

**Passaic Valley Regional High School
District**

MINUTES

**Regular Meeting of the Board of Education
Tuesday, September 12, 2023**

**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, September 12, 2023**

The minutes for the regular meeting of the Passaic Valley Regional High School District #1 in the County of Passaic on Tuesday, September 12, 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 7:00 P.M.**

Roll Call:

Ms. Brigati – Yes

Mr. Casanovas – Yes

Dr. Cathcart – Absent

Mr. D’Ambrosio – Yes

Mr. Damiano - Yes

Mr. D’Angelo – Yes

Mr. DeLuca - Yes

Dr. Varcadipane - Absent

Also Present:

Dr. 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 issued notice of this meeting on January 6, 2023, 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.

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 Regular and Executive Minutes of the Board meeting of August 29, 2023.

Mr. D'Ambrosio made a motion to approve the Regular and Executive Minutes of the Board meeting of August 29, 2023; seconded by Ms. Brigati.

Roll Call:

Ms. Brigati – Yes

Mr. Casanovas – Yes

Dr. Cathcart – Absent

Mr. D'Ambrosio – Yes

Mr. Damiano - Yes

Mr. D'Angelo – Yes

Mr. DeLuca - Yes

Dr. Varcadipane -Absent

VII. REPORT OF THE SUPERINTENDENT

Dr. Healy reviewed the QSAC placement results.

Dr. Cathcart entered the meeting at 7:06 P.M.

Dr. Healy stated the opening day of school went well. He spoke about the rotating drop schedule and the common lunch period. Dr. Healy discussed flex time and stated the schedule is working well.

Dr. Healy stated the custodians are doing a great job with setting up and breaking down the common lunch period.

Dr. Healy stated student registration has gone up; the district enrolled nine (9) more students since the last Board meeting, which brings the total enrollment to 1,059 students.

VIII. STUDENT REPRESENTATIVE REPORT

None

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.

None

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

X. EDUCATION COMMITTEE

1. Approval / Move on the Guide

The Superintendent recommended retroactive approval of the following move on the guide request as of September 1, 2023:

- Stephen Smith Step 5 Class 2

2. Approval / Retroactive 6th Period Coverage for Biology

The Superintendent recommended retroactive approval of the following prorated 6th period coverages for Biology. Start date Sept 7, 2023 – TBD. Rate as per PVEA contract.

- Joesph Feinstein
- Daria Leidig
- Allison Weisbrod
- Kristin Klein

3. Approval / Employee #4506 Leave of Absence

The Superintendent recommended the Board of Education approve the following leave for employee #4506:

Dates	Coverage	Amount of Time
Sept 5,6,7,8, 2023 Nov 6,8,20,21,22, 2023 Dec 18, 19,20,21,22, 2023	Paid Personal/ Sick Leave	14 days (10 sick, 4 personal)
Sept 11, 2023-Nov 3, 2023 Nov 13-17, 2023 Nov 27, 2023-Dec 15, 2023	Federal Medical Leave Act (intermittent)	12 weeks
	NJ Family Leave Act	
	Unpaid Leave	

4. Approval / Professional Day

The Superintendent recommended the Board approve the following staff professional days:

- Jennifer Shue, School Counselor. ½ day. 2023 Fall SEC College Tour. 9/14/23. No cost to BOE.

5. Approval / Rescind Out of District Placement

The Superintendent recommended the Board of Education rescind the out of district placement for student #934947. Student does not live in district.

Student ID	Location	Cost
934947	Venture High School 304 E. Midland Ave Paramus, NJ	\$7,000.00 Non-Resident Fee \$92,160.00 Tuition \$99,160.00 Total

Education Committee

6. Approval / Out of District Contract

The Superintendent recommended the Board of Education approve the out of district placement for the following student(s):

Student ID	Location	Cost
938018	The Gramon School 28 Dwight Place Fairfield, NJ	\$14,152.20 Tuition (ends 10/18/23)

7. Approval / Field Trip

The Superintendent recommended approval of following field trip:

	Department	Teacher/ Advisor	Event	Date/Time/Location	Purpose
1	Gymnastics	Agosta	Corrado's Haunted Hay Ride	10/20/23 3:45-9:45pm 671 Mt Bethel Rd Hackettstown, NJ	Team bonding Approx 12 students, 2 staff. No cost to BOE
2	FBLA	Kurtishi/ Thornton	Berkeley College Woman's Entrepreneurship Week	Oct 18, 2023/ 8am-12pm/ 44 Rifle Camp Rd Woodland Park, NJ	Meet Entrepreneurs and learn from their experiences. Approx 15 students, 2 staff. Cost to BOE 2 substitutes. Transportation TBD

