

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

03/25/2020

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 March 25, 2020.

**1. Call To Order**

President Guarneri called the meeting to order at 7:03 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. 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.

Ms. Capitelli stated that in accordance with State, Local, and CDC guidance this meeting was limited to eight (8) people for attendance. A message was posted on the site for anyone to email Ms. Capitelli or Mr. Varcadipane if they had any comments or concerns that will be addressed at the

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Ms. Capitelli stated that in accordance with State, Local, and CDC guidance this meeting was limited to eight (8) people for attendance. A message was posted on the site for anyone to email Ms. Capitelli or Mr. Varcadipane if they had any comments or concerns that will be addressed at the next meeting. Any questions regarding the budget can also be addressed to Ms. Capitelli or Mr. Varcadipane and those will be answered immediately. Ms. Capitelli stated we are looking into different options to livestream/broadcast the next meeting in April.

Pursuant to Board Policy 0132 - Executive Authority and given the emergent and urgent circumstances at hand, the Board took action prior to this scheduled meeting by taking a poll of each Board Member to approve:

Policy 0155.1- Board Member Participation at Board Meetings Using Electronic Device

**5. Professional Days**

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

**6. Policy Revision 0152 - Board Officers**

The Superintendent presents to the Board the first read of the revisions to Policy 0152 - Board Officers. (see attached)

**7. Policy Revision 1581 - Domestic Violence**

The Superintendent presents to the Board the first read of the revisions to mandated Policy 1581 - Domestic Violence. (see attached)

**8. Regulation Adoption 1581 - Domestic Violence**

The Superintendent presents to the Board the first read of the new mandated Regulation 1581 - Domestic Violence. (see attached)

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**9. Policy Revision 2422 - Health and Physical Education**

The Superintendent presents to the Board the first read of the revisions to mandated Policy 2422 - Health and Physical Education. (see attached)

**10. Policy Adoption 3421.13 - Postnatal Accommodations**

The Superintendent presents to the Board the first read of the new Policy 3421.13 - Postnatal Accommodations. (see attached)

**11. Policy Adoption 4421.13 - Postnatal Accommodations**

The Superintendent presents to the Board the first read of the new Policy 4421.13 - Postnatal Accommodations. (see attached)

**12. Policy & Regulation Revisions 5330 - Administration of Medication**

The Superintendent presents to the Board the first read of the revisions to the mandated Policy and Regulation 5330 - Administration of Medication. (see attached)

**13. Policy Revision 7243 - Supervision of Construction**

The Superintendent presents to the Board the first read of the revisions to the mandated Policy 7243 - Supervision of Construction. (see attached)

**14. Policy Revision 8210 - School Year**

The Superintendent presents to the Board the first read of the revisions to Policy 8210 - School Year. (see attached)

**15. Policy Revision 8220 - School Day**

The Superintendent presents to the Board the first read of the revisions to the mandated Policy 8220 - School Day. (see attached)

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**16. Regulation Revision 8220 - School Closings**

The Superintendent presents to the Board the first read of the revisions to Regulation 8220 - School Closings. (see attached)

**17. Policy Revision 8462 - Reporting Potentially Missing or Abused Children**

The Superintendent presents to the Board the first read of the revisions to the mandated Policy 8462 - Reporting Potentially Missing or Abused Children. (see attached)

**18. Totowa School District Home Instruction Plan**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Totowa School District Home Instruction Plan. (see attached)

**19. Out-of-District Placement**

The Superintendent, in consultation with the Director of Special Education, recommends the Board retroactively approve placement of Student #OOD192002 at the Shephard School beginning on Monday, February 24, 2020, for the remainder of the 2019 - 2020 school year at the rate of \$314.13 per day. Transportation to be provided by the Northern Region Educational Services Commission.

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**20. 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	7/6 - 8/14*
OOD181902	P.G. Chambers School	7/6 - 8/14*
OOD181903	P.G. Chambers School	7/6 - 8/14*
OOD192001	South Bergen Jointure Commission - Maywood Campus	7/6 - 7/31*

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

**21. 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 2020-2021 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.

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**22. 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 2020-2021 school year at the rate of \$56 per hour.

**23. 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 Wednesday, July 1, 2020, through Friday, August 14, 2020, and the 2020-2021 school year to be provided by Toni Malatesta, payment to be made through the Northern Region Educational Services Commission.

**24. 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 Wednesday, July 1, 2020, through Friday, August 14, 2020, and the 2020-2021 school year to be provided by Alycia Desmond, Carley Fleres, Gina McQuin, and Erica Wolpert.

**25. 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 Evaluations with the Northern Region Educational Services Commission on an as needed basis for the 2020-2021 school year.

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**26. Home Programming**

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Home Programming for the 2020-2021 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

Student #RISE05: One (1) 60-minute sessions per week;  
One (1) 60-minute consultation per month

**27. Field Trip**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the following field trip:

Grade 8 Washington D. C. Thursday, May 4, 2020 - Friday, May 5, 2020

**28. Spring Pictures**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the request of the P.T.O. to use the Memorial School Auditorium and Washington Park School Gym as follows:

Spring Pictures Monday, March 9, 2020

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**29. Use of Facilities - P.T.O. Spring Candy Fundraiser Delivery & Distribution**

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

Spring Candy Fundraiser Delivery  
Washington Park School Cafeteria  
Monday, April 1, 2020

**30. Use of Washington Park Playground and Field - Totowa Day**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the request of the Totowa Board of Recreation to use the Washington Park playground and field. They are also requesting the use of water, electricity, tables and chairs, picnic tables with umbrellas, and bathrooms for the committee members on Saturday, June 6, 2020, (rain date Sunday, June 7, 2020) for their Totowa Day from 7:00 A.M. to 11:00 P.M. The Board of Recreation members will be responsible for all set up and clean up in addition to any other related items.

**31. Early Dismissal**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the following early dismissal to allow staff members to prepare for Virtual Learning Lessons:

Friday, March 13, 2020

**32. Postponement - Art Show and Science Fair**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the postponement of the Art Show and Science Fair until further notice.



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**33. Postponement - Use of Facilities**

The Superintendent, in consultation with the Totowa Education Foundation, recommends the Board approve the postponement of the use of facilities for the Totowa Education Foundation for their Annual Spring Musical until further notice.

Motion for approval of item 5-33

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

**34. Informational**

**Budget Presentation**

Ms. Capitelli and Mr. Varcadipane presented the 2020-2021 School Year Budget to the public, which can be found on the Totowa School District's website. There were no questions or comments from the board or the public.

**American Legion Post 227 Coloring Page Contest Winners**

1st Place - Isabella Cruz (5th Grade) 2nd Place - Anthony D. Viola (4th Grade)

**PC Leads**

**Budget Presentation**

**Science Assessments**

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**Dates for Your Information**

Mar. 27	3rd Marking Period Closes
Mar. 30	4th Marking Period Begins
Apr. 3	3rd Marking Period - Paperless Report Cards Online
Apr. 10-17	Spring Recess - Schools Closed
Apr. 23	TPK Open House - MS 7:00 P.M.
Apr. 29	Board of Education Reorganization Meeting - WPS 7:00 P.M.

**Use of Facilities - April**

Apr. 6	PTO	Executive Board Meeting (WPS)
Apr. 6	PTO	Spring Candy Delivery (WPS)
Weds.	VITAL	Men's Basketball (MS)

**Attachments:**

**News Articles:**

*Prizewinning Posters*

*Titans Turnaround*

**Newsletters:**

*The Smart Dog - Memorial School Newsletter*

*The Park Press, February 2020*

**Programs:**

*Unplugged Concert*

*Nations Night 2020*

**Reports:**

Discipline Report

**35. Committee Reports**

Mr. Guarneri said committee meetings were not held.

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**36. Executive Session**

Executive Session was not held according to guidance from NJSBA. Action was still taken on items listed in the board package.

**37. Substitute Teachers**

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

Priority II

Ishak, Lydia S.

Poecker, Ted W.

Rimawi, Muna

Sungkar, Sarah (Shera)

Priority I substitutes will be paid \$110. per day and Priority II substitutes will be paid \$100. per day and work no more than twenty-nine and one-half (29.5) hours per week. Criminal background checks have been successfully completed by the Northern Region Educational Services Commission.

**38. Appointment - Special Education Aide**

The Superintendent, in consultation with the Director of Special Education, recommends the Board appoint Ms. Norka Parrales as a Special Education Aide for the remainder of the 2019 - 2020 School Year. Ms. Parrales will be paid \$17.75 per hour with no benefits, beginning on a date to be determined.

**39. Approval - Substitute Teacher**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively appoint Ms. Angela Siano, as a substitute teacher for grade 3 - 4 Resource teacher from Monday, March 16, 2020, through Tuesday, June 30, 2020, at the rate of \$17.75 per hour with no benefits.

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**40. Expense Stipend**

The Superintendent recommends the Board approve an expense stipend of \$200 to the following staff members supervising the Washington D.C. trip:

**Washington D.C.**

David Bower

Joseph D'Amelio

Kristen Flynn

Evelyn Garofalo

Elaine Mostello

Doreen Peranio

**41. CST Summer Employment**

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve Danielle Berdan (Psychologist), Jessica Haftek (Psychologist), Gladys Campanile (Social Worker), and Cheryl Migliaccio (LDT-C) for summer services as needed, not to exceed forty (40) hours at the prorated individual hourly per diem based on the 2019 -2020 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 Alava (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 2019-2020 salary guide with cap on an as needed basis during the summer to do evaluations and/or attend meetings.

**42. Bus Aides**

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve the following bus aides for the 2020-2021 school year with payment to be made through the Northern Region Educational Services Commission:

Joanne Schwartz

Debbie Antonucci (Substitute)

Carly Schwartz (Substitute)

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**43. Appointment - Extended School Year Program Staffing**

The Superintendent, in consultation with the Director of Special Education, recommends the Board appoint to the Summer Enrichment Program being from Monday, June 29, 2020, through Wednesday, July 29, 2020, from 9:00 A.M. - 1:00 P.M. the following staff members:

**Certified Staff - 2019/2020 Salary Prorated Hourly Based on 1/200th Per Diem**

Heather Corrado                      Alycia Desmond                      Joseph Segura  
Beverly Luciano (Nurse June 29 - July 13)      Lori Johnson (Nurse July 14 - July 29)

**Instructional Aide w/Standard Certificate - Salary at the Rate of \$19.75 per hour**

LouAnn Martinez      Noria Cordoba

**Instructional Aides w/ CEAS , CE or Four Year College Grad - Salary at the Rate of \$17.75 per hour**

Meredith Warburton

**Special Education Aides - Salary at the Rate of \$17.25 per hour**

Antoinette Armagno      Sandy Cittrich      Cathy Daniele      Jasmine Guerra  
Jessica Guerra              Ghadeer Hamad      Toni Malatesta      Norka Parrales  
Rita Sakhat      Carly Schwartz      Joanne Schwartz      Milagros Tea      Iris Whitaker

**Bus Aide - Salary at the Rate of \$17.25 per hour**

Joanne Schwartz                      Substitutes - Cathy Daniele                      Carly Schwartz

**Bus Driver - Salary at the Rate of \$20.00 per hour**

Michael Minieri

**Substitute Bus Drivers - Salary at the Rate of \$20.00 per hour**

Chris Jacob

**Physical Therapist, Occupational Therapist & Speech Therapist - Contract at the Rate of \$80 per hour, not to exceed 10 hours per week**

Nicole Fenell              Alisha Romao              Julie Levy

**Behaviorist - Contract at the Rate of \$80 per hour, not to exceed 12 hours per week**

Erica Minde - Behaviorist

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**44. Additional Hours - Part-time Speech Therapist**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve additional hours for July Levy, part-time Speech Therapist for the Totowa School District. Ms. Levy will work twenty-nine and one-half (29.5) hours per week beginning Monday, April 20, 2020, through the end of the 2019-2020 school year, at the rate of \$80 per hour, to partially cover Speech/Language Therapist maternity leave.

**45. TECA Sick Day Donation**

The Superintendent, recommends the Board approves the request of the Totowa Custodial Engineers Association to donate sick days to employee #122872 in a one-time specific sick leave request. Staff members who donate days will not be eligible to redeem the days back once they are donated. Donated days are only eligible for use by employee #122872 through June 30, 2020. Totowa Administration will send a one-time memo to staff requesting days on employee's behalf.

Motion for approval of item 37-45

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

**46. Approval of Minutes- February 19, 2020 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of February 19, 2020 as presented.

Motion for approval of item 46

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

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**47. Approval of Minutes- February 19, 2020 – 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 19, 2020 as presented.

Motion for approval of item 47

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

**48. Approval of Minutes- March 3, 2020 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of March 3, 2020 as presented.

Motion for approval of item 48

MOTION: Ms. Alesandrelli  
SECONDED: Ms. Antonucci  
VOTE: Unanimous

**49. Approval of Minutes- March 3, 2020 – 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 March 3, 2020 as presented.

Motion for approval of item 49

MOTION: Ms. Alesandrelli  
SECONDED: Ms. Antonucci  
VOTE: Unanimous

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**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 2020, 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 2019-2020 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 2020, 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 2020, 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 2020, 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 2020, 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 2020, 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 2020, 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 912020720	1318	\$ 20,715.27
Pomptonian	Invoice 912021420	1319	\$ 2,816.61
Pomptonian	Invoice 912022120	1320	\$ 19,305.09
Pomptonian	Invoice 912022820	1321	\$ 4,424.15
Pomptonian	Invoice 912030620	1322	\$ 21,332.74
Mrs. Grant	Refund Recess Milk	1323	\$ 16.20

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**60. Adoption of the 2020-2021 School Budget**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board adopts and submits the 2020-2021 School budget as presented.

BE IT RESOLVED, by the Totowa Board of Education, County of Passaic, that the 2020-2021 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 2020-2021 budget:

	<b>General Fund</b>	<b>Special Revenues</b>	<b>Debt Service</b>	<b>Total</b>
2020-2021 Total Expenditures	21,071,407	497,890	719,800	22,289,097
Less: Anticipated Revenues				
Fund Balance	3,823,894			
State Aid	810,507			
Tuition	175,000			
Semi	35,212			
Interest	100,250			
Total Anticipated Revenues	4,944,863	497,890	-	5,442,753
Taxes to be Raised	16,126,544	-	719,800	16,846,344

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**61. Approval of 2019-2020 Transportation Contract NRESC**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board retroactively approve the 2019-2020 school year transportation contract with North Region Educational Services Commission, Wayne as follows:

Route #	School	Contractor	Cost Per Route	Date
SHEPTO20	Shepard School	Omar Trans	\$ 5,940.00+237.60	2/24/20-3/31/20

**62. Rescind – Approval of Polling Sites for Annual School Election**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board rescind the action of January 15, 2020, Item #60 Approval of Polling Sites for Annual School Election.

**63. Rescind – Approval of Board Workers and Voting Machines for Annual School Election**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board rescind the action of January 15, 2020, Item #61 Approval of Board Workers and Voting Machines for Annual School Election.

**64. Rescind – Approval of Polling Hours – Annual School Election**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board rescind the action of January 15, 2020, Item #62 Approval of Polling Hours – Annual School Election.

**65. Rescind – Approval of Board Workers' Pay – Annual School Election**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board rescind the action of January 15, 2020, Item #63 Approval of Board Workers' Pay – Annual School Election.

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Motion for approval of item 50-65

MOTION: Mr. Reynoso

SECONDED: Ms. Antonucci

VOTE: Unanimous (Mr. Bierach abstained from P.O. 20-1450 on #50 Bills List)

**66. Old Business**

There was no old business.

**67. New Business**

There was no new business.

**68. Hearing and Petition of Citizens**

There were no citizens to be heard.

**69. Other Matters of a Timely Nature**

Ms. Capitelli noted that the next board meeting is Tuesday, March 3, 2020 at 7:00 P.M. strictly for the approval to adopt the budget to be submitted to the County Department Of Education. The Budget presentation is scheduled to be held at the March 25, 2020 meeting.

**70. Adjournment**

Upon motion by Mr. Reynoso and seconded by Mr. Bierach this meeting was adjourned at 7:50 P.M.

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary