

**BOARD OF EDUCATION
BOROUGH OF TOTOWA**

MEETING MINUTES

03/24/2021

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 and in accordance with N.J.S.A. 10:48-8(b), and guidance from the NJ Department of Community Affairs Division of Local Government Services via Zoom on March 24, 2021.

1. Call To Order

President Guarneri called the meeting to order at 7:05 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. Guarneri, Mr. Kerwin, Mr. Reynoso and Mr. Tangora

Members Absent: Ms. DeCeglie

Also Present: Patricia Capitelli, Superintendent of Schools
Vincent Varcadipane, School Business Administrator/Board Secretary
Mr. Raymond B. Reddin, Board Attorney

3. Negotiation Committee

The Board President, Mr. Guarneri, appointed the following board members to the Negotiation Committee:

Mr. Bierach
Ms. DeCeglie
Ms. Carr

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4. 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 wanted to take a moment and recognize Mr. Guarneri for his 11 years of service to the Board of Education. Mr. Guarneri has dedicated countless hours to the students, the district and the community. Mr. Guarneri has decided not to run for reelection this year. Mr. Guarneri is going to be greatly missed by the Board and everyone in the school district. Ms. Capitelli presented Mr. Guarneri with a plaque and read the inscription on it.

Mr. Guarneri thanked Ms. Capitelli for her kind words and stated that it has been an honor to serve on the board. Mr. Guarneri stated that he wanted to thank the Board for being such a cohesive group and working well together to successfully address issues, concerns and most recently the pandemic. Mr. Guarneri stated kudos should be given to the board and Ms. Capitelli for successfully working through these difficult times. Mr. Guarneri stated that it was a pleasure to serve the parents, students, teachers and community. Mr. Guarneri also wanted to acknowledge all of the hard work the teachers have put in to make this school year work as well as all staff. Mr. Guarneri appreciates all of the hard work everyone put in this year.

5. Public to be Heard

Mr. Guarneri asked Mr. Varcadipane if there were any questions from the public. Mr. Varcadipane stated there were none.

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6. Policy Revision 0145 - Board Member Resignation and Removal

The Superintendent recommends to the Board the second read of the revised mandated Policy 0145 - Board Member Resignation and Removal.

7. Policy Adoption 0164.6 - Remote Public Board Meetings During A Declared Emergency

The Superintendent recommends to the Board the second read of the new mandated Policy 0164.6 - Remote Public Board Meetings During A Declared Emergency.

8. Regulation Revision 1642 - Earned Sick Leave Law

The Superintendent recommends to the Board the second read of the revised mandated Regulation 1642 - Earned Sick Leave Law.

9. Policy Adoption 1643 - Family Leave

The Superintendent recommends to the Board the second read of the new mandated Policy 1643 - Family Leave.

10. Policy Revision 2415 - Every Student Succeeds Act

The Superintendent recommends to the Board the second read of the revision of mandated Policy 2415 - Every Student Succeeds Act.

11. Policy Revision 2415.02 - Title I - Fiscal Responsibilities

The Superintendent recommends to the Board the second read of the revision of mandated Policy 2415.02 - Fiscal Responsibilities.

12. Policy Revision 2415.05 - Student Surveys, Analysis, and/or Evaluations

The Superintendent recommends to the Board the second read of the revised mandated Policy 2415.05 - Student Surveys, Analysis, and/or Evaluations.

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13. Policy & Regulation Revision 2415.20 - Every Student Succeeds Act Complaints

The Superintendent recommends to the Board the second read of the revised mandated Policy 2415.20 - Every Student Succeeds Act Complaints.

14. Policy Revision 4125 - Employment of Support Staff Members

The Superintendent recommends to the Board the second read of the revised mandated Policy 4125 - Employment of Support Staff Members.

15. Policy & Regulation Revision 5330.01 - Administration of Medical Cannabis

The Superintendent recommends to the Board the second read of the revised mandated Policy & Regulation 5330.01 - Administration of Medical Cannabis.

16. Policy Revision 6360 - Political Contributions

The Superintendent recommends to the Board the second read of the revised mandated Policy 6360 - Political Contributions.

17. Policy Revision 7425 - Lead Testing of Water in Schools

The Superintendent recommends to the Board the second read of the revised mandated Policy 7425 - Lead Testing of Water in Schools.

18. Regulation Adoption 7425 - Lead Testing of Water in Schools

The Superintendent recommends to the Board the second read of the new mandated Regulation 7425 - Lead Testing of Water in Schools.

19. Policy Revision 8330 - Student Records

The Superintendent recommends to the Board the second read of the revised mandated Policy 8330 - Student Records.

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20. Policy Adoption 8561 - Procurement of Procedures for School Nutrition

The Superintendent recommends to the Board the second read of the new mandated Policy 8561 - Procurement of Procedures for School Nutrition.

21. Policy Revision 9713 - Recruitment by Special Interest Groups

The Superintendent recommends to the Board the second read of the revised mandated Policy 9713 - Recruitment by Special Interest Groups.

22. Calendar Revision

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

Memorial Day - Friday, May 28, 2021 - Schools Closed

23. Special Education Summer School Placement

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the following Special Education summer school placements:

Out-of District Extended School Year Program:

<u>Student #</u>	<u>Program</u>	<u>Date</u>
OOD181901	P.G. Chambers School	TBD*
OOD181902	P.G. Chambers School	TBD*
OOD181903	P.G. Chambers School	TBD*
OOD192001	South Bergen Jointure Commission - Maywood Campus	TBD*
OOD192002	Shepard School	7/1 - 8/12*

*Transportation to be provided by the Northern Region Educational Services Commission.

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24. Out-of-District Placements

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the following continuing Out-of-District placements for the 2021-2022 school year:

Out-of District Placements:

<u>Student #</u>	<u>Placement:</u>	<u>Transportation</u>
OOD181901	P.G. Chambers School	Yes
OOD181902	P.G. Chambers School	Yes
OOD181903	P.G. Chambers School	Yes
OOD192001	South Bergen Jointure Commission - Maywood Campus	Yes
OOD122002	Shepard School	Yes

Transportation to be provided by the Northern Region Educational Services Commission.

25. Bayada Pediatrics Contract

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the contract with Bayada Pediatrics to provide a Registered School Nurse, as needed, on a substitute basis for the 2021-2022 school year at the rate of \$60 per hour.

26. Northern Region Educational Services Commission Contract

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the contract for Child Study Team Evaluations with the Northern Region Educational Services Commission on an as needed basis for the 2021-2022 school year.

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27. Home Programming

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Home Programming for the 2021-2022 school year at the rate of \$50 per hour as follows:

Student #RISE02: Three (3) 60-minute sessions per week;
One (1) 60-minute consultation per month

Student #RISE03: Two (2) 60-minute sessions per week;
One (1) 60-minute consultation per month

Student #RISE04: Two (2) 60-minute sessions per week;
One (1) 60-minute consultation per month

28. Home Life Skills Programming

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Home Life Skills Programming instruction for the period Thursday, July 1, 2021, through Friday, August 13, 2021, and the 2021-2022 school year to be provided by Toni Malatesta, payment to be made through the Northern Region Educational Services Commission.

29. Home Life Skills Programming

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Home Life Skills Programming consultation/instruction for the period Thursday, July 1, 2021, through Friday, August 13, 2021, and the 2021-2022 school year to be provided by Alycia Desmond, Carley Fleres, Gina McQuin, and Erica Wolpert.

30. Remote Learning/Early Dismissal Days

The Superintendent recommends the Board retroactively approve the following Remote Learning/Early Dismissal Days due to inclement weather:

Thursday, February 18, 2021 & Friday, February 19, 2021 - Dismissal - 1:20 P.M.

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31. Totowa Public Library Online System

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve Virtual Meetings with Totowa Public Library staff members, Brian Sedita and Diana Swetlitschnyj to discuss the use of the online library system with grades 6-8 on Friday, March 19, 2021, as follows:

Grade 8 - 10:43 A.M. - 11:29 A.M.

Grade 6 - 11:31 A.M. - 12:17 P.M.

Grade 7 - 12:19 P.M. - 1:05 P.M.

32. Use of Facilities - P.T.O. Spring Candy Fundraiser Pickup

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa P.T.O. Spring Candy Fundraiser committee as follows:

Pickup Orders

March 18, 2021 Washington Park School Gym (Outside) 4:00 P.M. to 7:00 P.M.

The PTO is also requesting the use of four (4) tables and four (4) chairs outside the Gym doors to be setup. In case of inclement weather, they would like to use the hall outside the gym to store boxes. Only PTO members will go inside to access the boxes.

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33. Use of Facilities - P.T.O. 8th Grade T-Shirt Pickup

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

8th Grade Virtual Student T-Shirt Pickup

Monday, March 29, 2021 & Tuesday, March 30, 2021

Washington Park School Parking Lot 4:00 P.M. to 6:00 P.M.

The PTO is also requesting the use of five (5) tables and four (4) chairs to be setup outside the Gym and 3rd grade classrooms.

34. Use of Facilities - P.T.O. Spring Flower Sale

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

Spring Flower Sale

Washington Park School Field Tuesday, May 4, 2021 2:00 P.M. - 6:00 P.M.

35. Use of Field - P.A.L. Softball and Baseball

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 softball and baseball programs from Monday, March 15, 2021, through Wednesday, June 30, 2021 as follows:

Monday through Friday:	5:00 P.M. to Dusk
Saturdays and Sundays:	9:00 A.M. to Dusk

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36. Professional Days

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

Motion for approval of items 6-36

MOTION: Ms. Antonucci

SECONDED: Mr. Bierach

VOTE: Unanimous

37. Informational

Budget Presentation

Ms. Capitelli and Mr. Varcadipane presented the 2021-2022 School Year Budget to the public, which can be found on the Totowa School District's website. Mr. Reynoso asked what will happen to the funding that we should have received but didn't in past years. Mr. Varcadipane stated it was his understanding that nothing is going to happen with that money. Mr. Varcadipane stated the school funding formula was frozen for a number of years and that while we were underfunded a number of districts were over-funded during that same time period. Ms. Capitelli stated that the districts that were over-funded are now seeing a decrease in state aid and it is becoming a problem for them because they are not receiving the aid they were used to and have to make cuts to their budgets. There were no other questions or comments from Board or the public.

Passaic County Annual Poster Calendar Contest

Honorable Mention - Jewel Heerema

New Jersey Student Learning Assessments

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Dates for Your Information

Apr. 1	3rd Marking Period Closes
Apr. 2-9	Spring Recess - Schools Closed
Apr. 12	4th Marking Period Begins
Apr. 16	3rd Marking Period - Paperless Report Cards Online.
Apr. 28	Board of Education Reorganization Meeting - WPS 7:00 P.M.

Use of Facilities - April

Apr. 12 PTO Executive Board Meeting (WPS)

Attachments:

News Articles:

Third Graders Create "Dream Home Learning Spaces"
Students Read Winter Stories

Newsletters:

The Smart Dog - Memorial School Newsletter

38. Committee Reports

Mr. Guarneri said committee meetings were held, there was a discussion on personnel and buildings and grounds.

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39. 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 7:37 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately fifteen to twenty (15-20) minutes and no action will be taken.

Motion for approval of item 39

MOTION: Mr. Tangora
SECONDED: Mr. Reynoso
VOTE: Unanimous

The Board returned from executive session at 7:59 P.M.

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40. Maternity/Child Care Leave of Absence - Marlana Torres

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the maternity/child care leave of absence for Marlana Torres as follows:

Ms. Torres will begin her maternity/childcare leave Monday, April 12, 2021, through Wednesday, June 30, 2021, as per the following provisions:

1. Leave is granted without pay and benefits.
2. A. Leave will start on Monday, April 12, 2021.
B. Medical leave will be invoked from Monday, April 12, 2021, through Friday, May 21, 2021.
C. Ms. Torres will use ten (10) sick/personal days from Monday, April 12, 2021, through Friday, April 23, 2021.
D. FMLA will be invoked from Monday, April 26, 2021, through Wednesday, June 30, 2021, - ten (10) weeks. Benefits will be retained in accordance with FMLA.
E. Ms. Torres will return on Tuesday, September 7, 2021.
F. Her annual benefit contribution will be charged. Benefit costs will be incurred by Ms. Torres for any further additional time absent outside the FMLA 12-week period.

41. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Mr. Joseph Segura, as a Maternity Leave Replacement for Kindergarten, beginning on Wednesday, March 31, 2021, through approximately Thursday, June 17, 2021, at the rate of \$17.75 per hour with no benefits.

42. Approval - Maternity Leave Replacement

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Angela Siano, as a Maternity Leave Replacement for grade 5 social studies, beginning on Monday, March 22, 2021, through approximately Thursday, June 17, 2021, at the rate of \$17.25 per hour with no benefits.

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43. Resignation - Janet Casner

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively accept the resignation of Janet Casner, School Social Worker, effective Friday, February 26, 2021.

44. CST Summer Employment

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Danielle Berdan, Psychologist, and Gladys Campanile, Social Worker, for summer services as needed, from Tuesday, June 22, 2021 - Wednesday, July 28, 2021, not to exceed forty (40) hours at the prorated individual hourly per diem based on the 2020-2021 salary guide and Debra Barone, Guidance, not to exceed ten (10) hours.

The Superintendent, in consultation with the Director of Special Education, further approves Related Services Providers, Alicia Romano, OT, Susan Frehbeis, OT, Nicole Fennell, PT, Julie Levy, Speech, and Erica Minde, Behaviorist, at the rate of \$80 per hour. Maggie Morris, Speech, and Kaitlin Nieglos, Speech, at the prorated individual hourly per diem based on the 2020-2021 salary guide with cap on an as needed basis during the summer to do evaluations and/or attend meetings.

45. Appointment - Learning Disabilities Teacher-Consultant

The Superintendent, in consultation with the Administrative Team, recommends the Board appoint Ms. Michele Dressel to the position of Learning Disabilities Teacher-Consultant for the remainder of the 2020 - 2021 school year beginning on or about Monday, May 24, 2021, pending successful criminal background check, positive references, and approval of her Disclosure and Review of Applicants Employment History. Ms. Dressel will be placed on MA+30 Step - 8 \$74,435 (prorated) of the contracted teacher salary guide.

Motion for approval of items 40-45

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

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46. Approval of Minutes- February 17, 2021 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of February 17, 2021 as presented.

Motion for approval of items 46

MOTION: Mr. Kerwin
SECONDED: Ms. Antonucci
VOTE: Unanimous

47. Approval of Minutes- February 17, 2021 – 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 February 17, 2021 as presented.

Motion for approval of items 47

MOTION: Ms. Antonucci
SECONDED: Mr. Tangora
VOTE: Unanimous

48. Approval of Minutes- March 1, 2021 – Regular Meeting

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of March 1, 2021 as presented.

Motion for approval of items 48

MOTION: Mr. Reynoso
SECONDED: Ms. Antonucci
VOTE: Unanimous

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49. Hearing and Petition of Citizens

Mr. Guarneri asked Mr. Varcadipane if there were any emails from the public. Mr. Varcadipane stated there were no emails. No questions were noted in the zoom chat to speak as well.

50. Approval of Bills List – March

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

51. Acceptance of Financial Status Report – February

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of February 2021, as presented.

52. Monthly Financial Certification of the Board Secretary and the Board of Education – February

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2020-2021 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.

53. Acceptance of Bank Reconciliations – February

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of February 2021, as presented.

54. Acceptance of Board Secretary Report – February

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of February 2021, as presented.

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55. Acceptance of Treasurer of School Monies Report – February

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of February 2021, as presented.

56. Acceptance of Financial Summary Report – February

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of February 2021, as presented.

57. Approval of Line Item Budget Transfers – February

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 February 2021, as presented. (See Attachment #1 Monthly Transfer Report)

58. Acceptance of Revenue Report – February

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of February 2021, as presented.

59. 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.

<u>Vendor</u>	<u>Description</u>	<u>Check #</u>	<u>Amount</u>
Pomptonian	Invoice 912020521	1422	\$ 8,318.38
Pomptonian	Invoice 912021221	1423	\$ 8,200.50
Pomptonian	Invoice 912021921	1424	\$ 1,054.11
Pomptonian	Invoice 912022621	1425	\$ 9,212.71
Pomptonian	Invoice 912030521	1426	\$ 9,024.96
Ms. Barbosa	Lunch Account Reimbursement	1427	\$ 41.85

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60. Adoption of the 2021-2022 School Budget

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board adopts and submits the 2021-2022 School Budget as presented.

BE IT RESOLVED, by the Totowa Board of Education, County of Passaic, that the 2021-2022 school district budget be approved as follows:

BE IT FURTHER RESOLVED, that the following GENERAL FUND AND DEBT SERVICE tax levies be approved to support the 2021-2022 budget:

	<u>General Fund</u>	<u>Special Revenues</u>	<u>Debt Service</u>	<u>Total</u>	
2021-2022 Total Expenditures	21,766,493		508,332	733,200	23,008,025
Less: Anticipated Revenues					
Fund Balance	4,235,759				
State Aid	868,879				
Tuition	175,000				
Semi	32,755				
Interest	5,025				
Total Anticipated Revenues	<u>5,317,418</u>	<u>508,332</u>	<u>-</u>		<u>5,825,750</u>
Taxes to be Raised	<u>16,449,075</u>	<u>-</u>	<u>733,200</u>		<u>17,182,275</u>

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61. Approval of Additional Appropriations (Covid-19)

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following additional appropriations do to the Covid-19 pandemic.

1. Atra PO 21-1407 \$2,505.00 Cleaning Supplies

62. 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.

WPS	Purchased by	
LCD Monitor (Broken Unrepairable)	x 6pcs	2012
PC-P4 (Broken Unrepairable)	x 4pcs	2012
HP All in one desktop (Broken Unrepairable)	x 5pcs	2012
NEC Projector (Broken Unrepairable)	x 1pc	2007
HP Laptop (Broken Unrepairable)	x 30pcs	2013
Lenovo Laptop (Broken Unrepairable)	x126pcs	2014
Smartboard (Broken Unrepairable)	x 1	2013
Chairs (Broken Unrepairable)	x 20	Various

MS		
LCD Monitor (Broken Unrepairable)	x 2pcs	2012
PC-P4 (Broken Unrepairable)	x 2pcs	2012
HP All in one desktop (Broken Unrepairable)	x 7pcs	2012
Smarttech Projector (Broken Unrepairable)	x 1pc	2014
HP Laptop (Broken Unrepairable)	x 15pcs	2013
Apple Mac (Broken Unrepairable)	x 1pc	2010

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Motion for approval of items 50-62

MOTION: Ms. Carr

SECONDED: Mr. Reynoso

VOTE: Unanimous (Mr. Bierach abstained from POs 21-1382 & 21-1410 on item #50 Bills List.

63. Old Business

There was no old business.

64. New Business

There was no new business.

65. Other Matters of a Timely Nature

There was no other matters of a timely nature.

66. Adjournment

Upon motion by Mr. Reynoso and seconded by Mr. Kerwin this meeting was adjourned at 8:04 P.M.

Respectfully submitted,



Vincent Varcadipane
School Business Administrator/Board Secretary