

**Passaic Valley Regional High School District**

*MINUTES*

**Regular Meeting of the Board of Education  
Tuesday, January 3, 2023**

**ORDER OF BUSINESS**

**The Board of Education of the Passaic Valley Regional High School  
In the County of Passaic, New Jersey**

**Minutes of the Regular Meeting of the Board of Education  
Tuesday, January 3, 2023**

The minutes for the regular meeting of the Passaic Valley Regional High School District #1 in the County of Passaic on Tuesday, January 3, 2023, held in the Adra Suchorsky Library at the Passaic Valley High School located at East Main Street, Little Falls, New Jersey, 07424.

**I. CALL TO ORDER BY MR. DAMIANO, BOARD PRESIDENT,  
AT 7:30 P.M.**

Roll Call:

Ms. Brigati – Yes  
Mr. Casanovas – Yes  
Dr. Cathcart – Yes  
Mr. D’Ambrosio – Yes

Mr. Damiano - Yes  
Mr. D’Angelo – Yes  
Mr. DeLuca - Yes  
Mr. Doell – Yes  
Dr. Varcadipane - Yes

**Also Present:**

Bracken Healy, Superintendent of Schools  
Colin Monahan, Business Administrator/Board Secretary  
Raymond Reddin, Esq., Board Attorney

**II. PLEDGE OF ALLEGIANCE**

**III. READING OF ANNOUNCEMENT**

Mr. Monahan read the Public Notice.

**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. 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.

**IV. PRESIDENT’S REPORT**

None

**V. ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD OF EDUCATION**

None

**VI. APPROVAL OF MINUTES OF PREVIOUS MEETING**

Mr. Damiano asked for a motion to approve the Minutes of December 6, 2022.

Mr. D’Ambrosio made a motion to approve the Regular Minutes of December 6, 2022; seconded by Ms. Brigati.

Roll Call:

Ms. Brigati – Yes

Mr. Casanovas – Abstain

Dr. Cathcart – Yes

Mr. D’Ambrosio – Yes

Mr. Damiano - Yes

Mr. D’Angelo – Abstain

Mr. DeLuca - Abstain

Mr. Doell – Yes

Dr. Varcadipane - Yes

**VII. REPORT OF THE SUPERINTENDENT**

Dr. Healy welcomed the new board members and stated he appreciates their service for the next three (3) years. He stated the Board of Education has been extremely supportive. He then thanked all the board members for serving the community.

Dr. Healy spoke about purchasing new bleachers for the Griswold Gym and audio sound system upgrades in the auditorium.

Dr. Healy gave an update on Tutor.com and the number of students using this service.

**VIII. STUDENT REPRESENTATIVES REPORT**

No one present.

**IX. CALL FOR MEMBERS OF THE PUBLIC TO BE HEARD**

Mr. Damiano asked for a motion to open the meeting to the public.

Mr. D'Ambrosio made a motion to open the meeting to the public; seconded by Ms. Brigati.

Mr. Damiano stated seeing no one, he closed the session; seconded by Mr. D'Ambrosio.

**X. EDUCATION COMMITTEE**

**1. Approval / Home Instruction 2022-2023**

The Superintendent recommended approval of the following Home Instruction:

ID	Instruction
33523	Home instruction
937637	Home Instruction at facility provided by Learn Well \$52.75 / hour (10 hours per week)
937888	Educere

**2. Approval / Fundraiser(s)**

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

	Department	Teacher/ Advisor	Event	Date/Time/Location	Purpose
1	GSA	Vasa	Clothing, sewing items collection	Jan – Feb, 2023/ In school	To collect items to be upcycled for prom at the end of the year supporting LGBTQ youths through HiTops organization
2	Class of 2025	S. Benvenuti	Class Apparel	Jan 3-17, 2023/ In school	Raise funds for dances
3	Fencing	Fencing Parents	Used Sneaker Collection	Jan 2023/ In School	Raise funds to support the fencing program

**3. Approval / Field Trip**

The Superintendent recommended approval of following field trips:

	Department	Teacher/ Advisor	Event	Date/Time/Location	Purpose
1	Drama	Shue	STANJ Awards	Jan 7, 2023/ 8am-5pm/ Montclair University	Attend STNAJ Governors Awards competition Cost to BOE – none Approx. 13 students, 3 staff
2	FBLA	Kurtishi/ Auteri	Consumer Bowl	Feb 24, 2023/ 9am-2pm/ PCTI Wayne, NJ	To compete in Consumer Bowl competition Cost to BOE – substitutes Approx 13 students, 2 staff
3	Class Trip	Kurtishi	SLOOMOO Institute	Mar 16, 2023/ 8:30am-2:30pm/ NY, NY	STEM Exploration Cost to BOE – substitutes Approx 11 students, 2 staff
4	Spanish Club	Ropero/Arici	Pinot’s Palette	Jan 16, 2023/ 8:30am – 1pm/ Montclair, NJ	Explore Spanish Art Cost to BOE – substitute Approx 20 students, 2 staff

**Education Committee**

**4. Approval / Pay Rate Part-Time ABA Instructional Support**

The Superintendent recommended the approval of the pay rate for part-time ABA Instructional Support to \$22.00/per hour, (not to exceed 29.5 hours, no benefits) for the 2022-2023 school year as of Jan 3, 2023.

**5. Approval / Instructional Supplies – ESEA Title IV**

The Superintendent, in consultation with the School Business Administrator, recommended the Board approve Avant Assessment LLC language proficiency assessment stamp for diplomas in the amount of \$622.50. These instructional supplies will be paid through the ESEA Title IV funds account #20-280-100-600-007600.

**6. Approval / Substitute Teachers**

The Superintendent recommended approval of the following substitute teachers for the 2022-2023 school year. Start date pending fingerprinting and background check, TB test and completion of NJDOE mandated sexual misconduct forms.

- Raguseo, Michaela
- Santamaria, Alicia

**7. Approval / Field Trip**

The Superintendent recommended approval of the following field trip:

	<b>Department</b>	<b>Teacher/ Advisor</b>	<b>Event</b>	<b>Date/Time/Location</b>	<b>Purpose</b>
1	ABA	Dubil-Craig	Dance	Jan 27, 2023/ 10am-2pm/ Little Falls Masonic Lodge Little Falls, NJ	To attend an off-site event for socialization and emotional interaction. Cost to BOE - None Approx 50 students 40 staff

**Education Committee**

**8. Approval / Amended - #4454 Medical Leave**

The Superintendent recommended the Board of Education approve the amended leave for employee #4454:

<b>Dates</b>	<b>Coverage</b>	<b>Amount of Time</b>
12/12 - 23/2022	Paid Sick Leave	10 days
1/3 - <b>2/3/2023</b>		23 days
<b>2/6/2023</b> - 3/31/2023	Federal Medical Leave Act	8 weeks
	NJ Family Leave Act	

Dr. Cathcart made a motion to approve Education items 1-8; seconded by Mr. D’Ambrosio.

Roll Call:

Ms. Brigati – Yes  
 Mr. Casasnovas – Yes  
 Dr. Cathcart – Yes  
 Mr. D’Ambrosio – Yes

Mr. Damiano - Yes  
 Mr. D’Angelo – Yes  
 Mr. DeLuca - Yes  
 Mr. Doell – Yes  
 Dr. Varcadipane - Yes

**XI. FINANCE COMMITTEE**

**9. Approval of Monthly Bill List – December Supplemental**

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>
12/20/22	30794 - 30817	\$ 72,849.39

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 approved the above bill list from the Authorization checking account, and

BE IT FURTHER RESOLVED, that the Passaic Valley Regional High School Board of Education authorized 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.

**10. Acceptance of the Board Secretary’s Report, Cash Reconciler’s Cash Report and the Board Secretary’s Certification of Funds for the Month of November 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 November 30, 2022 for the Board to accept; NOW THEREFORE BE IT RESOLVED, the Passaic Valley Regional High School Board of Education acknowledged receipt of and accepted the Board Secretary’s Report and the Cash Reconciler’s Cash report for the month ending November 30, 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.



**Finance Committee**

**11. Approval of Line-Item Budget Transfers – November 2022**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the following line-item transfers to include administrative cost budget transfers for the month of November 2022, as presented.

**12. Acceptance of Financial Status Report – November 2022**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board accept the Financial Status Report for the month of November 2022, as presented.

**13. Acceptance of Revenue Report – November 2022**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board accept the Revenue Report for the month of November 2022, as presented.

**14. Approval of Payment of Cafeteria Invoices**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve payment of the following cafeteria invoices:

<b>Vendor</b>	<b>Description</b>	<b>Check #</b>	<b>Amount</b>
Pomptonian	Inv#671112522	1303	\$17,516.96
Pomptonian	Inv#671120922	1304	\$17,397.58
Heerema Co	Refrigerator Repairs	1305	\$1,196.41
United Cleaning	Powerwash Hood	1306	\$500.00

**15. Approval of Federal Reimbursements - FEMA**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board accept the reimbursement of FEMA funds in the amount of \$15,000.00. \$1,345.26 will be refunded to Athletics Supplies account # 11-402-100-600-008800-050 and \$13,654.74 will be refunded to maintenance account # 11-000-263-420-006000-050.

**16. Approval of School Development Authority Funding – Capital Maintenance Needs**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the certification from the School Development Authority (SDA) Funding for capital maintenance needs in the amount of \$27,666.00.

**Finance Committee**

**17. Approval of Student Transportation Board of Education Transfer Agreements**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the Student Transportation Passaic Valley Board of Education Transfer agreements between the seller, Trans-Ed Inc. and the purchaser, First Student Inc., for Multi-contracts PV1-23, PV3-23 weekdays & PV2-23 weekends.

**18. Approval Cooperative Pricing Agreements Revised**

WHEREAS the Board of Education of the Passaic Valley Regional High School District authorized administration to enter into cooperative pricing agreements with:

- The Hunterdon County Educational Services
- Educational Services Commission of New Jersey (ESCNJ)
- WSCA-NASPO
- National Cooperative Purchasing Alliance (NCPA)
- Keystone Purchasing Network
- Sourcewell
- Camden County Educational Services Commission.
- Northern Region Educational Service Commission
- PEPPM Cooperative Purchasing National Contract Program
- NJSBA ACES
- Educational Data Services

WHEREAS these agencies conduct a certain function relating to the purchase of work materials and supplies for their respective jurisdictions during the 2022-2023 school year; and

WHEREAS the Board of Education of the Passaic Valley Regional High School District encouraged the use of shared services through State approved cooperative entities; and

WHEREAS the Board of Education of the Passaic Valley Regional High School District encouraged open public bidding for goods and services; and

WHEREAS the Board of Education of the Passaic Valley Regional High School District recognized the need for obtaining the most competitive and responsive bid for goods and/or services; and

WHEREAS the agencies are a Service Cooperative to allow participating governmental and municipal agencies to reduce the cost of purchased goods by leveraging their combined purchasing power at no cost; and

**Finance Committee**

**(18 Con't)**

WHEREAS this resolution shall be known and may be cited as the Cooperative Pricing Resolution of the Board of Education of the Passaic Valley Regional High School District; and

WHEREAS the agencies entering into contracts on behalf of the Board of Education of the Passaic Valley Regional High School District shall be responsible for complying with the provision of the Local Public Contracts Law (N.J. S. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey; and

WHEREAS pursuant to the provisions of N.J.S. 40A:11-11(5), the Board of Education of the Passaic Valley Regional High School District is hereby authorized to enter into a Cooperative Pricing Agreement with the listed agencies for the purchase of work materials and supplies, as needed; and

THEREFORE, BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School District is hereby authorizing the Purchasing Agent to enter into a Cooperative Pricing Agreement with the following agencies for the purchase of work materials, supplies and services for the 2022-2023 school year, as needed:

- The Hunterdon County Educational Services
- Educational Services Commission of New Jersey (ESCNJ)
- WSCA-NASPO
- National Cooperative Purchasing Alliance (NCPA)
- Keystone Purchasing Network
- Sourcewell
- Camden County Educational Services Commission.
- Northern Region Educational Service Commission
- PEPPM Cooperative Purchasing National Contract Program
- NJSBA ACES
- Educational Data Services

Dr. Varcadipane made a motion to approve Finance items 9-18; seconded by Mr. D'Ambrosio.

Roll Call:

Ms. Brigati – Yes  
Mr. Casasnovas – Yes  
Dr. Cathcart – Yes  
Mr. D'Ambrosio – Yes

Mr. Damiano - Yes  
Mr. D'Angelo – Yes  
Mr. DeLuca - Yes  
Mr. Doell – Yes  
Dr. Varcadipane - Yes

## **XII. OPERATIONS**

**19. Approval of Public Agency Compliance Officer**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve Mr. Colin J. Monahan as the Public Agency Compliance Officer from January 1, 2023 to December 31, 2023.

**20. Approval of Auditorium Renovations / Audio – ARP ESSER III**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the Auditorium Renovations/Audio in the amount of \$37,384.87 to Concert Audio & Production Rentals LLC. The monies will be charged to ARP ESSER Acct # 20-487-400-720-007600-050.

**21. Approval of State Contract Gymnasium Bleachers – ARP ESSER III**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the purchase of gymnasium bleachers in the amount of \$327,500.00 to Degler-Whiting Inc. This pricing is based off the ED Data BID contract # DED10426. The monies will be charged to ARP ESSER Acct # 20-487-400-720-007600-050.

**22. Appointment / Operational Staff**

The Superintendent, in consultation with the School Business Administrator/Board Secretary and the Supervisor of Buildings and Grounds, recommended the Board appoint Mr. Brian Cappadonna as an Operational Staff member for the 2022-2023 school year. Mr. Cappadonna will begin work on or about February 1, 2023, at a prorated salary of Step-1 \$41,865.00 of the contractual Operational Staff salary guide. Mr. Cappadonna will remain on the Step-1 salary for the 2023-2024 school year. Mr. Cappadonna's employment is contingent on a successful criminal history review, receipt of Sexual Misconduct forms and TB test.

**23. Approval of Athletic Storage Shipping Containers**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve two (2) athletic storage shipping containers in the amount of \$11,800.00 to Jake Storage Containers, LLC. FEMA reimbursement funds will be used for this purchase and charged to account # 12-000-263-7300-006000-050.

**24. Approval to Dispose of Equipment – Athletic Storage Shipping Containers**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the disposal of two (2) athletic storage shipping containers.

**Operations**

Mr. D'Ambrosio made a motion to approve Operation items 19-24; seconded by Ms. Brigati.

Roll Call:

Ms. Brigati – Yes

Mr. Casasnovas – Yes

Dr. Cathcart – Yes

Mr. D'Ambrosio – Yes

Mr. Damiano - Yes

Mr. D'Angelo – Yes

Mr. DeLuca - Yes

Mr. Doell – Yes

Dr. Varcadipane - Yes

**XIII. ATHLETICS AND STUDENT ACTIVITIES COMMITTEE**

**25. Approval / Rescind, R. Lavagno, 2022 Holiday Play Set Construction**

The Superintendent recommended rescinding the approval of R. Lavagno for the 2022 Holiday Play Set Construction stipend.

**26. Approval / S. Sallach, 2022 Holiday Play Set Construction**

The Superintendent recommended approval of S. Sallach for the 2022 Holiday Play Set Construction stipend.

Mr. Casasnovas made a motion to approve Athletics and Student Activities items 25-26; seconded by Mr. D'Ambrosio.

Roll Call:

Ms. Brigati – Yes

Mr. Casasnovas – Yes

Dr. Cathcart – Yes

Mr. D'Ambrosio – Yes

Mr. Damiano - Yes

Mr. D'Angelo – Yes

Mr. DeLuca - Yes

Mr. Doell – Yes

Dr. Varcadipane - Yes

**XIV. COMMITTEE REPORTS**

Mr. Monahan asked Mr. D'Ambrosio if an Operations Committee meeting could be held after this board meeting.

Mr. D'Ambrosio asked the committee; all committee members agreed.

**Attorney's Report**

None

**Passaic County School Board's Association – Report of Delegate**

None

**New Jersey School Board's Association – Report of Delegate**

None

**Old Business**

None

**New Business**

Mr. Monahan stated there is a preliminary budget calendar. It will be placed on the website.

**XV. CALL FOR MEMBERS OF THE PUBLIC TO BE HEARD**

Mr. Damiano asked for a motion to open the meeting to the public.

Mr. D'Ambrosio made a motion to open the meeting to the public; seconded by Ms. Brigati.

Mr. Damiano stated seeing no one, he closed the session; seconded by Mr. D'Ambrosio.

**XVI. EXECUTIVE SESSION**

None

**XVII. ADJOURNMENT**

Mr. Damiano asked for a motion to adjourn.

Mr. D'Ambrosio made a motion to adjourn; seconded by Ms. Brigati.

**Next Meeting**

Regular Meeting:  
January 31, 2023  
Adra Suchorsky Library  
Passaic Valley Regional High School  
East Main Street, Little Falls New Jersey