 2024. Ms. Mandry Booth will be paid an hourly rate of $20.25 and will not exceed twenty-nine and one-half (29.5) hours.

36. Approval – Transfer

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the transfer of Patricia Voorhis, Administrative Assistant, at Memorial School to Administrative Assistant, at Washington Park School.

37. Approval – Transfer

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the transfer of Cheryl Arena, Administrative Assistant, at Washington Park School to Administrative Assistant, at Memorial School.

38. Approval - Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Medical Leave for LouAnn Martinez, Elementary School Teacher, beginning on Tuesday, September 3, 2024, through Thursday, October 31, 2024. Ms. Martinez will return to work on Friday, November 1, 2024, and will use forty-three (43) sick days.

39. Approval - Paid Medical Leave Revision

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revision to the paid medical leave of absence for Michael Quintieri, Custodial Engineer, as follows:

Mr. Quintieri will begin his paid medical leave on Monday, March 18, 2024, through Tuesday, July 23, 2024, as per the following provisions:

1. Mr. Quintieri will use two (2) personal days for Monday, March 18, 2024, and Tuesday, March 19, 2024.
2. Mr. Quintieri will use eleven (11) vacation days from Wednesday, March 20, 2024, through Friday, April 5, 2024.
3. Mr. Quintieri will use eighty (80) sick days from Monday, April 8, 2024, through Wednesday, July 31, 2024.
4. Mr. Quintieri will return to work on Thursday, August 1, 2024.

40. 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.

Andrea Santaniello Emily Kologrivov

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

41. Approval - Medical Leave

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Gladys Campanile, Social Worker, for summer services as needed, from Monday, August 5, 2024 - Friday, August 30, 2024, not to exceed twenty (20) hours at the prorated individual hourly per diem based on the 2023-2024 salary guide.

Motion for approval of item 30-41

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

42. Approval of Minutes- June 13, 2024 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of June 13, 2024, as presented.

Motion for approval of item 42

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

43. Approval of Minutes- June 13, 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 June 13, 2024, as presented.

Motion for approval of item 43

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

44. Approval of Bills List – June Supplemental

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

45. 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.

46. 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 2024, as presented.

47. 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 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.

48. 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 2024, as presented.

49. 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 2024, as presented.

50. 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 2024, as presented.

51. 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 2024, as presented.

52. 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 2024, as presented. (See Attachment #1 Monthly Transfer Report)

53. 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 2024, as presented.

54. 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 #912060724	1615	$ 10,198.87
Pomptonian	Invoice #912061424	1616	$ 8,623.90
PaySchools	Invoice #266392	1617	$ 3,410.00
Mr. Scarpulla	WPS Café Refund	1618	$ 16.40

55. Approval of Submission and Grant Award – IDEA FY 2025 Application

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the submission and grant award for the IDEA FY 2025 application.

IDEA Basic	$ 263,027
IDEA Preschool	$ 9,188

56. 2024-2025 Elementary and Secondary Education Act (ESEA) Apbplication

The Superintendent, in consultation with the Administrative Team recommends the Board, retroactively approve the submission of the 2024-2025 Elementary and Secondary Education Act (ESEA) Application, released to the New Jersey State Department of Education and accepts the grant award of funds upon the approval of the FY 2024-2025 ESEA application.

57. Approval to Transfer Funds, Title IV ESEA to Title II ESEA

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the transfer of funds from Title IV ESEA to Title II ESEA in the amount of $13,679.00 for the FY 2024-2025 ESEA Grant.

58. Approval to Refuse Title III ESEA Funds

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board retroactively approve the refusal of Title III funds from ESEA 2024-2025 Grant in the amount of $2,559.00.

59. Approval of Transparent Energy

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the use of Transparent Energy as a third-party supplier for the purchase of Electrical Supply not to exceed .1250/kWh. (See attachment #2)

60. Approval of Power Washing Services

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve Interstate Contracting & Restoration in the amount of $17,700.00 for the power washing and cleaning of the Washington Park School building at 10 Crews Street.

61. Approval of Bergen County Special Services Contract

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve Bergen County Special Services to provide audiological services for the 2024-2025 school year in the amount of $6,800.00.

62. Approval of Out-of-District Contract 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-22-23-01 to Windsor Learning Center for the 2024-2025 school year and ESY 2024 in the amount of $74,445.00 and $10,635.00 respectively.

63. Approval of Cafeteria Meals Price List

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the 2024-2025 Cafeteria Meals price list. (See Attachment #3)

64. Approval of Bergen County Special Services Contract

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve Bergen County Special Services to provide audiological services for the 2024-2025 school year in the amount of $1,365.00.

65. 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 ESY transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
2582	Phoenix Center	Omar Trans	$ 4,320.00+259.20	7/1/24-7/26/24
3025	Alpine Learning Center	Prestige Xpress	$ 11,250.00+675.00	7/1/24-8/2/24
3514	Academy 360 Lower School	R & May Trans	$ 2,772.00+166.32	7/1/24-8/1/24
3584	Shepard Lower Sch-Kinnelon	American Star Trans	$ 7,980.00+478.80	7/1/23-8/13/24
3597	Windsor Learning Ctr	R & May Trans	$ 3,740.00+224.40	7/8/24-8/16/24
WashMem ESY	Washington Pk/Mem Sch	Omar Trans	$ 5,320.00+319.20	6/24/24-7/25/24

66. Approval of 2024-2025 Agreement with NRESC Substitute Registry

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the contract with NRESC for the Substitute Registry in the amount of $10,398.00 for the 2024-2025 school year.

Motion for approval of item 44-66

MOTION: Dr. Vancheri
SECONDED: Mr. Bierach
VOTE: Unanimous (Mr. Bierach abstained from PO 24-1620 on item # 44 Approval of Bills List - June Supplemental and Dr. Vancheri abstained from all NRESC related items)

67. Old Business

There was no old business.

68. New Business

There was no new business.

69. Hearing and Petition of Citizens

No citizens wished to be heard.

70. Other Matters of a Timely Nature

There was no other matters of a timely nature.

71. Adjournment

Upon motion by Mr. Bierach and seconded by Ms. Coiro this meeting was adjourned at 7:51 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary