

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

03/05/2024

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 March 05, 2024.

**1. Call To Order**

President Antonucci called the meeting to order at 7:07 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. Kerwin, Mr. La Rose, Mr. Parlegreco and Dr. Vancheri

Members Absent: Ms. Coiro

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.

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**5. Harassment, Intimidation, and Bullying Report for January 2024**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve the Harassment, Intimidation, and Bullying Report for January 2024, as per the attached.

Motion for approval of item 5

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

**6. Committee Reports**

Ms. Antonucci stated committee meetings were not held.

**7. Approval of Adoption and Submission of 2024-2025 Tentative School Budget to the Executive County Superintendent of Schools**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board adopts and submits the 2024-2025 tentative School budget. (See attachment #1)

**8. Approval of Travel Expense**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends that the Board approve the travel expense for regular business travel not to exceed \$1,500.00 for the 2024-2025.

**9. Approval of Maximum Travel Expenditure 2024-2025**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board establish a maximum travel expenditure amount for the 2024-2025 school year of \$10,000.00 in accordance with NJAC 6A:23A-7.3. The total expenditure in the pre-budget year to date is \$723.48.

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**10. Approval of Legal Costs**

The Superintendent, in consultation with the School Business Administrator/Board Secretary and school district auditor recommends the Board approve and acknowledge the school district exceeds 130% of the statewide average for legal costs. The school district will implement internal controls for the reduction of costs or to provide evidence that such procedures would not result in a reduction of costs.

**11. Authorization to Use Capital Reserve Funds for the ROD Grant**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board authorize the use of Capital Reserve funds. The Funds will be used for Rod Grant #5200-060-2R501, which will consist of, New Boilers, Water heater and associated equipment; New Rooftop HVAC Units to serving the Cafeteria and Corridor; HVAC System Controls and thermostats throughout the building.

Motion for approval of item 7-11

MOTION: Ms. Alesandrelli

SECONDED: Mr. Bierach

VOTE: Unanimous

**12. 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 7:15 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing legal matters. The discussion will last approximately ten (10) minutes and no action will be taken.

Motion for approval of item 12

MOTION: Mr. Bierach

SECONDED: Mr. La Rose

VOTE: Unanimous

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The Board returned from executive session at 7:20 P.M.

Mr. Reddin did a confidentiality and ethics training. No agenda items needed to be voted on.

**13. Old Business**

There was no old business.

**14. New Business**

There was no new business.

**15. Hearing and Petition of Citizens**

No citizens wished to be heard.

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

There was no other matters of a timely nature.

**17. Adjournment**

Upon motion by Mr. Bierach and seconded by Mr. Alesandrelli this meeting was adjourned at 7:21 P.M.

Respectfully submitted,



Vincent Varcadipane  
School Business Administrator/Board Secretary