

**Passaic Valley Regional High School  
District**

*Minutes*

**Regular Meeting of the Board of Education  
Thursday, January 4, 2024**

**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 Thursday, January 4, 2024**

The minutes for the regular meeting of the Passaic Valley Regional High School District in the County of Passaic on Thursday, January 4, 2024, 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 MS. BRIGATI, BOARD PRESIDENT, AT 7:00 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. DeMarco – Yes  
Dr. Varcadipane -Yes

**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**

**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. On December 21, 2023 a revised board meeting notice was advertised in 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. Acknowledgment of Correspondence To The Board Of Education**

None

**VI. Approval of Minutes of Previous Meeting**

Ms. Brigati asked for a motion to approve the Minutes for the Regular meeting of the Board on December 5, 2023.

Mr. D'Ambrosio made a motion to approve the Minutes for the Regular meeting of the Board on December 5, 2023; seconded by Mr. Casasnovas.

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. DeMarco - Yes  
Dr. Varcadipane -Yes

**VII. Report of the Superintendent**

Dr. Healy welcomed the new board members and stated he appreciates their service. He stated that the Board of Education has been extremely supportive. He then thanked all the board members for serving the community. He stated that all the positive changes in the district are possible because of Board approval.

Dr. Healy stated that he is receiving a lot of positive feedback on the new rotating drop schedule.

Dr. Healy stated, the NJSLA scores presentation was done in October. Our district showed growth in several areas. He will be showing comparisons as soon as other districts' information becomes available.

**VIII. Student Representatives Report**

No students Reps present.

**IX. Call For Members of the Public To Be Heard**

Ms. Brigati mentioned there were no members of the public present. Mr. Monahan confirmed.

**X. Education Committee**

**1. Report of HIB**

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

Incident #	Location	Determination
2324-10	Off campus	HIB
2324-11	Cafe/Flex	Not HIB
2324-12	Cafe/Flex	Not HIB
2324-13	Cafe/Flex	Not HIB
2324-14	Culinary Arts	Not HIB

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

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

	Department	Teacher/ Advisor	Event	Date/Time/Location	Purpose
1	Class of 2027	Joseph/ Feinstein	Snack sale	Home events during winter sports season	Raise funds for cotillion, prom and other class activities
2	Spanish Club	Ropero/ Arici	Balloon & chocolate candy sale	Feb 1- 14, 2024/ In school	Raise funds for club activities
3	Drama Club/Spring Musical	Shue	Ticket Sales for viewing of "Mean Girls" the movie	Jan 10, 2024/ After school/ Cinemark Wayne, NJ	Raise funds for theater
4	Class of 2025	E. Thornton	Chocolate Sale	Dec 23-Jan 2024/ Holiday Chocolate Gram	Raise funds for cotillion and senior prom
5	Class of 2025	E. Thornton	Can Shake	Jan 27, 2024/ Shoprite Little Falls, NJ	Raise funds for cotillion and senior prom
6	Class of 2025	E. Thornton	Chocolate Sale	Feb 5-14, 2024/ Valentine Chocolate Gram	Raise funds for cotillion and senior prom
7	Class of 2026	Goethe/ Kurtishi	Dine & Donate	Wendy's/ Jan 10, & Feb 21, 2024/ 5-8pm/ Route 46 East Wayne NJ	Raise funds to offset cost of cotillion and senior prom
8	Class of 2026	Goethe/ Kurtishi	Can Shake	Mar 16, 2024/ Shoprite Little Falls, NJ	Raise funds for cotillion and senior prom

**Education Committee**

**3. Approval/ Field Trips**

The Superintendent recommended approval of following field trips:

	<b>Department</b>	<b>Teacher/ Advisor</b>	<b>Event</b>	<b>Date/Time/Location</b>	<b>Purpose</b>
1	FBLA	E. Thornton	NY Federal Reserve Bank	Feb 13, 24/ 9:00am-1:30pm/ 33 Liberty St NY, NY	To promote awareness of the role of the FED and enhance economic literacy. Approx 10 students 2 staff Cost to BOE: 2 substitutes
2	FBLA	Kurtishi	Consumer Bowl	Feb 27, 24/ 9:00am-2:00pm/ PCTI Wayne, NJ	To compete in Consumer Bowl against their peers. Approx 7 students 2 staff Cost to BOE: 2 substitutes
3	Holocaust & Genocide	Donnelly	Museum of Jewish Heritage	Apr 10, 24/ 8:00am-2:30pm/ 36 Battery Place NY,NY	Required trip for dual enrollment students. Open to other students too. Approx 20 students 2 staff Cost to BOE 2 substitutes

**4. Approval / Home Instruction**

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

<b>ID</b>	<b>Date On</b>	<b>Instructor or Program</b>
34516	11/20/23	Silvergate Prep
32733	12/13/23	Aspire

**5. Approval / December 2023 Suspensions**

The Superintendent reports and requests approval of suspensions for December 2023.

**6. Approval / Employee #4831 Pro-Rated Zero Period**

The Superintendent recommended the Board of Education approve a pro-rated zero period stipend for employee #4831 (returning from medical leave) as of January 29, 2024.

**7. Approval / December Student Attendance**

The Superintendent recommended approval of the December 2023 student attendance.

Possible number of days school has been open	16.00
Possible number of days attendance	16,957.00
Days absent	1,018.00
Percent of attendance	94.0%
Average daily Enrollment	1,060.00

**Education Committee**

**8. Approval / Employee 4717 Revised Leave of Absence**

The Superintendent recommended the Board of Education approve the following revised leave for employee #4717.

<b>Dates</b>	<b>Coverage</b>	<b>Amount of Time</b>
3/14/23-3/24/23	Paid Sick Leave/Personal Days	9 days
3/27/23-5/25/23		37 days
5/31/23-6/2/23		3 Days (personal)
6/5/23-10/27/23	Federal Medical Leave Act	12 weeks
	NJ Family Leave Act	
10/30/23- <b>6/30/24</b>	Unpaid leave	35 Weeks

**9. Approval / Kevin Haimowitz, Revised Sixth Period Leave Replacement**

The Superintendent recommended the Board of Education approve Kevin Haimowitz for a sixth period Physics for the remainder of the 2023-2024 school year (as a leave replacement for teacher #4717).

**10. Approval / Mark Philhower, Revised Non-Tenure Leave Replacement**

The Superintendent recommended approval of Mr. Mark Philhower an AP Calculus & Calculus BC non-tenure track leave replacement for teacher #4717. End date revised to 6/20/24 (anticipated). Hourly PVEA contractual instructional rate, no benefits.

**11. Approval / Professional Day Request**

The Superintendent recommended approval of following professional day request:

	<b>Department</b>	<b>Teacher</b>	<b>Event</b>	<b>Date/Time/Location</b>	<b>Purpose</b>
1	Fine Arts	Czepiel	NJ STEM Conference	March 8, 2024/ All day/ Caldwell University, Caldwell, NJ	Attend conference to acquire new skills, become familiar with new trends and expand disciplines. Cost : 1 substitute
2	SAC	Morris	ASAPNJ Annual Conference	Feb 29-Mar 1, 2024/ All day/ East Windsor, NJ	ASAPNJ Peer Conference discussing SAC related topics

**12. Approval / Revised 6<sup>th</sup> Period Assignments**

The Superintendent recommended the Board of Education approve the revised 6th Period Coverage for Biology end date as January 25, 2024 for Joesph Feinstein, Daria Leidig, Allison Weisbrod and Kristin Klein.

**Education Committee**

**13. Approval / Revised Start Date for Rebecca Morales, Full-Time, Non-Tenured Teacher of Biology**

The Superintendent recommended the Board of Education approve the revised start date for Rebecca Morales, Full-Time Non-Tenured Teacher of Biology to January 26, 2024.

**14. Approval / 2023-2024 Revision Out of District Contract(s)**

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

	Student ID	Location	Cost
1	32046	Mary A. Dobbins School 243 Pine Street Mount Holly, NJ	\$46,446.62 Tuition \$25,376.00 <i>Extraordinary Services</i> <i>Total \$71,822.62</i>

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

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

	Student ID	Location	Cost
1	2002689	Venture Program (via BCSS)	\$92,160.00 Prorated as of 1/2/24 \$7,000.00 out of county fee Pro-rated <i>Total \$99,160.00 Pro-rated as of 1/2/24</i>

**16. Approval / Settlement Agreement**

The Superintendent recommended the Board of Education approve the settlement agreement regarding student NH, id #938018; Agency Ref. No.: 2024-36685.

**17. Approval / Olivia Fiore Revised Leave Replacement Date**

The Superintendent recommended the Board of Education revise the end date for Olivia Fiore, leave replacement for employee #4831 to January 26, 2024.

**18. Approval / Olivia Fiore, Permanent Substitute Teacher**

The Superintendent recommended the Board of Education approve Olivia Fiore as a Permanent Substitute Teacher for the 2023-2024 school year starting January 29, 2024. Rate \$130.00 per diem.

**19. Approval / Jared Hurta, Substitute Teacher**

The Superintendent recommended the Board of Education approve Jared Hurta as a Permanent Teacher for the 2023-2024 school year starting January 29, 2024. Rate \$115.00 per diem.

**Education Committee**

- 20. Approval / Jeremy Bello Part Time PV Paraprofessionals / Bus Aides**  
The Superintendent recommended the Board of Education approve Jeremy Bello part time PV Paraprofessional / Bus Aide for the 2023-2024 school year. Rate \$20.00/hour, up to 29 hours, no benefits. Start date pending receipt of criminal history and all required paperwork.
- 21. Approval / Additional Case Work Compensation**  
The Superintendent recommended the approval of compensation at \$150.00 per case, for Ms. Erin Wilks and Ms. Rossana Cruz for additional case management, IEP meetings and development and parent meetings.

Mr. Casasnovas 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  
Mr. DeMarco - Yes  
Dr. Varcadipane -Yes



**XI. Finance Committee**

**22. 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 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>
12/22/23	33031-33105	\$381,259.82

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 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.

**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 November 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 November 30, 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 November 30, 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**

**24. Approval of Line-Item Budget Transfers – November 2023**

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 2023 as presented.

**25. Acceptance of Financial Status Report – November 2023**

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

**26. Acceptance of Revenue Report – November 2023**

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

<b>Vendor</b>	<b>Description</b>	<b>Check #</b>	<b>Amount</b>
Pomptonian	Inv#671120123	1370	\$ 26,088.64
Pomptonian	Inv#671120283	1371	\$ 6,210.56
Pomptonian	Inv#671121523	1372	\$ 14,381.36
Jay-Hill Repairs	Ice Machine Repairs	1373	\$ 444.00

**28. Approval of Request for Proposal – Food Service Management Company**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the Request for Proposals (RFP's) for a Food Service Management Company for the 2024-2025 school year.

**Finance Committee**

**29. Approval / Northern Region Educational Services Commission for Transportation**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended approval to enter into an agreement with the Northern Region Educational Services Commission for the 2023-2024 school year as follows.

<b>Route#</b>	<b>School (s)</b>	<b>Contractor</b>	<b>No. of Students</b>	<b>Estimated Cost Per Route (incl. surcharge)</b>	<b>Date</b>
3125	Celebrate the Children	R & May Transportation	1	\$31,980.00 + \$1,279.20	12/1/23 – June 2024

Dr. Varcadipane made a motion to approve Finance items 22-29; 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. DeMarco - Yes  
 Dr. Varcadipane -Yes

**XII. Operations Committee**

**30. 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, 2024, to December 31, 2024 school year.

**31. Approval / Retroactive Disposal of Items**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the retroactive approval to dispose of unrepairable and outdated computer equipment to Sycamore International, West Grove, Pennsylvania. Sycamore will recycle this equipment and issue a check to the school district.

**32. Approval / Mr. Gaita & Mr. Joyce NJSBGA Annual Conference Travel Expense**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the approval for Mr. Gaita, Supervisor of Buildings and Grounds and Mr. Joyce, PVCOS to attend the annual NJSBGA annual conference in Atlantic City, NJ on March 17-20, 2024. Registration fee: \$325.00 per person, Travel, Lodging, Mileage, Meals, and Fees.

**33. Approval / 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.

	<b>Group</b>	<b>Date</b>	<b>Facilities/ Area Request</b>	<b>Other</b>
1	Evolution Lacrosse	April 28, May 5 and May 19, 2024 3-6pm	Turf Field	
2	Elevate Team Training (Head Coach / Owner Brandon Wood)	January 15, 2024 through March 4, 2024	Turf Field & track	A COI will be provided. They are offering a discounted rate to Passaic Valley HS student-athletes.

**34. Approval of Phone System and 911 Inform**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the new phone system and 911 inform to Hunter Technologies, state contract #A80802, Schedule B -11-X-2141 in the amount of \$2,912.63 a month for 36 months. This system and payment will start as of July 2024.

**Operations Committee**

**35. Approval of Gym Banners & Frames – ARP ESSER III**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the purchase of two gym banners & frames in the amount of \$ 11,423.84 from Custom Sign Source. This purchase will be paid through the school district’s ESSER III Grant, Account # 20-487-200-600-007600-050.

Mr. Damiano made a motion to approve Operations items 30-35; 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. DeMarco - Yes  
Dr. Varcadipane -Yes

**XIII. Athletics and Students Activities Committee**

- 36. Approval / Stephen Touhey Volunteer Boys Basketball Coach 2023-2024**  
The Superintendent recommended approval of Stephen Touhey (PVHS employee) as a volunteer Boys Basketball Coach 2023-2024 Season.
- 37. Approval / Dante Blucher Volunteer Fencing Coach 2023-2024**  
The Superintendent recommended approval of Dante Blucher as a volunteer Boys Basketball Coach 2023-2024 Season pending receipt of criminal history, TB test and required paperwork.

Mr. D’Ambrosio made a motion to approve Athletic items 36-37; seconded by Mr. Casasnovas.

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. DeMarco - Yes  
Dr. Varcadipane -Yes

**XIV. Committee Reports**

Mr. D’Ambrosio stated that the negotiations committee had a brief meeting. He stated the committee is waiting to hear back from the PVEA and anticipates approval by the February meeting.

Mr. Monahan stated there will be a Finance Committee meeting prior to January 30<sup>th</sup> meeting to discuss the 2023 audit. Mr. Wielkotz will review the audit with the committee before the regular meeting and then will make a short presentation to the Board thereafter.

**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**

None.

**XV. Executive Session**

Mr. Monahan stated there were 1 Legal issue and 2 Personnel issues to be discussed in Executive Session. The Board will be in Executive Session for approximately 15 minutes.

**XVI. Adjournment**

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. DeMarco - Yes  
Dr. Varcadipane -Yes

Respectfully submitted,



Colin Monahan

**Next Meeting**

Regular Meeting:  
Tuesday, January 30, 2024, 7:00 PM  
Adra Suchorsky Library  
Passaic Valley High School  
East Main Street  
Little Falls, New Jersey