

**Passaic Valley Regional High School
District #1**

AGENDA

**Regular Meeting of the Board of Education
Tuesday, March 22, 2022**

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 #1 issued notice of this meeting on January 8, 2022, by having the date, time and location of the meeting posted on the bulletin board of Passaic Valley 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 March 8, 2022 Regular and executive meeting(s) will be presented for review and approval.

Report of The Superintendent

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	Consequences	Intervention	Other Action	Determination
2122-15	Cafeteria/ bathroom	Office lunch	Conference with Mr. Settembre	None	Not HIB
2122-16	Gym	Spoke with Mr. Burke and Mr. Settembre	Counseled by Mrs. Wilks	None	Not HIB
2122-17	History Class	None	Continued Counseling with Mrs. Moises	None	Not HIB

2. Approval / Donated Sick Days Requested – #4062

Regarding the use of the donated sick day request by The PVEA for its member #4062, the Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board authorize the acceptance and the use of thirty-seven (37) donated sick days by the members of the PVEA applied and forward until June 30, 2022, and close the request at this time.

3. Approval / Home Instruction 2021-2022

The Superintendent recommends approval of the following Home Instruction:

ID	
HI25-2122	Educere – remainder of the year

4. Approval / 2022-2023 Academic Calendar

The Superintendent recommends approval of the 2022-2023 academic calendar, Att E-1.

5. Approval / Danielle Burden Resignation

The Superintendent recommends approval of the resignation of Danielle Burden, Paraprofessional as of March 18, 2022.

6. Approval / Christopher Clementi Resignation

The Superintendent recommends approval of the resignation of Christopher Clementi, Systems Network Technology Coordinator. Last day of employment on or about May 1, 2022.

7. Approval / Karina Ginart, Counselor Internship

The Superintendent recommends approval of Karina Ginart, a Montclair State University graduate student, be approved for a summer/fall internship working with the counseling department to complete 300 hours of hands-on experience under the direct supervision of William Pantale. Ms. Ginart will need to complete criminal history background check.

Education Committee

8. Approval /Revised Medical Leave, ID #4425

The Superintendent recommends the Board of Education approve the revised leave for employee #4425, effective March 28, 2022, through June 30, 2022. Unpaid leave of absence, employee pays full insurance due to the district.

Dates	Coverage	Amount of Time
9/14-12/23/21	Paid Sick Leave	66 days
1/3/22-3/25/22	Federal Medical Leave Act	12 Weeks
	NJ Family Leave Act	
3/28/22-6/30/22	Unpaid Leave of Absence	14 Weeks

9. Approval/Fundraiser(s)

The Superintendent recommends approval of the following fundraiser(s):

	Department	Teacher/ Advisor	Event	Date/Time/Location	Purpose
1	Culinary Club	Geleta	Humanitarian Aid Collection	March 3-28, 2022/ In school	Raise awareness about Ukraine and provide supplies for the people there
2	Softball	Hill	Apparel Sale	Online March 23, 2022	Raise funds for end of year dinner needs
3	Softball	Hill	Snapraise	Online March 23, 2022	Raise funds for end of year gifts, summer camp shirts

10. Approval /2021-2022 Supplemental Instruction

The Superintendent recommends the Board of Education approve supplemental instruction for student id#31482. Two (2) hours per week in English and Science provided by Pam Kole for the remainder of the school year.

11. Approval /2022-2023 Shared Time Program

The Superintendent recommends the Board of Education approve the following shared time program(s):

	Student ID	Location	Terms	Cost
1	937453	HoHoKus School 643 Market Street Paterson, NJ	Classes Start 9/6/22 Hours 11:30am-2:00pm M-F	\$9,900.00

12. Approval / Revision Joann Bleuler, ABA CBI Trip Nurse

The Superintendent recommends approval of the revision of the terms for Ms. Joann Bleuler, ABA CBI Trip Nurse at Passaic Valley Regional High School to \$60.00 per hour not to exceed 10 hours per week for the remainder of the 2021-2022 school year.

Education Committee

13. Approval / Yvonne Migliaccio Leave Replacement

The Superintendent recommends approval of Yvonne Migliaccio as the leave replacement for employee #4425 starting on March 28, 2022, through June 24, 2022. Non tenure track, no benefits, Step 1 Class 1 as per PVEA contract.

Finance Committee

1. Approval of Monthly Bill List – March 2022

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 provided 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:

<u>Date</u>	<u>Check Numbers</u>	<u>Total Amount</u>
3/23/22	Pending	\$1,120,553.86

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 Claim. (Att F-1)

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 February 2022

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 are the Board Secretary’s Report and the Cash Reconciler’s Cash report for the month ending February 28, 2022 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 February 28, 2022; 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. (Att F-2)

Finance Committee

3. 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 #671-021122	1255	\$10,111.51
Pomptonian	Invoice #671-021822	1256	\$22,189.56
Pomptonian	Invoice #671-022522	1257	\$18,645.43
Pomptonian	Invoice #671-030422	1258	\$12,343.70
Pomptonian	Invoice #PLY3039	1259	\$50.00

4. Approval of Line Item Budget Transfers – February 2022

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following line item transfers to include February 1st administrative cost budget transfers for the month of February 2022 as presented. (Att F-3)

5. Acceptance of Financial Status Report – February 2022

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Status Report for the month of February 2022, as presented. (Att F-4)

6. Acceptance of Revenue Report – February 2022

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of February 2022 presented. (Att F-5)

7. Discussion of 2021 Fiscal Year End Audit, Acceptance of Said Audit & Approval of the 2021 Fiscal Year End Corrective Action Plan

WHEREAS, The Board of Education of the Passaic County Regional High School District #1 (the Board) caused an annual audit of the district’s accounts and financial transactions to be conducted by a public school accountant for the 2020-2021 fiscal year pursuant to NJSA 18A:23; and

WHEREAS, said “Comprehensive Annual Financial Report” and “Auditor’s Management Report” for the fiscal year ending June 30, 2021, were filed in duplicate with the Office of the Commissioner on March 4, 2022, pursuant to 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 March 4, 2022; and

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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 three (3) audit findings and recommendations, at the Board Meeting of March 22, 2022; and

WHEREAS, the synopsis of the CAFR was available to the public at the March 4, 2022 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 three (3) 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 County Regional High School District #1 accepts the June 30, 2021 audit and approves the Corrective Action Plan for the fiscal year ending June 30, 2021; 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 March 22, 2022, and notes public discussion of same for the minutes; and

BE IT FURTHER RESOLVED that the School Business Administrator be directed to upload to the NJ Homeroom CAFR Repository the Comprehensive Annual Financial Report (CAFR), Auditors Management Report (AMR), Peer Review (PR), 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 findings and the corrective action of each audit recommendation:

I. Administrative Practices and Procedures
There are none.

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

1. Old Outstanding checks be reviewed and cleared of record.

Corrective Action

The Business Administrator will work with the Bank reconciler to review and clear old outstanding checks annually, June 30th.

It is recommended that:

2. Efforts be made to collect all taxes due by year end.

Corrective Action

The Business Administrator will review taxes due by municipalities quarterly and correspond with municipalities if their tax payments are in arrears.

It is recommended that:

3. Excess funds in the payroll accounts be transferred to the general operating account.

Corrective Action

The Business Administrator will review the payroll and agency accounts with the payroll clerk and bank reconciler that monies due to proper accounts are completed on a quarterly basis.

III. School Purchasing Program

There are none.

IV. School Food Services

There are none.

V. Student Body Activities

There are none.

VI. Scholarship Fund

There are none.

VII. Application for State School Aid

There are none.

VIII. Pupil Transportation

There are none.

IX. Facilities and Capital Assets

There are none.

8. Acceptance of Canceled Checks

The Superintendent, in consultation with the School Business Administrator/Board Secretary and school district Auditor, recommends the Board approve cancel outstanding checks. (Att F-6)

Finance Committee

9. Approval of Adoption and Submission of 2022-2023 Tentative School Budget to the Executive County Superintendent of Schools

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board adopt and submit the 2022-2023 tentative School budget.

BE IT RESOLVED that the tentative budget be approved for the 2022-2023 School Year using the 2022-2023 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2022-2023 Total Expenditures	33,198,462	1,763,309	686,491	35,648,262
Less: Anticipated Revenues	5,544,958	1,763,309	222,309	7,530,576
Taxes to be Raised	27,653,504	0	464,182	28,117,686

And to advertise said tentative budget in the North Jersey Herald News in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in the Adra Suchorsky Library of the Passaic Valley Regional High School, Located on East Main Street, Little Falls, New Jersey on April 26, 2022 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2022-2023 School Year.

10. Approval of Maximum Travel & Expense Reimbursement

WHEREAS, the Passaic Valley Regional High School District Policy # 6471 and NJAC 6A:23B-1.2 (b) provided that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2021-2022 school year.

WHEREAS, the Passaic Valley Regional High School District appropriated \$13,250.00 for travel during the 2021-2022 school year and has spent \$2,108.00 as of February 28, 2022.

NOW, THEREFORE BE IT RESOLVED that the Passaic Valley Regional High School Board of Education hereby establishes the school district travel maximum for the 2022-2023 school year at the sum of \$18,250.00; and

BE IT FURTHER RESOLVED that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

Finance Committee

11. 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.

Operations Committee

1. Approval / Mr. Monahan NJASBO Annual Conference Travel Expense

The Superintendent recommends approval for Mr. Colin Monahan, Business Administrator/Board Secretary to attend the annual NJASBO annual conference in Atlantic City, NJ on June 8-10, 2022. Registration fee: \$275.00, Travel, Lodging, Mileage, Meals and Fees.

2. Approval of Donation

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends approving the donation of a Samsung Flat Smart 4K UHD TV for the PVTV studio from Ms. Stephanie Roberts in the approximate amount of \$750.00.

3. Use of Facilities

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the following use of facilities:

- OpGrad 2022 requests to use the parking lot on Saturday, April 30, 2022 for a clothing drive.

4. Appointment / Operational Staff

The Superintendent, in consultation with the School Business Administrator/Board Secretary and the Supervisor of Buildings and Grounds, recommends the Board appoint Mr. Pasquale Rodolico as an Operational Staff member for the 2021-2022 school year. Mr. Rodolico will begin work on or about, April 18, 2022, at a prorated salary of Step-1 \$41,715.00 of the contractual Operational Staff salary guide. Mr. Rodolico will remain on the Step-1 salary for the 2022-2023 school year. Mr. Rodolico's employment is contingent on a successful criminal history review, receipt of Sexual Misconduct forms and TB test.

Athletics and Activities Committee

1. Approval of the following Volunteer Softball Coaches for 2022 Season

The Superintendent recommends approval of the following volunteer softball coaches pending all required paperwork for the 2021-2022 spring season:

- Erin Wilks -PVHS employee
- Heather Goethe- PVHS employee

Next Meeting

Regular Meeting:
Tuesday, April 26, 2022, 7:00 pm
Adra Suchorsky Library
Passaic Valley High School
East Main Street, Little Falls New Jersey