BOARD OF EDUCATION
BOROUGH OF TOTOWA

MEETING MINUTES

09/04/2024

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 4, 2024.

1. Call To Order

President Antonucci called the meeting to order at 7:08 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. Antonucci, Mr. Bierach, Ms. Carr, Ms. Coiro, Mr. Palazzo, Mr. Parlegreco and Dr. Vancheri
Members Absent:	Ms. Alesandrelli 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 a plaque to Ms. Donna Trommelen highlighting her achievements and dedication to the faculty and students of the Totowa School district. Ms. Capitelli thanked her for all of her hard work, wished her luck in her retirement and stated she will be missed.

Ms. Trommelen thanked the Board, Administration and staff for all of their support and that she will miss teaching and the school district.

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 second read of the revised Policy 0141 – Board Member Number and Term.

6. Policy Revision 2200 – Curriculum Content

The Superintendent presents to the Board the second read of the revised mandated Policy 2200 – Curriculum Content.

7. Policy Revision 3160 – Physical Examination

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

8. Policy Revision 4160 - Physical Examination

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

9. Policy Revision 5337 – Service Animals

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

10. Policy Revision 5350 – Student Suicide Prevention

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

14. Regulation Revision 3160 – Physical Examination

The Superintendent presents to the Board the second read of the revised mandated Regulation 3160 - Physical Examination.

15. Regulation Revision 4160 – Physical Examination

The Superintendent presents to the Board the second read of the revised mandated Regulation 4160 - Physical Examination.

16. Regulation Revision 5200 - Attendance

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

17. Regulation Revision 8467 – Firearms and Weapons

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

18. Curriculums Adoption

The Superintendent, in consultation with the Administrative Team, recommends the Board of Education approve the adoption of the curriculums for the following courses. Please see attached.

19. Curriculum Revisions

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

20. Professional Development School Plans

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

21. Cardiac Action Plan

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

22. Totowa School District School Safety/Emergency Operations Manual

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2024 - 2025 Totowa School District School Safety/Emergency Operations Manual as per the attached.

23. 2024-2025 District Calendar

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 2024-2025 District Calendar. (See attached)

24. Handle with Care Training

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve Handle with Care Training on Tuesday, September 3, 2024, for the following staff members:

Gabrielle Sanchelli	Nevin Dokuzlar
Giovanna Monachello	Norka Parrales
Erjola Suparuku	Sandy Cittrich
Maritza Paulino	Joanne Schwartz
Yasmeen Hamideh	Joseph D'Amelio
Jamalat Assaf	Louis Batelli
Filiz Dinc	Carley Fleres
Yolanda Felix	Gina McQuin
Mirna Polibio	Brielle Baxter
Myah Sellers	Erica Wolpert
Nuria Cordoba	Christine Harris
Toni Malatesta	

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

25. Use of Facilities – Totowa Education Foundation

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

Kops-4-Kids Program	September 1, 2024, through June 30, 2025
Afterschool Enrichment Programs	September 1, 2024, through June 30, 2025

26. 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 Tuesday, September 3, 2024, through Saturday, November 2, 2024, as follows:

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

27. Use of Facilities – P.T.O

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the P.T.O. meeting for the 2024 - 2025 school year as follows:

Executive Meetings:

September 9, 2024	October 7, 2024
November 4, 2024	January 6, 2025
January 7, 2025 (Snow Date)	February 3, 2025
February 4, 2025 (Snow Date)	March 3, 2025
March 4, 2025 (Snow Date)	April 7, 2025
May 5, 2025	June 12, 2025

General Meetings: October 15, 2024, - WPS Cafeteria, March 11, 2025, - MS Auditorium, and June 10, 2025 – WPS Gym.

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 5-27

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

28. Informational

Building Updates

Electronic Sign-In

Orientations

Dates for Your Information:

Sept. 3	Staff In-Service
Sept. 4	Staff In-Service
Sept. 4	Kindergarten Orientation 10:30 A.M.
	Grade 4 Orientation 1:00 P.M.
	TPK Orientation 2:30 P.M.
Sept. 5	Schools Open
Sept. 5	MP 1 Begins
Sept. 9	InView Testing Grades 2, 5, and 7
	New Teacher Orientation 3:30 P.M. WPS
Sept. 18	Board of Education Meeting 7:00 P.M. WPS

Use of Facilities:

Sept. 9	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

29. Committee Reports

Ms. Antonucci stated committee meetings were not held.

30. 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 7:18 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately twenty (20) minutes and no action will be taken.

Motion for approval of item 30

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

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

31. Resignation – Alexa Tillie

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Alexa Tillie, Elementary School Teacher, for the Totowa School District effective Friday, October 18, 2024.

32. Resignation – Emily Kologroviv

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the resignation of Emily Kologroviv, Special Education Teacher, for the Totowa School District effective Friday, October 25, 2024.

33. Retirement – Maria Sagui

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the retirement of Maria Sagui, Elementary School Teacher, for the Totowa School District effective Friday, November 1, 2024.

34. Retirement – Kim Hackbarth

The Superintendent, in consultation with the Administrative Team, recommends the Board accept the retirement of Kim Hackbarth, Grade 8 Mathematics teacher, for the Totowa School District effective Thursday, October 31, 2024.

35. Transfer – Maria Sagui

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the transfer of Maria Sagui, from Washington Park School Grade 5 Writing to Memorial School Preschool teacher effective Tuesday, September 3, 2024.

36. Transfer – Nancy Trotto

The Superintendent, in consultation with the Administrative, recommends the Board retroactively accept the transfer of Nancy Trotto from Memorial School LEAP/Specials teacher to Washington Park School Grade 5 Writing teacher effective Tuesday, September 3, 2024.

37. Transfer – Heather Pearson

The Superintendent, in consultation with the Administrative, recommends the Board retroactively approve the transfer of Heather Pearson, Grade 7 Mathematics teacher, to Grade 8 Mathematics teacher effective Tuesday, September 3, 2024.

38. Transfer – Kim Hackbarth

The Superintendent, in consultation with the Administrative, recommends the Board retroactively approve the transfer of Kim Hackbarth, Grade 8 Mathematics teacher, to Grade 7 Mathematics teacher effective Tuesday, September 3, 2024.

39. Appointment – Elementary School Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively appoint Ms. Jenna Young to the position of Elementary Teacher for the 2024-2025 school year beginning on Tuesday, September 3, 2024. Ms. Young will be placed on MA Step-6 $70,335 of the contracted teacher salary guide.

40. Appointment – Elementary/Special Education Teacher

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Reem Azzam to the position of Elementary/Special Education Teacher for the 2024-2025 school year beginning on a date to be determined. Ms. Azzam will be placed on MA Step-7 $73,455 of the contracted teacher salary guide pending a successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History.

41. Substitute School Nurse

The Superintendent, in consultation with the Administrative Team, recommends the Board approve Linda Saundry as a Substitute School Nurse for the 2024 – 2025 school year at the rate of $200.00 per day on an as-needed basis.

42. 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.

43. 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.

44. 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.

45. 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.

46. 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.

47. Approval – Paid Medical Leave

The Superintendent, in consultation with the Administrative Team, recommends the Board accept a medical leave for Heather Corrado, TPK teacher for the Totowa School District, beginning Tuesday, September 3, 2024, through Monday, September 30, 2024. Ms. Corrado will return to work on Tuesday, October 1, 2024, and will use twenty (20) sick days.

48. Transfer – Emily Kologroviv

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the transfer of Emily Kologroviv, from Washington Park School Special Education Co-Teacher to Washington Park Resource Room teacher effective Tuesday, September 3, 2024.

49. Transfer – Cynthia Colella

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the transfer of Cynthia Colella, from Washington Park School Resource Room teacher to Memorial School Preschool teacher effective Tuesday, September 3, 2024.

Motion for approval of item 31-49

MOTION: Dr. Vancheri
SECONDED: Mr. Parlegreco
VOTE: Unanimous (Dr. Vancheri abstained from item #41 Substitute School Nurse)

50. Approval of Minutes- July 31, 2024 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of July 31, 2024, as presented.

Motion for approval of item 50

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

51. Approval of Minutes- July 31, 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 July 31, 2024, as presented.

Motion for approval of item 51

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

52. Approval of Bills List – September 4

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the September 4 Bills List as presented.

53. 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 2024, as presented.

54. 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 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.

55. 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 2024, as presented.

56. 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 2024, as presented.

57. 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 2024, as presented.

58. 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 2024, as presented.

59. 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 2024, as presented. (See Attachment #1 Monthly Transfer Report)

60. 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 2024, as presented.

61. 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 #912063024	1619	$ 13,446.01
NRESC	Invoice #25-01045	1620	$ 100.00
Map Restaurant Supplies	Invoice # 062620204	1621	$4,917.15
Ms. Christia Fattal	WPS Café Refund	1622	$ 2.55

Motion for approval of item 52-61

MOTION: Mr. Bierach
SECONDED: Mr. Palazzo
VOTE: Unanimous (Dr. Vancheri abstained from all NRESC related items.)

62. Old Business

There was no old business.

63. New Business

There was no new business.

64. Hearing and Petition of Citizens

No citizens wished to be heard.

65. Other Matters of a Timely Nature

There was no other matters of a timely nature.

66. Adjournment

Upon motion by Mr. Bierach and seconded by Ms. Coiro this meeting was adjourned at 7:56 P.M.

Respectfully submitted,

Vincent Varcadipane
School Business Administrator/Board Secretary