

**Minutes of the Organization and Regular Meetings of the Board of Education
Tuesday, May 23, 2023**

Passaic Valley Regional High School

MINUTES

**Organization & Regular Meetings of the Board of Education
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**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, May 23, 2023**

The minutes for the regular meeting of the Passaic Valley Regional High School District #1 in the County of Passaic on Tuesday, May 23, 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. Damiano - Yes
Mr. Casanovas – Absent	Mr. D’Angelo – Absent
Dr. Cathcart – Yes	Mr. DeLuca - Yes
Mr. D’Ambrosio – Yes	Mr. Doell – Absent
	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 6, 2023, 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 Regular and Executive Minutes of the Regular Meeting of May 9, 2023.

Mr. D'Ambrosio made a motion to approve the Regular and Executive Minutes of the Regular Meeting of May 9, 2023; seconded by Ms. Brigati.

Roll Call:

Ms. Brigati – Yes	Mr. Damiano - Yes
Mr. Casanovas – Absent	Mr. D'Angelo – Absent
Dr. Cathcart – Yes	Mr. DeLuca - Yes
Mr. D'Ambrosio – Yes	Mr. Doell – Absent
	Dr. Varcadipane – Yes

VII. REPORT OF THE SUPERINTENDENT

Dr. Healy reviewed the appointments of the new teachers.

VIII. STUDENT REPRESENTATIVES 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.

Ms. Brigati stated seeing no one, made a motion to close the meeting to the public; seconded by Mr. D'Ambrosio.

Organization

1. Re-adoption of the School Security Plan

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School, does hereby re-adopt the School Security Plan with the Superintendent's copy acting as the official Board copy.

2. Permitted Pupil Records (NJAC 6A:32-7)

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School, upon the recommendation of the Superintendent of Schools, authorized the collection and maintenance of permitted pupil records which are collected in order to promote the educational welfare of the pupil.

3. Authorize Purchases of Textbook & Supplies

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School in compliance with N.J.S.A. 18A:18A-5 allows boards of education to purchase textbooks, copyrighted materials and other library and educational goods and services which exceeds the bid threshold by resolution at a public meeting without public advertising for bids; and 18A:18A-10 allows the purchase of any materials, supplies, goods, etc. from state contracted vendors; and

BE IT FURTHER RESOLVED that the Board of Education of the Passaic Valley Regional High School approved for the purchase of curricular materials, textbooks, library media resources, subscriptions and other instructional supplies.

4. Implement 2023-2024 Budget and Uniform Minimum Chart of Accounts

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School authorized the Superintendent and the School Business Administrator/ Board Secretary to implement the 2023-2024 budget pursuant to local and state policies and regulations;

BE IT FURTHER RESOLVED that the Board of Education of the Passaic Valley Regional High School authorized the use and level of accounts from the Uniform Minimum Chart of Accounts for New Jersey Public Schools to be used for the 2023-2024 School Year.

5. Adoption of Textbook & Curricula

BE IT RESOLVED in compliance with N.J.S.A. 18A:33-1 and 18A:35 that the Board of Education of the Passaic Valley Regional High School confirmed the adoption of the existing textbooks and curricula resources in the District's schools and that no course of study shall be altered except by the recorded roll call majority.

Organization

6. Cash Reconciler - Designation Other than the Chief School Administrator to Prepare the Monthly Reconciliation of Bank Account Statements

WHEREAS, Chapter 39, P.L.2010 makes the position of Treasurer of School Moneys optional; and

WHEREAS, it is the desire of the Board of Education of the Passaic Valley Regional High School to not appoint a Treasurer of School Moneys; and

WHEREAS, N.J.S.18A:17-9 states that the Chief School Administrator or Board Designee other than the Board Secretary shall prepare the monthly reconciliation of bank account statements and in conjunction with the Board Secretary take any steps necessary to bring the cash record balance and reconciled bank balance into agreement prior to completion of the Secretary's monthly report; and

WHEREAS, the Board chooses to designate someone other than the Chief School Administrator to prepare the monthly reconciliation of bank account statements in conjunction with the Board Secretary and take any steps necessary to bring the cash record balance and reconciled bank balance into agreement prior to completion of the Secretary's monthly report; and

WHEREAS, the Board appointed Joseph V. Auteri to the position of Cash Reconciler at a monthly stipend of \$640.00 to perform monthly bank reconciliations through June 30, 2024 inclusive of June's bank reconciliation; and

NOW THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Passaic Valley Regional High School approved the reappointment of Joseph V. Auteri to the position of Cash Reconciler at a monthly stipend of \$640.00, an amount to be processed through payroll after the completion of the bank reconciliations each month and the submission of the Cash Reconciler's Report to the Board Secretary for the months of July 2023 through June of 2024.

7. Appointment - Board Secretary

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School hereby appoints Colin Monahan as Board Secretary for the period of July 1, 2023 through June 30, 2024.

8. Appointment - Acting Board Secretary for Emergency Purposes

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School hereby appointed Ms. Janet Russo as Acting Board Secretary for emergency purposes for the period July 1, 2023 through June 30, 2024.

Organization

9. **Appointment - Auditor**
 BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School hereby appointed the firm of Wielkocz & Company as School Auditors for the period of July 1, 2023 through June 30, 2024.
10. **Appointment - Special Counsel**
 BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School hereby appointed Scarinci Hollenbeck as Special Counsel to the Passaic Valley Regional High School District for the period of July 1, 2023 through June 30, 2024.
11. **Appointment - Attorney**
 BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School hereby appointed Raymond B. Reddin as School Board Attorney for the period of July 1, 2023 through June 30, 2024.
12. **Negotiator**
 BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School hereby appointed/approved Raymond B. Reddin as negotiator.
13. **Approval of Architectural Services**
 BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School hereby approved Alaimo Group Consulting Engineers for Architectural Services for the period of July 1, 2023 through June 30, 2024.
14. **Appointment - Investment Officer**
 BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School appointed Colin Monahan as Investment Officer for the 2023-2024 Academic Year.
15. **Approval of Petty Cash Funds**
 BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School approved the following Petty Cash Accounts:

<u>Petty Cash Custodian</u>	<u>Amount</u>	<u>Designated Person</u> <u>Responsible for</u> <u>Disposition of Fund</u>	<u>Maximum Single</u> <u>Expenditure</u>
Superintendent	\$100.00	Janet Russo	\$50.00
Business Administrator	\$1,500.00	Andrea LaRose	\$100.00
Supervisor of Bldg & Grds	\$100.00	Mario Gaita	\$50.00
Principal	\$100.00	Gail Sliker	\$50.00
Director of Guidance	\$100.00	Annamaria Sole	\$50.00

Organization

16. Representative – Northern Region Educational Services Commission

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School Board of Education appointed Dr. Bracken Healy as a board representative to the Northern Region Educational Service Commission.

17. Alternate Representative – Northern Region Educational Services Commission

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School Board of Education appointed Ms. Krista Voorhis as an alternate board representative to the Northern Region Educational Service Commission.

18. Approval of Qualified Purchasing Agent

WHEREAS, the Public School Contract Law 18A:18A-3 permits a board of education the ability to increase and maintain their bid threshold up to \$44,000 and its quotation threshold to \$6,600; and

WHEREAS, N.J.S.A. 18A:18A-3a permits an increase in the bid threshold of a Qualified Purchasing Agent is appointed, as well as, granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent, and

WHEREAS, the Passaic Valley Regional High School Board of Education desires to continue the bid threshold as provided in N.J.S.A. 18A:18A-3;

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Passaic Valley Regional High School Board of Education, in the County of Passaic, in the State of New Jersey, hereby continue in its bid threshold of \$44,000 and its quotation threshold of \$6,600 for the 2023-2024 school year authorizing the School Business Administrator/Board Secretary to award contracts up to the bid threshold; and

BE IT FURTHER RESOLVED, that the Superintendent appoints Colin Monahan, School Business Administrator/Board Secretary, as the Qualified Purchasing Agent for the 2023-2024 fiscal year to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility and accountability of the purchasing activity of the Board of Education and sign contracts on behalf of the Board of Education.

Organization

19. Approval of Tax Shelter Annuities

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School approved the following tax shelter annuities:

- Valic
- Axa Equitable
- Metropolitan Life
- Lincoln Investment
- Vanguard
- Security Benefit

20. Approval of Insurance Broker / Risk Manager – General Liabilities

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School appointed Acrisure LLC, d/b/a Polaris Galaxy Group as the Risk Manager and the Insurance Broker for the District's General Liability for the period of July 1, 2023 through June 30, 2024.

21. Renewal of Flexible Spending Account

WHEREAS, requirements of NJPL 2011 Chapter 78 were made regarding Pension and Health which requires school boards to provide employees with a 125 Cafeteria Plan and a Flexible Spending Account; and

WHEREAS, a Flexible Spending Account allows an employee to voluntarily set aside a portion of his or her earnings to pay for qualified medical expenses; and

WHEREAS, AmeriFlex can provide a Flexible Spending Account plan to the District at no cost to the Board; and

WHEREAS, AmeriFlex has currently been providing this service with no known complications;

THEREFORE BE IT RESOLVED the District will use AmeriFlex to provide and administer a Flexible Spending Account for employees or their dependents medical expenses up to a maximum of \$3,050.00 for health services, \$5,000.00 Dependent Care for married filing joint or single parent and \$2,500.00 Dependent Care for married and separate filing in a plan year. The plan year will run July 1, 2023 through June 30, 2024.

22. Approval of School Physicians

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School District appointed the following individuals as the District's School Physicians in the capacity of independent contractors for the 2023-2024 school year:

- Ortho East – Sports Physician
- Dr. Joseph Vitale – General Practitioner

Organization

23. Appointment of Policy Service Provider

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School District utilized the services of Strauss Esmay for the District's Policies for the 2023-2024 school year.

24. Approval of Professional Service – Municipal Continuing Disclosure and Municipal Advisor Agreement

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School District utilized the services of Phoenix Advisors, LLC as our continuing disclosure agent for the 2023-2024 school year.

25. Approval Cooperative Pricing Agreements

WHEREAS, the Board of Education of the Passaic Valley Regional High School District authorized administration to enter into a 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 Services Commission
- PEPPM Cooperative Purchasing National Contract Program

WHEREAS, these agencies conduct a certain function relating to the purchase of work materials and supplies for their respective jurisdictions during the 2023-2024 school year; and

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

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

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

WHEREAS, the agencies is 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

Organization

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 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 authorized 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 2023-2024 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 Services Commission
- PEPPM Cooperative Purchasing National Contract Program

26. Grant Application and Report Submission

WHEREAS, prompt submission of grant applications, as well as, various financial reports relating to the grants is often time sensitive; and

WHEREAS, the District might lose an opportunity to apply for grants or file mandated reports in between board meetings; and

WHEREAS, it is in the Districts' best interest to submit grant applications, as well as, the various financial reports to avoid losing an opportunity for receipt of the funding;

NOW, THEREFORE BE IT RESOLVED that the Superintendent and School Business Administrator/Board Secretary are authorized to sign grant applications, as well as, various financial reports between board meetings;

BE IT FURTHER RESOLVED that all grant applications, as well as, various financial reports relating to the grants will continue to be reviewed by the grant manager or

Organization

other appropriate District staff, the respective committees of the Board and subsequently ratified by the Board.

27. Personnel Appointments, Transfers, Removals, Renewals and Non-Renewal

WHEREAS, NJSA 18A:27-4.1 governs the appointment, transfer, removal, renewal and non-renewal of all certified and certain non-certified personnel; and

WHEREAS, it is in the District's best interests to effectuate the prompt employment of staff in certain programs;

NOW, THEREFORE BE IT RESOLVED that the Superintendent of Schools is authorized to make critical employment decisions subject to ratification by the Board of Education of the Passaic Valley Regional High School at the next subsequent board meeting.

28. Authorization of Payment of Bills between Board Meetings

WHEREAS, prompt payment to vendors for goods and/or services rendered leads to more effective competitive bidding and provision of services; and

WHEREAS, it is in the District's best interest to take advantage of discounts and to avoid the payment of late fees;

NOW, THEREFORE BE IT RESOLVED that the School Business Administrator/Board Secretary is authorized to make payments between board meetings for all claims that have been duly audited under the provisions of 18A:19-3 & 4; and

BE IT FURTHER RESOLVED that the School Business Administrator/Board Secretary shall present a listing of all bills paid under this provision for ratifications to the Board at its next regular meeting.

29. Authority for Transferring of Funds

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent or designee, be designated to approve such line item budget transfers as are necessary between board meetings, and that such transfers shall be reported to the Passaic Valley Regional High School, ratified and duly recorded in the minutes at the next regular board meeting.

30. Special Education

BE IT RESOLVED, that the Board of Education of the Passaic Valley Regional High School approved the attendance, tuition, tuition contracts (upon review by Board Counsel) and the transportation necessary, as recommended by the Superintendent of Schools, to provide an appropriate educational program at public, private or appropriate educational program at public, private or residential schools for pupils classified as handicapped by the District's Child Study Team in accordance with Title 18A, Chapter 46, New Jersey Statutes Annotated.

Organization

31. Approval of Requisition of Taxes Schedule for FY 2023-2024

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School District approved the Requisition of Taxes Schedule for the Fiscal Year 2023-2024.

REQUISITION FOR TAXES
 (Other than Debt Service)
 2023-2024

Month of Request	Township of Little Falls	Borough of Totowa	Borough of Woodland Park
July 2023	\$678,736.67	\$1,015,163.42	\$675,804.17
August 2023	\$678,736.67	\$1,015,163.42	\$675,804.17
September 2023	\$678,736.67	\$1,015,163.42	\$675,804.17
October 2023	\$678,736.67	\$1,015,163.42	\$675,804.17
November 2023	\$678,736.67	\$1,015,163.42	\$675,804.17
December 2024	\$678,736.67	\$1,015,163.42	\$675,804.17
January 2024	\$678,736.67	\$1,015,163.42	\$675,804.17
February 2024	\$678,736.67	\$1,015,163.42	\$675,804.17
March 2024	\$678,736.67	\$1,015,163.42	\$675,804.17
April 2024	\$678,736.67	\$1,015,163.42	\$675,804.17
May 2024	\$678,736.67	\$1,015,163.42	\$675,804.17
June 2024	<u>\$678,736.63</u>	<u>\$1,015,163.38</u>	<u>\$675,804.13</u>
	<u>\$8,144,840.00</u>	<u>\$12,181,961.00</u>	<u>\$8,109,650.00</u>

32. Approval of Requisition of Tax Schedule – Debt Service for FY 2023-2024

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School approved the Requisition of Taxes Schedule — Debt Service for the Fiscal Year 2023-2024.

REQUISITION FOR TAXES
 Debt Service
 2023-2024

Month of Request	Township of Little Falls	Borough of Totowa	Borough of Woodland Park
July 2023	\$124,802.00	\$186,662.00	\$124,263.00

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Organization

Ms. Brigati made a motion to approve the Organization items 1-32; seconded by Dr. Cathcart.

Roll Call:

Ms. Brigati – Yes

Mr. Casanovas – Absent

Dr. Cathcart – Yes

Mr. D'Ambrosio – 1-8 - Yes; 9 - No; 10-32 - Yes

Mr. Damiano - Yes

Mr. D'Angelo – Absent

Mr. DeLuca - Yes

Mr. Doell – Absent

Dr. Varcadipane – 1-8 – Yes; 9 – No;
10-32 - Yes

EDUCATION COMMITTEE

33. Approval / Employee #4717 Retroactive Revised Leave of Absence

The Superintendent recommended approval and retroactive revision of the leave of absence for employee #4717.

Dates	Coverage	Amount of Time
3/14/23-3/24/23 3/27/23-5/25/23 5/31/23-6/2/23	Paid Sick Leave/Personal Days	9 days 37 days 3 Days (personal)
6/5/23-10/27/23		12 weeks
10/30/23-3/25/24	Unpaid leave	21 Weeks

34. Approval / 2023-2024 Occupational Therapy and Evaluation Services

The Superintendent recommended approval of the following for occupational therapy and evaluation services for the 2023-2024 school year:

- Therapy: Educational Specialized Associates, LLC
- Evaluations: Creative Speech Solutional, LLC

35. Approval / Fundraiser(s)

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

	Department	Teacher/ Advisor	Event	Date/Time/Location	Purpose
1	Cheerleading	Picarelli	Apparel Sale	June 5-26, 2023 On-line	Raise funds to program supplements and team activities.
2	Superintendent Ambassadors	J. Benvenuti	Cornhole Tournament	June 1, 2023 6:30 – 9:00 P.M.	Raise funds for PV families in need.

36. Approval / Field Trips

The Superintendent recommended approval of following field trips:

	Department	Teacher/ Advisor	Event	Date/Time/Location	Purpose
1	FBLA/School Store	Auteri	Baked Bouquet	May 24, 2023/ 8:10am-1:30pm/ 180 Lafayette Ave Edison, Ave	Trip to understand the business function of a cupcake business. Approx: 5 students 2 staff Cost to BOE – 2 subs, bus driver.

Education Committee

37. Approval / 2023-2024 Out of District Placement

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

	Student ID	Location	Cost
1	32121	South Bergen Jointure Commission 123 Union Street Lodi, NJ	\$4,140.00 (ESY)
2	937922	Sage Alliance Schools 295 Rochelle Avenue Rochelle Park, NJ	\$71,656.00

38. Approval / In School Events(s)

The Superintendent recommended approval of the following in school events:

	Department	Teacher/ Advisor	Date	Event
1	Class of 2023	Iobst	June 5-7, 2023	Senior Spirit Week. Each day will be designated a different theme during the school day.
2	Class of 2023	Iobst	June 21, 2023	7:00-10:00pm Lawn games at sunset. Use of bleachers, back field.
3	Class of 2023	Iobst	June 20, 2023	Senior Barbeque after graduation practice. Picnic table outside senior café.
4	Class of 2023	Iobst	June 19, 2023	Yearbook signing, ice cream truck (Tommy Scoops, LLC) after graduation practice. Back parking lot.

39. Approval / 2023 ESY Part-Time ABA Paraprofessional/Bus Aide

The Superintendent recommended approval of the following par-time PV ABA paraprofessional/bus aides for the summer 2023 ESY program, no benefits, up to 29 hours per week, rate \$22.00 per hour. Hiring is pending completion and receipt of fingerprinting and of paperwork.

- Steven Medina
- Paxton Roehrich

40. Approval / James Nelson, Retroactive Substitute 2023-2024

The Superintendent recommended retroactive approval of James Nelson as a substitute teacher for the 2023-2024 school year, start date May 17, 2023. Rate \$115.00 per diem.

Education Committee

41. Approval / Home Instruction

The Superintendent recommended the Board of Education approve the following home instruction:

Student ID	Instructor	Location
2002689	Pam Kole	Home

42. Approval / Alyson McMahon, English Teacher

Superintendent recommended the hiring of Alyson McMahon for the full-time tenure track position of English Teacher, \$64,745.00 (Step 1, Class 2). Start date September 5, 2023, pending receipt of criminal history and State sexual misconduct disclosure and presentation of appropriate certificate.

43. Approval / Employee #4831 Leave of Absence

The Superintendent recommended approval of the leave of absence for employee #4831.

Dates	Coverage	Amount of Time
9/11/23-9/15/23	Paid Sick Leave/Personal Days	5 days
9/18/23-10/13/23		20 days
10/16/23-10/20/23		5 Days (personal)
10/23/23-1/19/24	Federal Medical Leave Act	12 weeks
	NJ Family Leave Act	

44. Approval / Lauralee Lurano, English Teacher

Superintendent recommended the hiring of Lauralee Lurano for the full-time tenure track position of English Teacher, \$70,255.00 (Step 10, Class 2). Start date September 5, 2023 pending receipt of criminal history and State sexual misconduct disclosure and presentation of appropriate certificate.

45. Approval of College Board AP Summer Institute

The Superintendent recommended the Board of Education approve the College Board AP Summer Institute, University of Wisconsin - Madison (online) for the following PVEA members:

- Jeff Francisco, AP Human Geography. 6/26/23 - 6/29/23, 9:00am - 5:00pm; \$675.00.
- Neil VanEss, AP English Literature and Composition. 6/26/23 - 6/29/23, 9:00am - 5:00pm; \$675.00.

These monies will be charged to ESSER II Account # 20-483-200-300-07600-050.

46. Approval / Jennifer Rosser, Speech and Language Pathologist

Superintendent recommended the hiring of Jennifer Rosser for the full-time tenure track position of Speech and Language Pathologist, \$73,220.00 (Step 6, Class 3). Start date September 5, 2023 pending receipt of criminal history and State sexual misconduct disclosure and presentation of appropriate certificate.

Education Committee

47. Approval / Claudia Bocanegra, Teacher of Spanish – Resignation

The Superintendent recommended resignation of Claudia Bocanegra, Teacher of Spanish. Last day of employment June 30, 2023.

48. Approval / Full-Time Tenure Track – Teacher of Spanish Posting

The Superintendent recommended the posting for a full-time, tenure track Teacher of Spanish for the 2023-2024 school year.

Dr. Cathcart made a motion to approve Education items 33 – 48; seconded by Mr. D'Ambrosio.

Roll Call:

Ms. Brigati – Yes
Mr. Casanovas – Absent
Dr. Cathcart – Yes
Mr. D'Ambrosio – Yes

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

FINANCE COMMITTEE

49. Approval of Monthly Bill List - May

WHEREAS N.J.S.A. 18A:19, Expenditure of Funds, Audit and Payment of Claims, provided the 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>
5/24/23	Pending	\$885,553.30

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.

50. Acceptance of the Board Secretary’s Report, Cash Reconciler’s Cash Report and the Board Secretary’s Certification of Funds for the Month of April 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 are the Board Secretary’s Report and the Cash Reconciler’s Cash report for the month ending April 30, 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 April 30, 2023; and

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.

Finance Committee

51. 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
Pomptonian	Inv# 671041423	1324	\$13,978.38
Pomptonian	Inv# 671042123	1325	\$12,471.45
Pomptonian	Inv# 671042823	1326	\$16,268.30
Pomptonian	Inv# 671050523	1327	\$ 6,540.31
Pomptonian	Inv# 671051223	1328	\$13,349.94

52. Approval of Line Item Budget Transfers – April 2023

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the following line-item transfers for the month of April 2023 as presented.

53. Acceptance of Financial Status Report – April 2023

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

54. Acceptance of Revenue Report – April 2023

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

55. Approval of Food Service 2023-2024 / Management Fee and Guarantee Language

BE IT RESOLVED that the Passaic Valley Board of Education "SFA" approved the renewal of the Food Service Management contract with The Pomptonian, Inc. "FSMC" for the food service operation for 2023-2024.

1. FSMC Fee:

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$36,197.00 to compensate the FSMC for administrative and management costs. This fee shall be included as a cost of operation and billed in 10 monthly installments of \$3,619.70 per month. The SFA guarantees the payment of such costs and fee to the FSMC.

2. There is no guaranteed financial performance.

3. Total Estimated Cost of Contract:

Total estimated expenses (cost) include food, labor, supplies, other expenses, and FSMC management fee.

The Total Estimated Cost of Contract is \$473,131.83.

Finance Committee

56. Approval of Cafeteria Meals Price List

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the 2023-2024 Cafeteria Meals Price List.

57. Authorize Cooperative Pricing Agreement with Educational Data Services

BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School District authorized a cooperative pricing agreement with the Educational Data Services, Inc. (Ed-Data) hereinafter referred to as the "lead agency" for the conduct of certain functions relating to the purchase of work materials and supplies for their respective jurisdictions; and

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

WHEREAS, the Board of Education of the Passaic Valley Regional High School District encourages 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 Educational Data Services, Inc. (Ed-Data) hereinafter referred to as the "lead agency", is a Service Cooperative to allow participating governmental and municipal agencies to reduce the cost of purchased goods by leveraging their combined purchasing power at a cost of \$4,190.00 for 2023-2024 for licensing and maintenance fee; and

WHEREAS, this resolution shall be known and may be cited as The Educational Data Services, Inc. (Ed-Data) Cooperative Pricing resolution; and

WHEREAS, the Lead Agency 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) Board of Education of the Passaic Valley Regional High School District is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency for the purchase of work materials and supplies, as needed;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of the Passaic Valley Regional High School District is hereby authorized to enter into a Cooperative Pricing agreement with Educational Services Inc. for the purchase of work materials and supplies, for the 2023-2024 school year, as needed, at a cost of \$4,190.00 respectively for the licensing and maintenance fee.

**Minutes of the Organization and Regular Meetings of the Board of Education
Tuesday, May 23, 2023**

Finance Committee

Dr. Varcadipane made a motion to approve Finance items 49 – 57; seconded by Mr. D’Ambrosio.

Roll Call:

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

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

OPERATIONS COMMITTEE

58. 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.

- Woodland Park Softball tournament use of JV baseball field on June 3, 2023

59. Approval of State of New Jersey Health Benefits Program

The Superintendent, in consultation with the Business Administrator, recommended the Board approve the Passaic Valley Regional High School participate in the State of New Jersey Health Benefits program for the 2023-2024 school year.

60. Approval of Renewal Contract – Frontline Education

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommend the Board approve the renewal of Frontline Absence & Time Solution contract in the amount of \$12,439.43 for the 2023-2024 school year.

61. Approval / Real Time 2023-2024 Contract

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board approve the contract with Realtime for their services for the 2023-2024 school year at the stated contractual rate of \$25,482.76.

62. Approval of Location Agreement – 20th Television

The Superintendent, in consultation with the School Business Administrator, recommended the Board approve the location agreement with 20th Television.

Operations Committee

63. Approval / Transportation Contracts for 2023-2024

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended approval to renew the following transportation contracts for the 2023-2024 school year at 5.86% increase:

Trans-Ed				
Route #	Renewal #	CPI	Per Diem	Total Cost
5 PVRHS	1	\$12.83	\$231.83	\$41,729.40
8 PVRHS	1	\$12.83	\$231.83	\$41,729.40
9 PVRHS	1	\$12.83	\$231.83	\$41,729.40
21 PVRHS	1	\$22.79	\$411.79	\$74,122.20
22 PVRHS	1	\$22.79	\$411.79	\$74,122.20
23 PVRHS	1	\$12.83	\$231.83	\$41,729.40
28 PVRHS	1	\$22.79	\$411.79	\$74,122.20
29 PVRHS	1	\$12.83	\$231.83	\$41,729.40
41 PVRHS	1	\$12.83	\$231.83	\$41,729.40

64. Approval of Renovations – Concession Stand

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve the renovations of the concession stand to Mulligan Construction Company LLC, in the amount of \$41,220.00. Work will begin on or after July 1, 2023. These monies have been budgeted in the 2023-2024 capital outlay account.

Operations Committee

65. Approval of Renewal of Membership in the Pooled Insurance Program of New Jersey

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommended the Board approve the following renewal membership in the Pooled Insurance Program of New Jersey:

WHEREAS, a number of boards of education in various counties have joined together to form a Joint Insurance Pool as permitted by N.J. Title 18A-.18B; and

WHEREAS, said Pool was approved effective July 1, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date; and

WHEREAS, the Bylaws and Regulations governing the creation and operation of this Insurance Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool; and

WHEREAS, the Board of Education of the Passaic Valley Regional High School has determined that membership in the Pooled Insurance Program of New Jersey is in the best interest of the District;

NOW THEREFORE BE IT RESOLVED that the Board of Education of the Passaic Valley Regional High School does hereby agree to join/renew membership in the Pooled Insurance Program of New Jersey and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2023 to June 30, 2026.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Group's Bylaws and to deliver the same to the Executive Director.

Operations Committee

66. Approval of Pooled Insurance Program of New Jersey Fund Membership, Indemnity and Trust Agreement

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve THIS AGREEMENT, made this first day of July 1, 2023, in the County of Passaic, State of New Jersey by and between: POOLED INSURANCE PROGRAM OF NEW JERSEY hereinafter referred to as the Pool; and the Board of Education of the Passaic Valley Regional High School, a duly constituted unit of government, hereinafter referred to as the Board:

WITNESSETH:

WHEREAS several local school districts have collectively formed or are in the process of forming a School Board Pool as such an entity is authorized and described in NJSA 18A: 18B and the administrative regulations promulgated pursuant thereto and:

WHEREAS, the Board has agreed to renew membership in the Pool and to share in the obligations and benefits flowing from such membership with other members of the Pool in accordance with and to the extent provided for in the Bylaws of the Pool and in consideration of such obligations and benefits to be shared by the membership of the Pool:

NOW THEREFORE, it is agreed as follows:

1. The BOARD accepted the Pool's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of the said Bylaws and the pertinent Statutes and Administrative Regulations pertaining to the same.
2. The BOARD agreed to participate in the POOL with respect to the types of insurance offered by the POOL: Self-Insured Workers' Compensation, Property, Liability, Auto, Crime, Excess Liability, Environmental, School Board Legal and any other insurance offered by the POOL, allowed by law.
3. The BOARD agreed to renew membership in the Pool for the period of three (3) years, the commencement of which shall be July 1, 2023.
4. The BOARD certified that it has never defaulted any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two years prior to the date hereof.
5. In consideration of membership in the Pool the BOARD agreed that it shall jointly and severally assume and discharge the liability of each and every member of the Pool, all of whom as a condition of membership in the Pool shall execute a verbatim counter-part of this Agreement and by execution hereof the full faith and credit of the BOARD is pledged to the punctual payment of any sums which shall become due to the Pool in accordance with the Bylaws thereof, this Agreement or any applicable Statute.

Operations Committee

6. If the Pool in the enforcement of any part of this Agreement shall incur necessary expense or become obligated to pay an attorney's fees and/or court costs, the BOARD agreed to reimburse the Pool for all such reasonable expenses, fees and costs on demand.

7. The BOARD and the Pool agree that the Pool shall hold all monies paid by the BOARD to the Pool as fiduciaries for the benefit of Pool claimants all in accordance with NJSA 18a;18b.

8. The Pool shall establish separate Trust Accounts for each of the following categories of risk and liability:

- a) Claims or Loss Retention Fund
- b) Administrative
- c) Workers' Compensation Premium

The Pool shall maintain Trust Accounts aforementioned in accordance with NJSA 18A:18B, the Pool's Bylaws and such other Statutes as may be applicable. Specifically, the "Claims or Loss Retention Fund" Trust Account shall be utilized solely for the payment of claims, allocated claim expense and excess insurance or re-insurance premiums for each such risk or liability or as "surplus".

9. Each BOARD who shall become a member of the Pool shall be obligated to execute this Agreement.

67. Approval / Emergency Bus Drills

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the approval of Emergency Exit Drills with Laidlaw/First Student, School Transportation Service, Trans-Ed, and Passaic Valley Regional High School Board of Education buses for all Passaic Valley Regional High School students and bus routes and other busing for students from various boards of education participating in the PV/ABA Program.

Drills were conducted in accordance with NJAC:6:21-11.4 on 10/19/22, 10/20/22, 11/02/22, 11/04/22, 04/26/23, 04/27/23, 04/28/23, 05/22/23, and 05/23/23. Drills are conducted twice a year for bus students and yearly for non-bus students.

Mr. D'Ambrosio made a motion to approve Operations items 58 – 67; seconded by Ms. Brigati.

Mr. Damiano asked about Frontline and Realtime.

Dr. Healy responded that Realtime has student information and an SGO package and Frontline is the district's substitute and attendance system.

Operations Committee

Ms. Brigati asked if there were any plans for the renovation of the concession stand.

Mr. Monahan stated they went out for quotes and Mr. Mulligan's Construction was the lowest bid. They will refurbish the outside of the concession stand and they will also be doing work inside. Appliances will be added during the 2023-2024 school year. The work should begin July 1st and be completed within the month.

Ms. Brigati asked if there would be lavatories.

Mr. Monahan responded not at this time.

Roll Call:

Ms. Brigati – Abstain-58; Yes-59-67
Mr. Casanovas – Absent
Dr. Cathcart – Yes
Mr. D'Ambrosio – Yes

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

ATHLETICS AND ACTIVITIES COMMITTEE

68. Approval - Hey Jude and POPS Concert 2023 Stipends

The Superintendent, in consultation with the School Business Administrator, recommended the Board approve the following stipends:

Mike Yesenosky	Hey Jude Sound Technician	\$150.00
Mike Yesenosky	POPS Concert Accompanist	\$175.00
	Audio	\$125.00

Mr. D'Ambrosio made a motion to approve Athletics and Activities item 68; seconded by Ms. Brigati.

Roll Call:

Ms. Brigati – Yes
Mr. Casasnovas – Absent

Mr. Damiano - Yes
Mr. D'Angelo – Absent

Dr. Cathcart – Yes
Mr. D'Ambrosio – Yes

Mr. DeLuca - Yes
Mr. Doell – Absent
Dr. Varcadipane – Yes

COMMITTEE REPORTS

Operations Committee: Mr. D’Ambrosio stated the Operations Committee reviewed the RFPs for Professional Services. The Committee also reviewed the 20th Television Contract for the use of facilities on May 25th and 26th.

Mr. D’Ambrosio stated NRESC went out to bid for the district’s Non-Public Routes and no bids were received. Notice was sent to the families, and they will receive Aide in Lieu.

Mr. D’Ambrosio stated Passaic County Technical-Vocational Transportation Bids will be held on May 24th.

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

Mr. Damiano asked if negotiations need to begin.

Mr. Monahan responded not at this time but will discuss further in the summer months.

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.

Lauralee Lurano introduced herself to the Board and thanked them for the opportunity to be a part of the Passaic Valley.

Alyson McMahan introduced herself to the Board and thanked them for the opportunity to be a part of the Passaic Valley.

The Board congratulated and welcomed Ms. Lurano and Ms. McMahan.

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

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

Regular Meeting of the Board of Education
Tuesday, May 23, 2023

Dr. Healy discussed the savings to the Bergen County Special Services (BCSS) Shared Services Contract by hiring our own speech teacher and district aides.

Mr. D'Ambrosio asked when the turf field will be paid off.

Mr. Monahan responded it will be paid off in July.

Dr. Healy stated Passaic Valley received a \$500.00 credit per student from PCTVS.

Mr. Monahan stated the Board members will be receiving a Superintendent's Evaluation email from New Jersey School Boards Association. The evaluation is due before June 13th. The Board will complete the Superintendent's Evaluation at the June 13th board meeting.

EXECUTIVE SESSION

None

ADJOURNMENT

Mr. Damiano asked for a motion to adjourn.

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

Ms. Brigati stated seeing no one, made a motion to close the meeting to the public; seconded by Mr. D'Ambrosio.

Next Meeting

Regular Meeting:
Tuesday, June 13, 2023, 7:00 P.M.
Adra Suchorsky Library
Passaic Valley High School
East Main Street
Little Falls, New Jersey