

**Passaic Valley Regional High School
District**

AGENDA

**Regular Meeting of the Board of Education
Tuesday, January 30, 2024**

Order of Business

Roll Call of Members

Pledge of Allegiance

Reading of Announcement

Public Notice

In accordance with the provisions of the Open Public Meetings Act, the Board of Education of the Passaic Valley Regional High School District issued notice of this meeting on January 10, 2024, by having the date, time and location of the meeting posted on the bulletin board of Passaic Valley Regional High School and sent to The North Jersey Herald News and The Record. Notice was also filed with the Township Clerk of Little Falls, the Borough Clerk of Totowa, and the Business Administrator of Woodland Park and sent to those persons requesting that such notice be mailed to them.

President's Report

Acknowledgment of Correspondence To The Board Of Education

Approval of Minutes of Previous Meeting

The minutes of the January 4, 2024 Organization & Regular and Executive meeting will be presented for review and approval.

Report of the Superintendent

- 2023 Audit Presentation – Steven Wielkotz

Student Representatives Report

Call For Members of the Public To Be Heard

Regular Order of Business

Committee Reports

Attorney's Report

Passaic County School Board's Association – Report of Delegate

New Jersey School Board's Association – Report of Delegate

Old Business

New Business

Call For Members of The Public To Be Heard

Executive Session

Adjournment

Education Committee

1. Report of HIB

The Superintendent reports and requests approval of the following HIB investigation(s):

Incident #	Location	Determination
2324-16	Locker Room	HIB

2. Approval/ Revised Field Trip

The Superintendent recommends approval of the revised location for the following field:

	Department	Teacher/ Advisor	Event	Date/Time/Location	Purpose
1	FBLA	Kurtishi	Consumer Bowl	Feb 27, 24/ 9:00am-2:00pm/ Passaic Police Academy Wayne, NJ	To compete in Consumer Bowl against their peers. Approx 7 students 2 staff Cost to BOE: 2 substitutes

3. Approval/ In School Event

The Superintendent recommends approval of the following events:

	Department	Teacher/ Advisor	Event	Date/Time/Location	Purpose
1	CITVC	Menake	Four Live surgical video conferences	March 12, 2024 - kidney transplant April 18, 2024 - neurosurgery May 10, 2024- cardiac classroom May 20, 2024 -robotic surgery	Annual live surgery video conferences. Provides unique opportunity for students to view live surgery, and Q&A with medical professionals. Cost \$936.00 for all events.
2	NAHS	Ingraham	Food Drive	Jan - Feb 2024 Several food drop locations in the school	Annual Food drive for the Heaven’s Harvest food pantry in Little Falls.

4. Approval / Home Instruction

The Superintendent recommends the approval of home instruction for the following student(s)

ID	Date On	Instructor or Program
20449	1/29/24	Educere
2001285	1/8/24	Educere

Education Committee

5. Approval / Ed Iobst and Susanne Iobst, Revised Sixth Period Leave Replacement

The Superintendent recommends the Board of Education approve Ed Iobst and Susanne Iobst for a sixth period Physics for the remainder of the 2023-2024 school year (leave replacement for teacher #4717).

6. Approval / Revised 6th Period Assignments

The Superintendent recommends the Board of Education approve the revised 6th Period Coverage for Biology end date as February 1, 2024 for Joesph Feinstein, Daria Leidig, Allison Weisbrod and Kristin Klein.

7. Approval / Employee #4721 Revised Leave of Absence

The Superintendent recommends the Board of Education approve the revised intermittent FMLA leave for employee #4721. Any remaining FLMA days to be used as requested.

Dates	Coverage	Amount of Time
12/1, 18-21/2023	Paid Persona/Vacation/ Sick Leave	1 sick, 5 vacation
12/4-15/2023, 1/2-19/2024	Federal Medical Leave Act (intermittent)	5 weeks
	NJ Family Leave Act	
	Unpaid Leave	

8. Approval / 2023-2024 Substitute Teachers

The Superintendent recommends the approval of the following substitute teachers at the per diem substitute rate for the 2023-2024 school year. Start date pending receipt of issued substitute certificate, criminal history and tb test.

- Alex Rodriguez

9. Approval / 2023-2024 Out of District Contract(s)

The Superintendent recommends the Board of Education approve the revised out of district contracts(s):

	Student ID	Location	Cost
1	938018	The Gramon School 20 Just Road Fairfield, NJ	\$73,591.44 Tuition

10. Approval / Josphe Auteri, Teacher Retirement

The Superintendent recommends the Board of Education accept and approve the retirement of Mr. Joesph Auteri, Teacher. Last day of employment June 20, 2024.

11. Approval / Joseph Kubu, Clinical Placement

The Superintendent recommends the approval of Joseph Kubu, for a clinical placement from William Paterson University from 1/26/24 - 5/10/24, 1 day/week. M. Salvatore supervising.

Education Committee

12. Approval / Guest Chorographers

The Superintendent recommends approval of the following guest choreographers for our dance class. Participation is pending criminal history clearance.

- Tal Aronson
- Jess LeProtto
- Michelle Mossay

13. Approval / 2023-2024 NJSLA Portfolio Saturday Classes Stipend Positions

The Superintendent recommends approval of the following NJSLA Portfolio Saturday Classes positions for the 2023-2024 school year. Compensation \$1,500.00 per person paid through ESSA Title I. Title 1 Account# 100-100 at \$6,500.00; Title I balance of \$1,000.00 to be covered by Title I carryover 2022-2023.

- ELA Ana Radice
- ELA Neil Van Ess
- Math Lindita Kurtishi
- Math Arianna Robeson
- Math Brad Ottino

Finance Committee

1. Approval of Monthly Bill List – January 2024

WHEREAS, N.J.S.A. 18A:19, Expenditure of Funds; Audit and Payment of Claims, provides Board of Education to make payments on claims for goods received and services rendered payable to the order of the person entitled to receive the amount after approval by the board; or in accordance with payrolls duly certified; or debt service or when provide by resolution approval by a person designated by the board, and

WHEREAS, the following bill lists are drawn from the Authorization checking account and is being presented to the board with the recommendation that it be paid (Attachment F-1):

<u>Date</u>	<u>Check Numbers</u>	<u>Total Amount</u>
01/31/24	Pending	\$1,768,403.18

WHEREAS, each claim or demand has been fully itemized, verified and audited as required by law in accordance with, N.J.S.A. 18A:19-2.

NOW THEREFORE BE IT RESOLVED, that the Passaic Valley Regional High School Board of Education approves the above bill list from the Authorization checking account, and

BE IT FURTHER RESOLVED, that the Passaic Valley Regional High School Board of Education authorizes the School Business Administrator to pay bills between board meetings if it is determined that a need arises prior to the next board meeting in accordance with Policy 6470 – Payment of Claims.

2. Acceptance of the Board Secretary’s Report, Cash Reconciler’s Cash Report and the Board Secretary’s Certification of Funds for the Month of December 2023

WHEREAS, N.J.A.C. 6A:23A-16.10 requires the Board Secretary and the Passaic Valley Regional High School Board of Education to certify that no budgetary line item account has been over-expended and that the sufficient funds are available to meet the District’s financial obligation; and WHEREAS, N.J.A.C. 6A:23A-16.10 further requires the Passaic Valley Regional High School Board of Education receive and accept the monthly financial statements, the Board Secretary’s Report and the Cash Reconciler’s Cash report; and

WHEREAS, attached (Attachment F-2) are the Board Secretary’s Report and the Cash Reconciler’s Cash report for the month ending December 31, 2023 for the Board to accept; NOW THEREFORE BE IT RESOLVED, the Passaic Valley Regional High School Board of Education acknowledges receipt of and accepts the Board Secretary’s Report and the Cash Reconciler’s Cash report for the month ending December 31, 2023; and BE IT FURTHER RESOLVED, that the Board Secretary and the Board of Education certifies that no budgetary line item account has been over-expended and that there are sufficient funds available to meet the District’s financial obligation.

Finance Committee

3. Approval of Line-Item Budget Transfers – December 2023

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following line item transfers to include administrative cost budget transfers for the month of December 2023 as presented. (See Attachment F-3)

4. Acceptance of Financial Status Report – December 2023

The Superintendent, in consultation with the School Business Administrator/Board secretary recommends the Board accept the Financial Status Report for the month of December 2023, as presented. (See Attachment F-4)

5. Acceptance of Revenue Report – December 2023

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of December 2023, as presented. (See Attachment F-5)

6. 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	Inv#671122223	1374	\$ 13,910.40
Pomptonian	Inv#671122923	1375	\$ 5,273.07
Pomptonian	Inv#671011224	1376	\$ 24,209.50
Pomptonian	Inv#671011924	1377	\$ 13,041.46
Solution Tek	Equipment Repairs	1378	\$ 1,101.43
Solution Tek	Oven Thermostat Repair	1379	\$ 839.16

7. Discussion of 2023 Fiscal Year End Audit, Acceptance of Said Audit & Approval of the 2023 Fiscal Year End Corrective Action Plan

WHEREAS The Board of Education of the Passaic County Regional High School District (the Board) caused an annual audit of the district’s accounts and financial transactions to be conducted by a public-school accountant for the 2022-2023 fiscal year pursuant to NJSA 18A:23; and

WHEREAS said “Annual Comprehensive Financial Report” and “Auditor’s Management Report” for the fiscal year ending June 30, 2023, will be filed in duplicate with the Office of the Commissioner NJSA 18A:23-3; and

WHEREAS a presentation of the audit with discussion of the district’s fiscal status, audit findings and recommendations were made to the Board and public by the School Business Administrator at the board meeting of January 30, 2024; and

WHEREAS the presentation allowed for a public discussion of the audit results including the district’s overall financial position, reserved, unreserved and excess surplus fund balances, and the four (4) audit recommendations, at the board meeting of January 30, 2024; and

WHEREAS the synopsis of the ACFR was available to the public at the January 30, 2024, board meeting with copies of the synopsis available at the offices of the school business administrator upon request; and

WHEREAS a Corrective Action Plan is presented in this resolution addressing each of the four (4) audit recommendations presented in the Auditor's Management Report in response to their recommendations; and

NOW THEREFORE BE IT RESOLVED that The Board of Education of the Passaic Valley Regional High School District accepted the June 30, 2023, audit and approved the Corrective Action Plan for the fiscal year ending June 30, 2023; and

BE IT FURTHER RESOLVED that the Board hereby incorporates the Synopsis of the Audit with each specific audit recommendation and the resulting Corrective Action Plan as part of the minutes of this meeting of January 30, 2024, and notes public discussion of same for the minutes; and

BE IT FURTHER RESOLVED that the school business administrator uploaded to the NJ Homeroom CAFR Repository the Annual Comprehensive Financial Report (ACFR), Auditors Management Report (AMR), Peer Review (PR), and will upload the Corrective Action Plan (CAP), and certified board minutes adopting the above items; and

BE IT FURTHER RESOLVED in accordance with the directive from the Department of Education, listed below are the audit recommendations and the corrective actions:

I. Administrative Practices and Procedures
There are none.

II. Financial Planning, Accounting and Reporting
It is recommended that:

1. The District should reference The Uniform Minimum Chart of Accounts for New Jersey Public Schools and other available reference materials, such as the Budget Guidelines for the proper classifications required to be in compliance with N.J.A.C. 6A:23A-16.2(f).

Corrective Action

The Business Administrator will work with accounts payable to reference the uniform minimum chart of accounts for proper classifications.

It is recommended that:

2. The district should review the individual student on-line forms prior to final submission of the EXAID application to ensure the forms are complete and the information agrees to the supporting documentation for the work papers prepared.

Corrective Action

The Business Administrator will review the student on line forms (IEP's) with the Supervisor of Special Services prior to final submission of the EXAID application.

Finance Committee

III. School Purchasing Program
There are none.

IV. School Food Services
There are none.

V. Student Body Activities
1. Pre-numbered tickets should be issued and reconciled to cash collections for each event.

Corrective Action

The Business Administrator will work with the Athletic Director and athletic department to issue pre-numbered tickets and reconcile the cash collections.

VI. Scholarship Fund
There are none.

VII. Application for State School Aid
1. The District should revise workpapers to reflect correction made during the review process prior to entering the counts into the ASSA Data Listing to ensure the workpapers agree to what is reported.

Corrective Action

The Business Administrator will work with the proper administrators to revise and review workpapers, so they are in agreement with the report.

VIII. Pupil Transportation
There are none.

IX. Facilities and Capital Assets
There are none.

Status of Prior Years' Audit Findings/Recommendations

A review was performed of all prior years' recommendations and corrective action was taken on all.

Finance Committee

8. Approval of Donation

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the donation in the amount of \$250.00 from ShopRite for the Class of 2025. These monies will be deposited in the Class of 2025 student activity account.

9. Approval of School Development Authority Funding – Capital Maintenance Needs

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the certification from the School Development Authority (SDA) Funding for capital maintenance needs in the amount of \$28,001.00.

Operations Committee

1. Approval / Use of Facilities

The Superintendent recommends the following use of facilities requests: all outside organizations (not school related) must file proof of insurance with Passaic Valley Regional High School before the commencement of their designated event, including any preparation before, if necessary.

	Group	Date	Facilities/ Area Request	Other
1	Marching Band	Feb 20, 2024 6:00-8:30PM	Farrell Gym & band wing	Custodial and security staff at school
2	Op Grad	Jan 19, 2024 (retroactive)	Tables & chairs in hall	Raise funds for OpGrad 24 (sell tickets for event and 50/50)
3	PVRHS to Host NJSIAA District 8 Wrestling Championship	February 17, 2024 7:00am - 6:00pm	Griswold Gymnasium & Locker Rooms	Custodial and security staff at school
4	PVRHS Host Big North Conference Spring Track Relays	May 1, 2024 3:30pm - 7:30pm	Track, Turf, Shot Put, Disc, Javelin pits	Custodial and security staff at school

2. Approval / Thomas Mancini, Custodian Retirement

The Superintendent recommends the Board of Education accept and approve the retirement of Mr. Thomas Mancini, Custodian. Last day of employment October 31, 2024.

3. Approval of Lease Agreement – Konica Minolta Copier Machines

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve a 5-year lease agreement from February 1, 2024 – February 1, 2029, with Konica Minolta, ESCNJ State Contract #65MCESCCPS in the amount of \$7,918.00 per month or \$95,016.00 per year. This lease includes 21 New copiers with unlimited service, supplies, copies, and prints. Also, included is the service for 33 current printers with unlimited service, supplies, copies, and prints.

4. Approval of School Development Authority Funding – Capital Maintenance Needs – Fence Installation

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the use of the School Development Authority (SDA) Funding for capital maintenance needs in the amount of \$12,600.00 for the installation of a 20’FT high chain link fence on the softball field to Challenger Fence Inc, Morris County Co-Op Contract #53.

Athletics and Students Activities Committee

1. Approval / Coaching Resignations 2023-2024

The Superintendent recommends approval of the following coaching resignations:

- Ken Burke, Head Girls Spring Track 2023-2024 season

2. Approval / Spring Coaches 2023-2024

The Superintendent recommends approval of the following coaching positions: Ms. Rana and Ms. Cole will be hired pending receipt of background check, paperwork, including Mantoux test.

- Marc Salvatore, Head Boys Lacrosse, Schedule D, Category 3, Level 4: \$7,761.00
- Michael Damico, Asst. Boys Lacrosse. Schedule D, Category 3, Level 4: \$5,533.00
- Krishna Rana, Assistant Girls Track - \$2,766.50 (split stipend)
- Cathryn Cole, Assistant Girls Track - \$2,766.50 (split stipend)

3. Approval / Joseph Benvenuti to attend the 2024 DAANJ Conference.

The Superintendent recommends approval for Mr. Joseph Benvenuti, Director of Athletics, to attend the Annual DAANJ Annual Conference at Hard Rock Casino, Atlantic City, NJ on March 12-15, 2024. Registration Fee: \$450; travel fees, lodging, mileage, meals and fees.

4. Approval / Joseph Benvenuti to attend the 2024 Florida Baseball Trip as PVHS Administrator

The Superintendent recommends approval for Mr. Joseph Benvenuti, Director of Athletics, to attend the PVHS Florida Baseball Trip March 20-24, 2024. travel fees, lodging, mileage, meals, and fees reimbursed by Passaic Valley HS at a cost not to exceed \$1,800.00 in accordance with Board Policies and Regulations.

5. Approval / Attend NJSIAA Wrestling Tournament in Atlantic City February 28 to March 3, 2024

WHEREAS, the Athletic Director and the PVRHS Wrestling Coach wish to have multiple students that qualify and three coaches from the wrestling team participate in the NJSIAA INDIVIDUAL WRESTLING TOURNAMENT being held in Atlantic City on February 29th to March 2nd, 2024.

WHEREAS, the district's three wrestling team coaches, Athletic Director and Superintendent will all be attending the trip due to the fact that each student may be participating in a match all at the same time and would require at least one coach to participate at each mat according to NJSIAA/NHSCA rule and for school district administrative supervision; and

Athletics and Students Activities Committee

(5 Continued)

WHEREAS, the travel to and from this event will be made by means of four PVRHS teachers/coaches/administrative personal vehicles (J. Wassel, A. Greco, D. Carfagno, J. Benvenuti, B. Healy); and

WHEREAS, the cost of this event is estimated at:

Travel cost	\$ 490.00
Hotel costs	\$3,200.00
Meal cost	\$1,800.00

WHEREAS, the total cost of the trip will not exceed \$5,800.00;

WHEREAS, this trip will be in accordance with Board Policy 2431 – Athletic Competition; Board regulation 2431.1 – Emergency procedures for Athletic Practices and Competition; Board regulation 2431.2 – Medical Examination to Determine Fitness for Participation in Athletics; and Board Policy and Regulation 2431.4 Concussions and Head Injuries;

NOW THEREFORE BE IT RESOLVED, that the Passaic Valley Regional High School District, upon the recommendation of the Superintendent, approve the qualifying student athletes and the three wrestling team coaches to attend NJSIAA INDIVIDUAL WRESTLING TOURNAMENT in Atlantic City, leaving Wednesday evening February 28, 2024 and returning Sunday morning, March 3, 2024 at a cost not to exceed \$5,800.00 in accordance with Board Policies and Regulations.

Next Meeting

Regular Meeting:
Tuesday, February 27, 2024, 7:00 PM
Adra Suchorsky Library
Passaic Valley High School
East Main Street
Little Falls, New Jersey 07424