8. Approval / 2023-2024 Substitute Teachers

The Superintendent recommended the approval of the following substitute teachers at the per diem substitute rate. Start date pending receipt of issued substitute certificate, criminal history and tb test:

- Rukiye Koch

9. Approval / Yvonne Migliaccio, Retroactive English Leave Replacement

The Superintendent recommended the Board of Education retroactively approve Yvonne Migliaccio, Teacher of English, as a leave for employee #4506, anticipated 9/7/23 – 12/31/2023. Class I, Step I: \$59,950.

Education Committee

10. Approval / Financial Literacy Advisors

The Superintendent recommended the Board of Education approve for the following teachers to serve as Financial Literacy Advisors. Stipend \$2,500 per teacher for the 2023-2024 school year:

- Thomas Deeney
- Joel Thornton

Teacher will be responsible for monitoring student progress via Everfi platform. This includes but is not limited to the following:

- Weekly communication with students via Google Classroom.
- Pacing students through the Everfi Platform.
- Updating student grades in a timely manner.
- Creating and grading weekly assignments: quizzes, homework, projects, and more.

11. Approval / Rescind Approvals – Part-Time Paraprofessionals

The Superintendent recommended to rescind the approval of the following Part-Time paraprofessionals for the 2023-2024 school year as of 9/1/23:

- Anthony Domicolo
- Rita Jourdan

12. Approval / Louis Leiter – Part-Time ABA Paraprofessional

The Superintendent recommended approval of Louis Leiter, part-time one-to-one ABA paraprofessional for the 2023-2024 school year. Mr. Leiter is assigned to a student attending the ABA program from Clifton school district. Cost of services will be paid by Clifton school district.

13. Approval / Travel Expense - 2023 NJSBA Annual Workshop

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board approve the travel expenses for the 2023 NJSBA Annual Workshop in Atlantic City from October 23, 24 & 25 2023 for Ms. Brigati and Dr. Healy.

14. Approval / Instructional Services – ESSER II

The Superintendent recommended the approval of Edulastic in the amount of \$13,123.00 for supporting the ecosystem via professional learning for educators in the effective use of formative assessment. The amount of \$7,402.00 will be charged to Acct # 11-190-100-340-0055286-050 and the amount of \$5,721.00 Acct# 20-484-100-300-007600-050 (ESSER II).

15. Approval / 2023-2024 Facility Home Instruction

The Superintendent recommended the Board of Education approve home instruction for student #32046 provided in an inpatient facility TBD as per outside agency.

Education Committee

16. Approval / 2023-2024 Shared Time Program

The Superintendent recommended the Board of Education approve the following retroactive out of district placement(s):

	Student ID	Location	Cost
1	33221	HoHoKus School 634 Market Street Paterson, NJ	\$55.00/per day per student. Start date Sept 5, 2023 to the end of PVRHS school year. Total: \$9,900.00

17. Approval / Fundraiser(s)

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

	Department	Teacher/ Advisor	Event	Date/Time/Location	Purpose
1	Volleyball	Robertazzi	Can Shake (2 events)	Sept 17, 2023 and Oct 3, 2023/ Shoprite Little Falls, NJ	Raise funds for summer '24 team camp.

18. Approval / NJGPA Enrichment Sessions

The Superintendent recommended approval of NJGPA Enrichment Sessions, ELA and Math. 9/11/23 - 10/5/23. 3 hours weekly per teacher, not to exceed 12 hours/teacher. Rate: \$35.62/hr, not to exceed \$427.44 each. Account 20-237-100-100-007600-050 (Title I, Academic Enrichment):

- Radice, A. (ELA)
- VanEss, N. (ELA)
- Robeson, A. (Math)
- Goethe, H. (Math)
- Thornton, E. (Math)

19. Approval / Rescind Out of District Placement

The Superintendent recommended approval to rescind the out of district placement of student #18003 attending APLHA School in Jackson, NJ. Tuition + Aide \$101,970.00. Tuition to be prorated and paid through and including 9/25/23.

20. Approval / Professional Day

The Superintendent recommended the Board approve the following staff professional days:

- Kelly Morris, School Counselor SAC. ½ day. Passaic Couty quarterly SAC meeting – cannanboid use. 9/29/23. No cost to BOE.

21. Approval / Denise Thompson, Part-Time Bus Driver

The Superintendent recommended approval of Denise Thompson as a part-time bus driver for the 2023-2024 school year, no benefits, up to 29 hours per week, rate \$22.00 per hour.

Education Committee

Dr. Cathcart made a motion to approve Education items 1 – 21; 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

Dr. Varcadipane -Absent

XI. FINANCE COMMITTEE

22. Approval / Sept 2023 Monthly Bills List

WHEREAS, N.J.S.A. 18A:19, Expenditure of Funds; Audit and Payment of Claims, provided 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:

Date	Check Numbers	Total Amount
9/13/23	Pending	\$ 366,356.82

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.

23. Acceptance of the Board Secretary’s Report, Cash Reconciler’s Cash Report and the Board Secretary’s Certification of Funds for the Month of July

WHEREAS, N.J.A.C. 6A:23A-16.10 required 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 required 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, the Board Secretary’s Report and the Cash Reconciler’s Cash report for the month ending July 31, 2023, 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 July 31, 2023; and

Finance Committee

BE IT FURTHER RESOLVED, that the Board Secretary and the Board of Education certified that no budgetary line item account has been over-expended and that there are sufficient funds available to meet the district's financial obligation.

24. Approval / Line Item Budget Transfers – July

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 July 2023 as presented.

25. Acceptance / Financial Status Report – July

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board accept the Financial Status Report for the month of July 2023, as presented.

26. Acceptance / Revenue Report – July

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board accept the Revenue Report for the month of July 2023, as presented.

27. 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:

Vendor	Description	Check #	Amount
Ms. Joyce Koch	23-24 Start Up Monies	1349	\$ 300.00

Dr. Cathcart made a motion to approve Finance items 22-27; 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
Dr. Varcadipane -Absent

XII. OPERATIONS COMMITTEE

28. Approval / Resignation Tricia Czornomor, Secretary

The Superintendent recommended acceptance and approval of the resignation of Tricia Czornomor, Secretary. Last day of employment is September 29, 2023.

29. Approval of Donation – Sound System

The Superintendent, in consultation with the School Business Administrator, recommended the approval of the donation of a Sound System for the Farrell Gym at a cost of \$6,820.93 by Herff Jones. The district will purchase the Sound System from The Music Den and Herff Jones will reimburse the district.

30. Approval of Use of Facilities

The Superintendent recommended 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:

- Passaic Valley Football Club, Fall 2023 Home Schedule (Garden State Soccer League – North Division) is requesting use of the Turf Field the dates below at the approved hourly rate per policy.

Day	Date	Hours
Sun	9/24/2023	8:00am-10:00am
Sun	10/15/2023	8:00am-10:00am
Sun	10/29/2023	8:00am-10:00am
Sun	11/19/2023	8:00am-10:00am

Mr. D’Ambrosio made a motion to approve Operation items 28-30; seconded by Ms. Brigati.

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
Dr. Varcadipane -Absent

XIII. COMMITTEE REPORTS

Negotiations Committee

Mr. D'Ambrosio asked Mr. Monahan to get dates from the PVEA for negotiations.

Mr. Monahan stated he spoke with Mr. Salvatore who stated he will be meeting with the PVEA Union at the end of the month. Mr. Salvatore will send Mr. Monahan a letter to begin negotiations in October/November.

Attorney's Report

Mr. Reddin stated he has one (1) legal item for Executive Session.

XIV. OLD BUSINESS

Mr. Monahan stated the district did not receive the ROD Grant for the bathroom renovations. Mr. Monahan stated most ROD Grants that were approved are for HVAC, boilers, water heaters and roofs. He further stated he will find out if there will be additional ROD Grant submissions.

XV. NEW BUSINESS

None

XVI. 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 Mr. D'Angelo.

None

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

XVII. EXECUTIVE SESSION

Mr. Damiano stated there is one (1) legal item for Executive Session, which should take approximately 10 minutes.

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
Dr. Varcadipane -Absent

XVIII. ADJOURNMENT

Mr. Damiano asked for a motion to adjourn.

Mr. D'Angelo made a motion to adjourn; seconded by Mr. Casasnovas.

Respectfully submitted,



Colin Monahan

Next Meeting

Regular Meeting:
Tuesday, October 17, 2023, 7:00 pm
Adra Suchorsky Library
Passaic Valley High School
East Main Street
Little Falls, New Jersey