BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

09/03/2025

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 3, 2025.

1. Call To Order

President Antonucci called the meeting to order at 7:10 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, Mr. La Rose, Mr. Palazzo, Ms. Panepinto, 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.

Ms. Capitelli presented Ms. Coiro with a plaque recognizing her volunteerism and commitment to the Totowa Board of Education. Ms. Coiro thanked Ms. Capitelli and the Board of Education and looks forward to her children continuing their education in Totowa.

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 Days as per the attached document.

6. Policy Revision 0143 – Board Member Election and Appointment

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

8. Policy Revision 0174 – Legal Services

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

9. Policy Revision 0177 – Professional Services

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

10. Policy Revision 1570 – Internal Controls

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

11. Policy Revision 1620 – Administrative Employment Contracts

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

17. Regulation Revision 1570 – Internal Controls

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

20. Policy Abolishment 1648.15 – Recordkeeping for Healthcare Settings in School Buildings – Covid-19

The Superintendent recommends that the Board abolish Policy 1648.15 – Recordkeeping for Healthcare Settings in School Buildings – COVID-19.

21. Adoption Curriculum – Units of Study

The Superintendent, in consultation with the Administrative Team, recommends that the Board of Education approve the following new units of instruction for the following courses:

- Grade 3, Reading - Word Study
- Grade 4, Reading - Word Study
- Grade 5, Reading - Word Study

22. Curriculum Revisions

The Superintendent, in consultation with the Administrative Team, recommends that the Board of Education approve the curriculum revisions to the following courses. Please see attached:

23. Professional Development School Plans

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

24. Cardiac Action Plan

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the 2025 - 2026 Cardiac Action Plan as per the attached.

25. Totowa School District School Safety/Emergency Operations Manual

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the 2025 - 2026 Totowa School District School Safety/Emergency Operations Manual as per the attached.

26. 2025-2026 District Calendar

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the 2025-2026 District Calendar. (See attached)

27. Handle with Care Training

The Superintendent, in consultation with the Administrative Team, recommends that the Board retroactively approve Handle with Care Training on Tuesday, September 2, 2025, for the following staff members:

Santos Aguilar
Jamalat Assaf
Louis Batelli
Brielle Baxter
Nuria Cordoba
Joseph D'Amelio
Cathy Daniele
Filiz Dinc
Nevin Dokuzlar
Tamara Emont
Yolanda Felix
Carley Fleres
Christine Harris
Debi Luciano
Toni Malatesta
Donna McAteer
Gina McQuin
Anica Nesterovski
Norka Parrales
Debbie Pastorino
Maritza Paulino
Paula Ralli
Joanne Schwartz
Erica Wolpert
Anica Nestorovski

Training to be held in the gym at Washington Park School from 9:30 A.M. to 12:30 P.M. and provided by Alycia Desmond.

28. Use of Facilities – Totowa Education Foundation

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the request of the Totowa Education Foundation to use the facilities as follows:

Kops-4-Kids Program	September 1, 2025, through June 30, 2026
Afterschool Enrichment Programs	September 1, 2025, through June 30, 2026

29. Use of Facilities – Totowa PAL Soccer and Softball

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the Totowa PAL to use Washington Park School Field for their soccer and softball programs from Monday, August 25, 2025, through Saturday, November 8, 2025, as follows:

Monday through Friday:	5:00 P.M. to Dusk
Saturday and Sunday:	9:00 P.M. to Dusk

30. Use of Facilities – P.T.O

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the P.T.O. meeting for the 2025 - 2026 school year as follows:

Executive Meetings:

September 8, 2025	October 6, 2025
November 3, 2025	January 5, 2026
January 6, 2026 (Snow Date)	February 2, 2026
February 3, 2026 (Snow Date)	March 2, 2026
March 3, 2026 (Snow Date)	April 6, 2026
May 4, 2026	June 1, 2026

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

Motion for approval of item 5-30

MOTION: Dr. Vancheri
SECONDED: Mr. La Rose
VOTE: Unanimous (Ms. Panepinto abstained from item #30 Use of Facilities - P.T.O.)

31. Informational

Building Updates
Orientations

Dates for Your Information:

Sept. 2	Staff In-Service
Sept. 3	Staff In-Service
Sept. 3	Kindergarten Orientation 10:30 A.M.
	Grade 4 Orientation 1:00 P.M.
	TPK Orientation 2:30 P.M.
Sept. 4	Schools Open
Sept. 4	MP 1 Begins
Sept. 8	New Teacher Orientation 3:30 P.M. WPS
Sept. 9	InView Testing Grades 2, 5, and 7
Sept. 17	Board of Education Meeting 7:00 P.M. WPS

Use of Facilities:

Sept. 8	PTO Executive Meeting 7:00 P.M. WPS

Use of Field:

Sept.	P.A.L. Soccer and Softball	Mon. – Fri. 4:00 P.M. – Dusk
		Sat. – Sun. 9:00 A.M. - Dusk

32. Committee Reports

Ms. Antonucci stated committee meetings were not held.

33. 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 7:21 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 33

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

The Board returned from executive session at 7:47 P.M.

34. Resignation – Laishla Valentin

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Laishla Valentin, Special Education Aide, for the Totowa School District, effective Monday, August 4, 2025.

35. Resignation – Mirna Polibio

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Mirna Polibio, Special Education Aide, for the Totowa School District, effective Friday, August 22, 2025.

36. Resignation – Erjola Hoxha

The Superintendent, in consultation with the Administrative Team, recommends that the Board accept the resignation of Erjola Hoxha, Special Education Aide, for the Totowa School District, effective Monday, August 25, 2025.

37. Resignation – Vasvija Ahmemulic

The Superintendent, in consultation with the Administrative Team, recommends that the Board accept the resignation of Vasvija Ahmemulic, Special Education Aide, for the Totowa School District, effective Tuesday, August 26, 2025.

38. Rescind Appointment

The Superintendent recommends that the Board rescind item number thirteen of the Executive Session from the regular scheduled Board of Education meeting held on Wednesday, July 23, 2025, to be effective immediately.

39. Appointment – Elementary School Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively appoint Ms. Nicole O'Donnell to the position of Elementary Teacher for the 2025-2026 school year beginning on Tuesday, September 2, 2025. Ms. O'Donnell will be placed on BA Step -10 $77,415, of the contracted teacher salary guide. Ms. O'Donnell's assignment for the 2025-2026 school year will be third-grade teacher at Memorial School.

40. Appointment – Custodial Engineer

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Kyle McCarthy to the position of Custodial Engineer for the 2025-2026 school year beginning on Thursday, September 4, 2025. Mr. McCarthy will be placed on will be compensated $40,000.00 annually.

41. Approval - Movement Across the Guide

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the movement of Melissa Stys from BA Step 7 of the contracted salary guide to BA+30 Step 7 effective September 1, 2025. Ms. Stys's salary for the 2025 - 2026 school year will be $73,565.00.

42. Approval - Movement Across the Guide

The Superintendent, in consultation with the Administrative Team, recommends that the Board approve the movement of Andrea Santaniello from MA+15 Step 10 of the contracted salary guide to MA+30 Step 10 effective September 1, 2025. Ms. Santaniello's salary for the 2025 - 2026 school year will be $86,965.00.

43. Posting - Yearbook Coordinator

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Yearbook Coordinator. The Yearbook Coordinator will receive a stipend of $2,000.

44. Posting - Gifted and Talented Instructors

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Gifted and Talented Instructors. The Gifted and Talented Instructors will be compensated at a rate of $30 per hour.

45. Posting - Student Council Advisors

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the position of Student Council Advisors. The Student Council Advisors will be compensated at the rate of $30 per hour.

46. Posting - Basketball Coaches

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the positions of Basketball Coach – Boys' Team and Basketball Coach – Girls' Team. The Basketball Coaches will receive a stipend of $3,000, paid by the Totowa Education Foundation.

47. Posting - Volleyball Coaches

The Superintendent, in consultation with the Administrative Team, recommends the Board approve posting the positions of Volleyball Coach – Boys' Team and Volleyball Coach – Girls' Team. The Volleyball Coaches will receive a stipend of $1,750, paid by the Totowa Education Foundation.

48. Appointment - Special Education Aide

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Frances Maglio to the position of Special Education Aide for the 2025-2026 school year, commencing on Thursday, September 4, 2025. Ms. Maglio will be compensated at the hourly rate of $17.25 and work twenty-nine and a half hours (29.5).

49. Appointment - Registered Nurse

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Brittany Diodato, MSN, RN, to the position of Registered Nurse for the 2025-2026 school year, effective Thursday, September 4, 2025. Ms. Diodato will be placed on MA Step 1, $63,290.00 of the contracted teachers' salary guide.

Motion for approval of item 34-49

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

50. Approval of Minutes- July 23, 2025 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of July 23, 2025, as presented.

Motion for approval of item 50

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

51. Approval of Minutes- July 23, 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 July 23, 2025, as presented.

Motion for approval of item 51

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

52. Approval of Bills List – June Supplemental 2

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the June Supplemental 2 Bills List as presented.

53. Approval of Bills List – September 3, 2025

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

54. Acceptance of Financial Status Report – July

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

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

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.

56. Acceptance of Bank Reconciliations – July

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

57. Acceptance of Board Secretary Report – July

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

58. Acceptance of Treasurer of School Monies Report – July

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

59. Acceptance of Financial Summary Report – July

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

60. Approval of Line-Item Budget Transfers – July

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

61. Acceptance of Revenue Report – July

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

62. 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 #912061325	1669	$ 25,162.75 (corrected $)
Pomptonian Food Service	Invoice #912063025	1679	$ 14,554.75

63. Approval of 2025-2026 ESY Transportation Contract NRESC

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

Route #	School	Contractor	Cost Per Route	Date
3025	Alpine Learning Center	Prestige Xpress	$ 11,250.00+675.00	7/1/25-8/12/25
3584	Shepard Lower Sch-Kinnelon	Safeguard Trans	$ 7,980.00+478.80	7/1/25-8/12/25
3597	Windsor Learning Ctr	R & May Trans	$ 3,740.00+224.40	7/7/25-8/15/25
3709	Memorial School-Totowa	Omar Trans	$ 7,600.00+456.00	6/23/25-7/23/25
4010	Felician School	Aldin Trans	$ 2,959.00+177.54	7/1/25-7/31/25
4089	Academy 360 Lower School	Jersey Kids Trans	$ 6,908.00+414.48	7/1/25-7/31/25
WashMem ESY	Washington Pk/Mem Sch	Jersey Kids Trans	$ 7,220.00+433.20	6/23/25-7/23/25

64. Approval of 2025-2026 Transportation Contract NRESC

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	$ 24,339.00+1,460.34	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	$ 43,020.00+2,581.20	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

65. Unemployment Compensation Account

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve check #233 from the school district's Unemployment Compensation Account in the amount of $3,009.00 and #234 in the amount of $262.50 to the State of New Jersey, Department of Labor Division of Employer Accounts for chargeable benefits.

66. 2025-2026 Elementary and Secondary Education Act (ESEA) Application

The Superintendent, in consultation with the Administrative Team recommends the Board, approve the submission of the 2025-2026 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 2025-2026 ESEA application.

67. 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 approve the transfer of funds from Title IV ESEA to Title II ESEA in the amount of $12,034.00 for the FY 2025-2026 ESEA Grant.

68. Approval to Refuse Title III ESEA Funds

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the refusal of Title III funds from ESEA 2025-2026 Grant in the amount of $2,584.00.

69. Approval of Kid Clan Services Inc. Contract

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve Kid Clan Services Inc. contract to provide PT, OT and Speech Therapy services on an as needed basis at a rate of $110.00 an hour for the 2025-2026 school year.

70. Approval of 2025-2026 Shared Service Agreement NRESC

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the 2025-2026 shared service agreements with Northern Region Educational Services Commission, Wayne for school Educational Evaluations & Meeting Attendance. (See Attachment #2)

71. Approval of McKinney Vento Contract

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve an in-district McKinney Vento contract for one student, MV 25-26-01 attending Totowa Schools with Paterson Public Schools in the amount of $15,349.53.

Motion for approval of item 52-71

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

72. Old Business

There was no old business.

73. New Business

There was no new business.

74. Hearing and Petition of Citizens

No citizens wished to be heard.

75. Other Matters of a Timely Nature

There was no other matters of a timely nature.

76. Adjournment

Upon motion by Mr. Bierach and seconded by Mr. La Rose this meeting was adjourned at 7:53 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary