BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

09/23/2026

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 23, 2026.

1. Call To Order

Acting President Alesandrelli called the meeting to order at 7:04 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. Lopez, Ms. Panepinto, Mr. Parlegreco and Dr. Vancheri
Members Absent:	Ms. Antonucci
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

Ms. Carla Grant of 88 Grant Ave came forward. Ms. Grant stated that she was happy to see there was a change in the 5th grade field trip but is disappointed that Dey Mansion was not the trip chosen. Learning about the revolution would tie into the curriculum. Ms. Grant stated that she had seven minutes of time at back to school night and is still disappointed that conferences have not been brought back. Ms. Grant stated she had an online petition on Facebook that had 156 signatures to bring back Parent Teacher Conferences. Ms. Grant stated she doesn't understand why the district would not want more communication between the parents and teachers.

Mr. Bierach stated he did not know Dey Mansion was a possibility as a field trip but would look into it. Mr. Bierach stated he saw the petition online and did his own math. If he divided the 156 signatures by total student population, that is about 15 percent. To be generous he bumped it to 30 percent to include households with multiple students. However, it should also be noted that not all signatures could be verified to live in Totowa. A lot of people in the Facebook group are not Totowa residents.

Ms. Grant responded that she does not have access to all parents in the district and would have loved to send it to everyone for a more accurate representation.

Ms. Capitelli stated that Passaic Valley does conferences two nights a year for 2 hours only. If a teacher has 100 students that would only leave each parent with 1.2 minutes of time to discuss their student with the teacher and relationships are not built in that amount of time. Parents are always welcome to request a conference with a teacher at any time and if there is an issue with scheduling or a teacher is not responding, Administration will help resolve the issue. In regard to the fifth grade field trip, Students will be taught the history of the mine, walk through, learn about the machinery and see a test blast.

5. Professional Day

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

6. 2026 - 2027 Nursing Services Plan

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the 2026 - 2027 District Nursing Services Plan as attached.

7. Sterling Mine Trip – 5th Grade

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the Sterling Mine Trip for the 5th grade students on Tuesday, May 18, 2027. The cost of the trip and buses will be incurred by the Totowa Board of Education.

8. Safety Town – Totowa Fire Department

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the visitation of the Totowa Fire Department on Tuesday, October 20, 2026, at 9:30 A.M. The fire department will do a presentation to the kindergarten students as part of Safety Town.

9. Safety Town – Passaic County Sheriff's Department

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the visit from the Passaic County Sheriff's Department on Wednesday, October 21, 2026. The Canine Unit and the Community Policing Unit will present to the kindergarten students as part of Safety Town.

10. Harassment, Intimidation, and Bullying Report

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

11. Calendar Revision

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the rescheduling of the time of the Spring Musical Matinee from 1:30 P.M. to 10:00 A.M.

12. Use of Facilities – PTO

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the PTO meetings for the 2026 - 2027 school year as follows:

Tuesday, March 9, 2027, Snow Date: Wednesday, March 10, 2027 - MS Auditorium 7:00 P.M. – 9:30 P.M.

Tuesday, June 15, 2027 – 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.

13. 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:

<u>Fall Pictures</u>		
Memorial School Auditorium	October 12, 2026	8:00 A.M. – 4:00 P.M.
Washington Park School Gym	October 12, 2026	8:00 A.M. – 4:00 P.M.
<u>Fall Picture Retakes</u>		
Memorial School Auditorium	November 16, 2026	8:00 A.M. – 4:00 P.M.
Washington Park School Gym	November 16, 2026	8:00 A.M. – 4:00 P.M.

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

Motion for approval of item 5-13

MOTION: Dr. Vancheri
SECONDED: Mr. Lopez
VOTE: Unanimous (Ms. Panepinto abstained from all PTO related matters)

14. Informational

Opening of Schools

Back-to-School Night

Bowlin

Dates for Your Information:

Oct. 5	1:20 P.M. Dismissal
Oct. 5	Staff In-Service
Oct. 5 – 9	Week of Respect
Oct. 9	MP1 Progress Report Grades 5 – 8
Oct. 12	Fall School Pictures MS/WPS
Oct. 20	Title I Parent Meeting 4 P.M. MS
Oct. 21	Board of Education Meeting 7:00 P.M. WPS

Use of Facilities:

Oct. 5	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:

All About Kindergarten Brochure
Totowa Preschool Brochure
Back-to-School Night Brochures MS/WPS

15. Committee Reports

Ms. Alesandrelli stated committee meetings were not held.

16. 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 7:17 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 16

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

The Board returned from executive session at 7:41 P.M.

Mr. Reddin stated as you all have seen Ms. Alesandrelli has been Acting President in place of Ms. Antonucci. We are going to correct a procedural matter and have a vote. Ms. Panepinto made the motion and Dr. Vancheri seconded the motion. All members of the board were in favor of Ms. Alesandrelli being Acting President for tonight's meeting.

17. Appointment - Yearbook Coordinator

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Tracy Emma to the position of Yearbook Coordinator for the 2026 – 2027 school year. Ms. Emma will receive a stipend of $2,000.

18. Appointment – Art Club Coordinator

The Superintendent, in consultation with the Administrative Team, recommends that the Board appoint Ms. Tracy Emma to the position of Art Club Coordinator for the 2026 – 2027 school year. Ms. Emma will be compensated at the rate of $30 per hour.

19. Appointment - Student Council Advisors

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Lindsey Castaldo and Ms. Elaine Mostello to the position of Student Council Advisors for the 2026 – 2027 school year. Ms. Castaldo and Ms. Mostello will be compensated at the rate of $30 per hour.

20. Appointment - Gifted and Talented Instructor

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Hunter Smith to the position of Gifted and Talented Instructor for the 2026 – 2027 school year. Mr. Smith will be compensated at a rate of $30 per hour.

21. Appointment - Basketball Coaches

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Timothy Tracy to the position of Basketball Coach – Boys' Team and Mr. Joseph D'Amelio to the position of Basketball Coach – Girls' Team for the 2026 – 2027 school year. Mr. Tracy and Mr. D'Amelio will receive a stipend of $3,000, paid by the Totowa Education Foundation.

22. Appointment - Volleyball Coaches

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Timothy Tracy to the position of Volleyball Coach – Boys' Team and Mr. Joseph D'Amelio to the position of Volleyball Coach – Girls' Team for the 2026 – 2027 school year. Mr. Tracy and Mr. D'Amelio will receive a stipend of $1,750, paid by the Totowa Education Foundation.

23. Approval - Corrective Action Plan

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the Corrective Action Plan for employee #202627-01 as per the attached.

Motion for approval of item 17-23

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

24. Approval of Minutes- September 2, 2026 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of September 2, 2026, as presented.

Motion for approval of item 24

MOTION: Mr. Bierach
SECONDED: Ms. Panepinto
VOTE: Unanimous (Mr. Parlegreco abstained)

25. Approval of Minutes- September 2, 2026 – 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 2, 2026, as presented.

Motion for approval of item 25

MOTION: Dr. Vancheri
SECONDED: Mr. Bierach
VOTE: Unanimous (Mr. Parlegreco abstained)

26. Approval of Bills List – September 23, 2026

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the September 23, 2026, Bills List as presented.

27. 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 2026, as presented.

28. 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 2026-2027 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.

29. 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 2026, as presented.

30. 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 2026, as presented.

31. 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 2026, as presented.

32. 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 2026, as presented.

33. 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 2026, as presented. (See Attachment #1 Monthly Transfer Report)

34. 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 2026, as presented.

35. 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 #912082826	1729	$ 2,282.48
Ms. Julie Giordano	Lunch Balance Refund	1730	$ 29.10
Ms. Katherine Barbieri	Lunch Balance Refund	1731	$ 33.20
MJR Electrical Contractor	Invoice #4768	1732	$425.00

36. 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.

37. 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.

38. Approval of the Health and Safety Evaluation for Memorial School and Washington Park School 2026-2027

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 2026-2027 school year.

39. Approval to Dispose of Equipment

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the disposal of the following items.

Washington Park School

HP Color Printer M551	x 1pc	2015
iPad	x 11pcs	2021
HP Laser Printer M400	x 2pcs	2016
Lexmark Laser Printer	x 1pc	2012
Dell Latitude 3120	x 22pcs	2022
HP PC Tower	x 2pcs	2015

Memorial School

Broken unusable desks and chairs	x 200pcs	Various

40. Approval of McKinney-Vento Contract 2026-2027

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve an in-district McKinney Vento contract for one student, MV 26-27-01 attending Totowa Schools with Paterson Public Schools in the amount of $15,393.16.

41. Approval of 2026-2027 ESY Transportation Contract NRESC (Revision)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2026-2027 ESY (revised) transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
1124	Windsor Learning Ctr	R & May Trans	$ 1,935.00+116.10	7/13/26-8/14/26

42. Approval of 2025-2026 Nonpublic Project Completion Report

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2025-2026 Nonpublic Project Completion Report. (See attachment #3) upon state appropriate funds.

43. Approval of 2025-2026 Nonpublic Project State Reimbursement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the state reimbursement for the 2025-2026 Nonpublic Projects in the amount of $14,271.00.

Motion for approval of item 26-43

MOTION: Mr. La Rose
SECONDED: Mr. Parlegreco
VOTE: Unanimous (Mr. Bierach and Mr. Parlegreco abstained from all Totowa Police related matters and Dr. Vancheri abstained from all NRESC related matters.)

44. Old Business

There was no old business.

45. New Business

There was no new business.

46. Hearing and Petition of Citizens

No citizens wished to be heard.

47. Other Matters of a Timely Nature

There was no other matters of a timely nature.

48. Adjournment

Upon motion by Mr. Bierach and seconded by Mr. Parlegreco this meeting was adjourned at 7:49 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary