BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

09/25/2024

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 September 25, 2024.

1. Call To Order

President Antonucci called the meeting to order at 7:13 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. Carr, Ms. Coiro, Mr. La Rose, Mr. Palazzo, Mr. Parlegreco and Dr. Vancheri
Members Absent:	None
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 the Board approve the submitted Professional Day as per the attached.

6. 2024 - 2025 Nursing Services Plan

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2024 - 2025 District Nursing Services Plan as per attached.

7. Safety Town

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the visitation of the Passaic County Sheriff's Department to the kindergarten students on Tuesday, October 15, 2024, at 1:00 P.M. as part of Safety Town Week. This will include the mounted police and the community policing units.

8. Home Instruction

The Superintendent, in consultation with the Administrative Team, recommends that the Board retroactively approve home instruction for Student #24-25-01 beginning on Thursday, September 12, 2024, through Tuesday, October 1, 2024. LearnWell will provide ten (10) hours per week at the rate of $59.50/hour with one (1) hour of administrative/prep time for every three (3) hours of instruction.

9. Merit Goals

The Board approves the revisions to the Superintendent's Quantitative Merit Goals (Improving Math Performance Grade 4, Improving Math Performance Grade 8, Increasing Student Literacy Skills Grade 4) and the Qualitative Merit Goals (Improving Student Procedures, Utilizing Online Curriculum Builder) for the 2024 – 2025 school year as per the attached. The Board further approves the submission of the Superintendent's Merit Goals Submission forms to the Executive County Superintendent for final approval.

10. Use of Facilities – P.T.O. Fall Pictures

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O. Fall Picture Committee as follows:

Fall Pictures		
Memorial School Auditorium	October 14, 2024	8:00 A.M. – 4:00 P.M.
Washington Park School Gym	October 14, 2024	8:00 A.M. – 4:00 P.M.
Fall Picture Retakes		
Memorial School Auditorium	November 18, 2024	8:00 A.M. – 4:00 P.M.
Washington Park School Gym	November 18, 2024	8:00 A.M. – 4:00 P.M.

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

11. Calendar Revisions

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following revisions to the calendar:

Access	February 3-7	
DLM	April 7-11	
Grades 3-5	May 5-9	NJSLA ELA and Math
Grades 6-8	May 12-16	NJSLA ELA and Math
Grades 5	May 12-13	NJSLA Science
Grades 8	May 19-20	NJSLA Science

12. Safety Town

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the visitation of the Totowa Fire Department to the kindergarten students on Tuesday, October 15, 2024, as part of Safety Town Week. This will include a visitation to the kindergarten students at 9:30 A.M. on the playground to demonstrate how the fire engines operate. The firefighters will conclude their program with a short presentation to the preschool students in their classrooms.

Motion for approval of item 5-12

MOTION: Mr. Bierach
SECONDED: Ms. Alesandrelli
VOTE: Unanimous (Dr. Vancheri abstained from item #9 Merit Goals.)

13. Informational

Opening of Schools

Back-to-School Night

NJSLA Presentation

Dates for Your Information:

Oct. 4	MP1 Progress Reports Grades 5 – 8
Oct. 7 – 11	Week of Respect
Oct. 14	Fall School Pictures MS/WPS
Oct. 14	1:20 P.M. Dismissal
Oct. 14	Staff In-Service
Oct. 14 – 18	National School Safety Week
Oct. 16	Board of Education Meeting 7:00 P.M. WPS

Use of Facilities:

Oct. 7	PTO Executive Meeting
Oct. 15	PTO General Meeting WPS Cafeteria 7:00 P.M.

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

14. Committee Reports

Ms. Antonucci stated committee meetings were not held.

15. 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 7:27 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 15

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

The Board returned from executive session at 7:50 P.M.

16. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively appoint Ms. Debbie Pastorino, Special Education Aide, for the Totowa School District for the 2024-2025 school year. Ms. Pastorino began on Monday, September 16, 2024, and will be compensated at an hourly rate of $17.75 per hour.

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. Ms. Emma will receive a stipend of $2,000.

18. Appointment - Student Council Advisors

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Erin Gander and Ms. Elaine Mostello to the position of Student Council Advisors. Ms. Gander and Ms. Mostello will be compensated at the rate of $30 per hour.

19. 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. Mr. Smith will be compensated at a rate of $30 per hour.

20. 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. Mr. Tracy and Mr. D'Amelio will receive a stipend of $3,000, paid by the Totowa Education Foundation.

21. 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. Mr. Tracy and Mr. D'Amelio will receive a stipend of $1,750, paid by the Totowa Education Foundation.

22. Approval - Teacher Corrective Action Plan (CAP)

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Teacher's Corrective Action Plan (CAP) for the 2024 - 2025 school year as per the attached.

23. Approval - Maternity Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the maternity/childcare leave of absence for Nicole Scullion as follows:

Ms. Scullion will begin her maternity/childcare leave Monday, October 21, 2024, through Friday, February 28, 2025, as per the following provisions:

1. Leave is granted without pay and benefits.
2. A. Leave will start on Monday, October 21, 2024.
   B. Medical leave will be invoked from Monday, October 21, 2024, through Friday, November 29, 2024.
   C. Ms. Scullion will use sixty-three (63) sick/personal days from Monday, October 21, 2024, through Friday, January 31, 2025.
   D. FMLA will be invoked from Monday, December 2, 2024, through Friday, February 28, 2025 - twelve (12) weeks. Benefits will be retained in accordance with FMLA.
   E. Ms. Scullion will return on Monday, March 3, 2025.
   F. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Scullion for any further additional time absent outside the FMLA 12-week period.

24. Substitute Teachers

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

Priority I
Maglio, Nancy

Priority II
Britting, Alicia
Dalco, Safaa
Gonzalez, Ana
Jarrad, Lina
Marquez, Ashley
Martin Rodriguez, Maylin
Pelosi, John
Syed, Mehrunisa

Priority III
Askar, Roula
Marza, Hanan
Spratt, Nicole

25. Substitute Teachers

The Superintendent recommends the Board approve the following substitute teachers submitted by the Substitute Registry for the 2024-2025 school year as per the attached.

Motion for approval of item 16-25

MOTION: Mr. Parlegreco
SECONDED: Mr. Palazzo
VOTE: Unanimous (Dr. Vancheri abstained from item #24 & #25 Substitute Teachers.)

26. Approval of Minutes- September 4, 2024 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of September 4, 2024, as presented.

Motion for approval of item 26

MOTION: Mr. Parlegreco
SECONDED: Mr. Palazzo
VOTE: Unanimous (Dr. Vancheri abstained from item #24 & #25 Substitute Teachers.)

27. Approval of Minutes- September 4, 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 September 4, 2024, as presented.

Motion for approval of item 27

MOTION: Mr. Parlegreco
SECONDED: Mr. Palazzo
VOTE: Unanimous (Dr. Vancheri abstained from item #24 & #25 Substitute Teachers.)

28. Approval of Bills List – September 25

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the September 25 Bills List as presented.

29. 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 2024, as presented.

30. 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.

31. 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 2024, as presented.

32. 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 2024, as presented.

33. 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 2024, as presented.

34. 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 2024, as presented.

35. 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 2024, as presented. (See Attachment #1 Monthly Transfer Report)

36. 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 2024, as presented.

37. Acceptance of Financial Status Report – July Final

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of July Final 2024, as presented.

38. Monthly Financial Certification of the Board Secretary and the Board of Education – July Final

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.

39. Acceptance of Bank Reconciliations – July Final

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of July Final 2024, as presented.

40. Acceptance of Board Secretary Report – July Final

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of July Final 2024, as presented.

41. Acceptance of Treasurer of School Monies Report – July Final

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of July Final 2024, as presented.

42. Acceptance of Financial Summary Report – July Final

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of July Final 2024, as presented.

43. 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 2024, as presented.

44. 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 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.

45. 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 2024, as presented.

46. 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 2024, as presented.

47. 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 2024, as presented.

48. 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 2024, as presented.

49. 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 2024, as presented. (See Attachment #2 Monthly Transfer Report)

50. 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 2024, as presented.

51. 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
Pistone Plumbing & Heating	Invoice #1805	1623	$ 493.00
Pomptonian Food Service	Invoice #912090624	1624	$ 2,882.67
Pomptonian Food Service	Start Up Money	1625	$ 250.00

52. Adoption of Corrective Action Plan for the June 2023 Dept. of Agriculture Food Service Audit

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends that the Board adopt the following corrective action plan, (Attachment #2) to address the recommendations contained in the June 2023 Dept. of Agriculture Food Service Audit.

53. Approval of The Educational Services Commission of New Jersey Master Collaborative Educational Services Agreement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve The Educational Services Commission of New Jersey (ESCNJ) Master Collaborative Educational Services Agreement that will expire in June 2030.

54. 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 #4)

55. 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.

56. 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.

57. Approval of Chapters 192/193 Report of Nonpublic Auxiliary and Handicapped Service 2025-2026 Report

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2025-2026 Report of Nonpublic Auxiliary and Handicapped Services. (See attachment #5)

58. Approval of 2023-2024 Nonpublic Project Completion Report

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2023-2024 Nonpublic Project Completion Report. (See attachment #6) upon state appropriate funds.

59. Approval of 2023-2024 Nonpublic Project State Reimbursement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the state reimbursement for the 2023-2024 Nonpublic Projects in the amount of $27,190.00.

60. 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
3025	Alpine Learning Center	Prestige Xpress	$ 67,500.00+4,050.00	9/5/24-June 2025
3514	Academy 360 Lower School	R & May Trans	$ 22,680.00+1,360.80	9/5/24-June 2025
3584	Shepard Lower Sch-Kinnelon	American Star Trans	$ 23,940.00+1.436.40	9/3/24-June 2025
3597	Windsor Learning Ctr	R & May Trans	$ 16,830.00+1,009.80	9/5/24-June 2025

61. Authorized Check Signatures – Student Activity and School Store Memorial School

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the authorized check signatures.

Memorial School Store – Mr. Joseph Compel, Mr. Vincent Varcadipane and Ms. Patricia Capitelli
Memorial School Student Activity – Mr. Joseph Compel, Mr. Vincent Varcadipane and Ms. Patricia Capitelli

62. Approval of ESEA - Title I Salary & Benefits

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title I funds in the amount of $147,138.00 for the salary/benefits for Ms. Jennifer Reeves, Memorial School Teacher for an Instructional Pull Out Program/Reading Specialist. This amount represents 89% of the salary and benefits for Ms. Reeves. Salary will be charged to account 20-231-100-100-000-000-050 and benefits will be charged to 20 -231-200-200-000-000-050.

63. Approval of ESEA - Title II Salary & Benefits

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title II funds in the amount of $40,524.00 for the salary/benefits for Mr. Hunter Smith, Washington Park School Teacher to reduce class sizes at the elementary school. This amount represents 43% of the salary and benefit for Mr. Smith. Salary will be charged to account 20-270-100-100-000-001-060 and benefits will be charged to 20-270-200-200 -000-000-060.

64. Approval of IDEA – Pre-K Salary & Benefits

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following IDEA – Pre-K funds in the amount of $9,188.00 for the salary/benefits for Ms. Nuria Cordoba, Pre-K special education aide. This amount represents 40% of salary and benefits for Ms. Cordoba. Salary will be charged to account 20-251-100-106-000-000 and benefits will be charged to 20-251-200-200-000-000.

65. Approval of the Health and Safety Evaluation for Memorial School and Washington Park School 2024-2025

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 2024-2025 school year.

66. Approval of TPAF Payment to the State of New Jersey

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the TPAF payment to the State of New Jersey via ACH in the amount of $157,919.16. These funds represent FICA, and employee benefits from Federal Funds.

Motion for approval of item 28-66

MOTION: Mr. La Rose
SECONDED: Ms. Coiro
VOTE: Unanimous (Dr. Vancheri abstained from all NRESC related agenda items and Bills)

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. Alesandrelli this meeting was adjourned at 7:58 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary