BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

09/17/2025

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 September 17, 2025.

A motion was made by Dr. Vancheri and seconded by Mr. Parlegreco to have Mr. Bierach act as President for the September 17, 2025, Board of Education meeting. The motion was passed unanimously by roll call vote.

1. Call To Order

Acting President Bierach 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:	Mr. Bierach, Ms. Carr, Mr. Paalazzo, Ms. Paneptino, Mr. Parlegreco and Dr. Vancheri
Members Absent:	Ms. Alesandrelli, Ms. Antonucci and Mr. La Rose
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.

Ms. Capitelli presented Mr. Michael Quintieri with a plaque honoring his career in the Totowa School district. Ms. Capitelli stated Mr. Quintieri was an essential part of the custodial staff and went above and beyond this summer to insure the district was ready to open. Mr. Quintieri knew he was retiring but showed up everyday and helped train other co-workers all summer long. Ms. Capitelli thanked Mr. Quintieri.

Mr. Quintieri thanked everyone and stated it was an honor to work in the Totowa School district.

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 Day as per the attached.

6. Policy Revision 0143 – Board Member Election and Appointment

The Superintendent presents to the Board the second read of the revised Policy 0143 – Board Member Election and Appointment.

7. Policy Revision 0173 – Duties of Public School Accountant

The Superintendent presents to the Board the second read of the revised Policy 0173 – Duties of Public School Accountant.

8. Policy Revision 0174 – Legal Services

The Superintendent presents to the Board the second read of the revised mandated Policy 0174 – Legal Services.

9. Policy Revision 0177 – Professional Services

The Superintendent presents to the Board the second read of the revised mandated Policy 0177 – Professional Services.

10. Policy Revision 1570 – Internal Controls

The Superintendent presents to the Board the second read of the revised mandated Policy 1570 – Internal Controls.

11. Policy Revision 1620 – Administrative Employment Contracts

The Superintendent presents to the Board the second read of the revised mandated Policy 1620 – Administrative Employment Contracts.

12. Policy Adoption 1636.01 – Notification of Promotion, New Job, and Transfer Opportunities

The Superintendent presents to the Board the second read of the new Policy 1636.01 – Notification of Promotion, New Job, and Transfer Opportunities.

13. Policy Revision 2422 – Statutory Curricular Requirements

The Superintendent presents to the Board the second read of the revised mandated Policy 2422 – Statutory Curricular Requirements.

14. Policy Adoption 5339.01 – Student Sun Protection

The Superintendent presents to the Board the second read of the revised mandated Policy 5339.01 – Student Sun Protection.

15. Policy Revision 6111 – Special Education Medicaid Initiative (SEMI) Program

The Superintendent presents to the Board the second read of the revised mandated Policy 6111 – Special Education Medicaid Initiative (SEMI) Program.

16. Policy Revision 6220 – Budget Preparation

The Superintendent presents to the Board the second read of the revised mandated Policy 6220 – Budget Preparation.

17. Regulation Revision 1570 – Internal Controls

The Superintendent presents to the Board the second read of the revised mandated Regulation 1570 – Internal Controls.

18. Regulation Revision 6111 – Special Education Medicaid Initiative (SEMI) Program

The Superintendent presents to the Board the second read of the revised mandated Regulation 6111 – Special Education Medicaid Initiative (SEMI) Program.

19. Regulation Revision 6220 – Budget Preparation

The Superintendent presents to the Board the second read of the revised Regulation 6220 – Budget Preparation.

20. 2025 - 2026 Nursing Services Plan

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the 2025 - 2026 District Nursing Services Plan as attached.

21. Use of Facilities – PTO Executive Meeting

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the rescheduling of the PTO Executive Meeting from Monday, April 6, 2026, to Monday, April 13, 2026.

22. Revision – Community-Based Instruction (CBI) Trip

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the rescheduling of the LifeTown CBI from Wednesday, October 22, 2025, to Friday, October 24, 2025. The change of date is at no cost to the district.

23. Calendar Revision

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the rescheduling of the Student Faculty Volleyball Game from Wednesday, November 12, 2025, to Thursday, November 13, 2025.

24. Use of Facilities – PTO

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the PTO meetings for the 2025 - 2026 school year as follows:

Tuesday, March 10, 2026, Snow Date Wednesday, March 11, 2026 - MS Auditorium 7:00 P.M. – 9:30 P.M.

Wednesday, June 10, 2026 – WPS Gym 7:00 P.M. – 9:30 P.M.

The P.T.O. is also requesting the use of tables, chairs, and a podium with a microphone and chairs.

25. Use of Facilities – PTO Fall Pictures

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the request of the Totowa PTO Fall Picture Committee as follows:

Fall Pictures		
Memorial School Auditorium	October 13, 2025	8:00 A.M. – 4:00 P.M.
Washington Park School Gym	October 13, 2025	8:00 A.M. – 4:00 P.M.
Fall Picture Retakes		
Memorial School Auditorium	November 24, 2025	8:00 A.M. – 4:00 P.M.
Washington Park School Gym	November 24, 2025	8:00 A.M. – 4:00 P.M.

The P.T.O. also requested the use of tables and chairs.

26. Use of Facilities – PTO Pie and Cookie Dough Fundraiser

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the request of the PTO for the Pie and Cookie Dough Fundraiser as follows:

Tuesday, November 18, 2025
Washington Park School Cafeteria
3:30 P.M. – 6:30 P.M.

The P.T.O. is also requesting the use of folding tables, chairs, and carts.

Motion for approval of item 5-26

MOTION: Ms. Carr
SECONDED: Mr. Parlegreco
VOTE: Unanimous (Ms. Panepinto abstained from all PTO related items)

27. Informational

Opening of Schools

Back-to-School Night

NJSLA Presentation

ACCESS

Dates for Your Information:

Oct. 3	MP1 Progress Reports Grades 5 – 8
Oct. 6	1:20 P.M. Dismissal
Oct. 6	Staff In-Service
Oct. 6 – 10	Week of Respect
Oct. 13	Fall School Pictures MS/WPS
Oct. 15	Board of Education Meeting 7:00 P.M. WPS

Use of Facilities:

Oct. 6	PTO Executive Meeting		

Use of Field:

Sept./Oct.	P.A.L. Soccer and Softball	Mon. – Fri.	5:00 P.M. – Dusk
		Sat. – Sun.	9:00 A.M. – Dusk

Attachments:

Reports:

All About Kindergarten Brochure
Totowa Preschool Brochure
Back To School Night Brochure MS/WPS

28. Committee Reports

Mr. Bierach stated committee meetings were not held.

29. Executive Session

Mr. Bierach took a motion and a second to not enter Executive Session.

Motion for approval of item 29

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

30. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively appoint Ms. Yasmeen Hamideh, Special Education Aide, for the Totowa School District for the 2025-2026 school year. Ms. Hamideh began on Tuesday, September 9, 2025, and will be compensated at an hourly rate of $19.00 per hour.

31. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively appoint Ms. Dorina Ziso, Special Education Aide, for the Totowa School District for the 2025-2026 school year. Ms. Ziso began on Wednesday, September 10, 2025, and will be compensated at an hourly rate of $17.25 per hour.

Motion for approval of item 30-31

MOTION: Ms. Panepinto
SECONDED: Ms. Carr
VOTE: Unanimous

32. Approval of Minutes- September 3, 2025 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of September 3, 2025, as presented.

Motion for approval of item 32

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

33. Approval of Minutes- September 3, 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 September 3, 2025, as presented.

Motion for approval of item 33

MOTION: Ms. Panepinto
SECONDED: Ms. Carr
VOTE: Unanimous

34. Approval of Bills List – September 17, 2025

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the September 17, 2025, Bills List as presented.

35. Acceptance of Financial Status Report – August

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

36. Monthly Financial Certification of the Board Secretary and the Board of Education – August

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2025-2026 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.

37. Acceptance of Bank Reconciliations – August

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

38. Acceptance of Board Secretary Report – August

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

39. Acceptance of Treasurer of School Monies Report – August

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

40. Acceptance of Financial Summary Report – August

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

41. Approval of Line-Item Budget Transfers – August

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

42. Acceptance of Revenue Report – August

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

43. 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 #912052325	1680	$ 6,285.61
Pomptonian Food Service	Invoice #912082925	1681	$ 3,010.09
Bulb Depot Inc	Café Freezer Walk In	1682	$ 9.98
Pomptonian Food Service	Start Up Money	1683	$ 250.00

44. Approval of 2025-2026 Transportation Contract NRESC (Revised)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the 2025-2026 school year transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
3025	Alpine Learning Center	Prestige Xpress	$ 67,500.00+4,050.00	9/2/25-6/18/26
3584	Shepard Lower Sch-Kinnelon	Safeguard Trans	$ 48,678.00+2,920.68	9/2/25-6/19/26
3597	Windsor Learning Ctr	R & May Trans	$ 16,830.00+1,776.50	9/4/25-6/25/26
3709	Memorial School-Totowa	Omar Trans	$ 72,000.00+4,320.00	9/4/25-6/17/26
4010	Felician School	Aldin Trans	$ 24,613.50+1,476.81	9/3/25-6/16/26
4035	Paterson Public Sch #27	Omar Trans	$ 25,200.00+1,512.00	9/4/25-6/22/26
4065	Wallington Jr/Memorial	Move Me Trans	$ 21,510.00+1,290.60	9/4/25-6/17/26
4089	Academy 360 Lower School	Jersey Kids Trans	$ 57,462.00+3,447.72	9/3/25-6/25/26

45. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #235 from the school district's Unemployment Compensation Account in the amount of $3,560.75 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

46. Approval of Nonpublic Technology Agreement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the agreement to purchase Nonpublic Technology for The Academy of St. James in accordance with "Guidelines for Administering the New Jersey Nonpublic Technology Initiative Program". Purchases will be made throughout the year in accordance with the guidance listed above.

47. Approval of Nonpublic Security Agreement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the agreement to purchase Nonpublic Security equipment for The Academy of St. James in accordance with "The Nonpublic School Security Program Guidelines". Purchases will be made throughout the year in accordance with the guidance listed above.

48. Approval of the Health and Safety Evaluation for Memorial School and Washington Park School 2025-2026

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the Health and Safety Evaluation for Memorial School and Washington Park School for the 2025-2026 school year.

49. Acceptance of Financial Status Report – June Adjusted

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

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

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.

51. Acceptance of Bank Reconciliations – June Adjusted

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

52. Acceptance of Board Secretary Report – June Adjusted

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

53. Acceptance of Treasurer of School Monies Report – June Adjusted

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

54. Acceptance of Financial Summary Report – June Adjusted

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

55. Approval of Line-Item Budget Transfers – June Adjusted

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 Adjusted 2025, as presented. (See Attachment #2 Monthly Transfer Report)

56. Acceptance of Revenue Report – June Adjusted

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

57. Approval of Change Order Number 4

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board retroactively approve Change Order #4 for unforeseen conditions below grade. The change order is for an additional $9,875.30 to flush and clean convectors, repair a leak in room 1, install pipe covers in room 1, install new air outlet in office 16a and cutting vents into the main in the multipurpose rooms. The dollar amount is less than 20% of the project and the change order was not made to avoid bidding requirements. Items were unforeseen. (See attachment #3)

58. Approval of Change Order Number 5

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board retroactively approve Change Order #5 for unforeseen conditions below grade. The change order is for an additional $16, 279.86 to do additional work to balance univents. Louvers on the 1st floor were disassembled, cleaned out and reinstalled. The dollar amount is less than 20% of the project and the change order was not made to avoid bidding requirements. Items were unforeseen. (See attachment #4)

Motion for approval of item 34-58

MOTION: Mr. Parlegreco
SECONDED: Mr. Palazzo
VOTE: Unanimous (Dr. Vancheri abstained from all NRESC related agenda items and POs)

59. Old Business

There was no old business.

60. New Business

There was no new business.

61. Hearing and Petition of Citizens

No citizens wished to be heard.

62. Other Matters of a Timely Nature

There was no other matters of a timely nature.

63. Adjournment

Upon motion by Mr. Palazzo and seconded by Mr. Parlegreco this meeting was adjourned at 7:22 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary