



**PASSAIC VALLEY  
REGIONAL HIGH SCHOOL**

**Regular Meeting of the Board of Education  
Tuesday, January 28, 2025**

**Agenda**

**Order of Business**

**Roll Call of Members**

**Pledge of Allegiance**

**Reading of Announcement**

**Public Notice**

In accordance with the provisions of the Open Public Meetings Act, the Board of Education of the Passaic Valley Regional High School District issued notice of this meeting on January 12, 2025, 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.

**President's Report**

**Acknowledgment of Correspondence To The Board Of Education**

**Approval of Minutes of Previous Meeting**

The minutes of the January 7, 2025 Reorganization & Regular and Executive meeting will be presented for review and approval.

**Report of the Superintendent**

- 2024 Audit Presentation – Robert Lerch

**Student Representatives Report**

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

**Regular Order of Business**

**Committee Reports**

**Attorney's Report**

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

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

**Old Business**

**New Business**

**Call For Members of The Public To Be Heard**

**Executive Session**

**Adjournment**

**Education Committee**

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

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

	Department	Teacher/ Advisor	Event	Date/Time/Location	Purpose
1	Spanish Club	Ropero/Arici	Valentine day selling Balloons, Chocolate & Candy	1/27/25-2/10/25 8:00-2:30pm items sold throughout the school/cafe	Raise funds for field trips & club celebration

**2. Approval / Professional Day Request**

The Superintendent recommends the approval of the following staff professional days:

Staff	Dates	Event/Destination	Purpose	Cost
Shue	1/16/25 (Retroactively)	Marymount Manhattan College	To learn about the college buyout by Northeastern	N/A
S. Iobst	5/7/25	College of NJ	Explore how AI may be used as an education tool	\$225.00 Registration fee (Title II funds will be used)
Morris	3/6/25-3/7/25	ASAP NJ Annual Conference	SAC specific workshops, keynote presentations, networking with treatment providers	\$300.00 Registration fee \$147.87 Housing & 54.05 State Mileage Reimb
Morris	1/31/25 Half Day PM	Passaic County SAC Wellness Breakfast	Gen Pych presentation on wellness activities	N/A

**3. Approval / Home Instruction**

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

ID	Date On	Probable Duration	Instructor or Program
20378	12/09/2024	8 weeks (Revised Retro)	Google Suite
938570	1/8/25	1 weeks (Retro)	Learn Well
33900	1/6/25	8 weeks (Retro)	Aspire

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**4. Approval / Field Trip**

The Superintendent recommends the approval of the following field trips:

Department	Teacher/ Advisor	Event	Date/Time/Location	Purpose	Cost to BOE / Student
Spanish IV Honors	Arici/Ropero	Traditional Spanish dance class and meal	2/24/25 9:30am-2:00pm Arthur Murray Dance Studio/Noches de Colombia,365 Bloomfield Ave, Montclair, NJ	Learn a traditional Spanish dance and enjoy a traditional meal in alignment with their unit on Colombian culture	Approx. \$40/student plus 2 - Subs 1 - PV Bus
Italian Club	Napolitano/Zulic	Activate/American Dream Mall	4/7/25 8:15am-12:45pm American Dream Mall, 1 American Dream Way, E. Rutherford, NJ	Team-building, SEL, collaborative learning	\$25/student plus 2 - Subs 1 - PV Bus

**5. Approval / 2024-2025 Substitute Teachers**

The Superintendent recommends the approval of Mr. Edward Levash substitute teacher at the per diem substitute rate for the 2024-2025 school year, Effective 1/29/25. Required documentation on file.

**6. Approval / Part Time Paraprofessionals / Bus Aides**

The Superintendent recommends the approval of the following part time ABA/PVRHS Paraprofessional position/Bus Aide, for the 2024-2025 school year, at \$23.00 per hour, not to exceed 29.5 hours per week, pending paperwork and background check.

- Ms. Emma Wurch
- Ms. Alexis Dantonio
- Mr. Matthew Conforti
- Ms. Shaye Merwede

**7. Approval / 2024-2025 Out of District Contract(s)**

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

	Student ID	Location	Cost
1	938100	Banyan High School 471 main Street Little Falls, NJ	\$77,927.64 Tuition (Prorated to reflect January 14 start date) Total Cost 38,004.12
2	34516	Windsor Prep High School 60 west Midland Ave. Paramus 07652	\$53,192 Tuition (Prorated to reflect January 27 start date) Total Cost 29,255.10

**8. Approval / 2024-2025 NJSLA Portfolio Saturday Classes Stipend Positions**

The Superintendent recommends approval of the following NJSLA Portfolio Saturday Classes positions for the 2024-20245 school year. Compensation \$1,500.00 per person paid through ESSA Title I. Title 1 Account# 100-100 at \$7,500.00.

- ELA Ana Radice
- ELA Julio Sanchez
- Math Lindita Kurtishi
- Math Arianna Robeson
- Math Brad Ottino

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**9. Approval / 2025-2026 Academic Calendar**

The Superintendent recommends the Board of Education approve the 2025-2026 academic calendar. Att E-1

**10. Approval / In School Event**

The Superintendent recommends the approval of NJ Sharing Network to present the "You Have the Power to Save Lives" program to students in grades 10-12 on 2/26/25 and 2/27/25. This presentation supports the NJSLC Comprehensive Health and Physical Education requirement for organ and tissue donation education (NJSA 18A:7F-4.3.)

**Finance Committee**

**1. Approval of Monthly Bill List – January 2025**

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>
01/29/25	Pending	\$1,171,843.55

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.

**2. Acceptance of the Board Secretary’s Report, Cash Reconciler’s Cash Report and the Board Secretary’s Certification of Funds for the Month of November 2024**

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, 2024 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, 2024; 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.

**3. Approval of Line-Item Budget Transfers – November 2024**

The Superintendent, in consultation with the School Business Administrator, recommends the Board approve the following line item transfers to include administrative cost budget transfers for the month of November 2024 as presented. (See Attachment F-3)

**4. Acceptance of Financial Status Report – November 2024**

The Superintendent, in consultation with the School Business Administrator recommends the Board accept the Financial Status Report for the month of November 2024, as presented. (See Attachment F-4)

**5. Acceptance of Revenue Report – November 2024**

The Superintendent, in consultation with the School Business Administrator, recommends the Board accept the Revenue Report for the month of November 2024, as presented. (See Attachment F-5)

**6. Approval of Payment of Cafeteria Invoices**

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

<b>Vendor</b>	<b>Description</b>	<b>Check #</b>	<b>Amount</b>
Pomptonian	Inv#671010325	1464	\$ 13,993.51
Pomptonian	Inv#671011025	1465	\$ 13,529.81
Solution Tek	Refrigerator Repairs	1466	\$ 1,062.51
Solution Tek	Walk-In Freezer Door Repair	1467	\$ 297.00
Solution Tek	Freezer Door Repairs	1468	\$ 260.23

**7. Discussion of 2024 Fiscal Year End Audit, Acceptance of Said Audit & Approval of the 2024 Fiscal Year End Corrective Action Plan**

WHEREAS The Board of Education of the Passaic County Regional High School District (the Board) caused an annual audit of the district’s accounts and financial transactions to be conducted by a public-school accountant for the 2023-2024 fiscal year pursuant to NJSA 18A:23; and

WHEREAS said “Annual Comprehensive Financial Report” and “Auditor’s Management Report” for the fiscal year ending June 30, 2025, will be filed in duplicate with the Office of the Commissioner NJSA 18A:23-3; and

WHEREAS a presentation of the audit with discussion of the district’s fiscal status, audit findings and recommendations were made to the Board and public by the School Business Administrator at the board meeting of January 28, 2025; and

WHEREAS the presentation allowed for a public discussion of the audit results including the district’s overall financial position, reserved, unreserved and excess surplus fund balances, and the two (2) audit recommendations, at the board meeting of January 28, 2025; and

WHEREAS the synopsis of the ACFR was available to the public at the January 28, 2025, board meeting with copies of the synopsis available at the offices of the school business administrator upon request; and

WHEREAS a Corrective Action Plan is presented in this resolution addressing each of the two (2) audit recommendations presented in the Auditor’s Management Report in response to their recommendations; and

NOW THEREFORE BE IT RESOLVED that The Board of Education of the Passaic Valley Regional High School District accepted the June 30, 2024, audit and approved the Corrective Action Plan for the fiscal year ending June 30, 2024; and

BE IT FURTHER RESOLVED that the Board hereby incorporates the Synopsis of the Audit with each specific audit recommendation and the resulting Corrective Action Plan as part of the minutes of this meeting of January 28, 2025, and notes public discussion of same for the minutes; and

BE IT FURTHER RESOLVED that the school business administrator uploaded to the NJ Homeroom CAFR Repository the Annual Comprehensive Financial Report (ACFR), Auditors Management Report (AMR), Peer Review (PR), and will upload the Corrective Action Plan (CAP), and certified board minutes adopting the above items; and

BE IT FURTHER RESOLVED in accordance with the directive from the Department of Education, listed below are the audit recommendations and the corrective actions:

I. Administrative Practices and Procedures  
There are none.

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

1. The District make continued efforts to collect 100% of the tax levy due from the local government agency.

Corrective Action

The Business Administrator will work with the three municipalities to collect the tax levy due on a monthly basis.

It is recommended that:

2. The Treasurer should reconcile cash records with the reconciled bank statements and the cash records of the Board Secretary.

Corrective Action

The Business Administrator will work with the Treasurer to reconcile cash records with bank statements and the Board Secretary Report on a monthly basis.

III. School Purchasing Program  
There are none.

IV. School Food Services  
There are none.

V. Student Body Activities  
There are none.

VI. Scholarship Fund  
There are none.

VII. Application for State School Aid  
There are none.

VIII. Pupil Transportation  
There are none.

IX. Facilities and Capital Assets  
There are none.

**Status of Prior Years' Audit Findings/Recommendations**

A review was performed of all prior years' recommendations and corrective action was taken on all.



**8. Approval / Northern Region Educational Services Commission for 2024-2025 School Year Transportation**

The Superintendent, in consultation with the School Business Administrator, recommends approval to enter into the agreements with the Northern Region Educational Services Commission for transportation for the 2024-2025 school year as follows: These funds will be paid through the Title I carry-over amendment.

<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>
3688	Wallington HS/Mem School	Move Me Trans	1	\$15,062.50.00 + \$903.75	12/2/24 – 6/18/25

**9. Approval / PERC Arbitrator Agreement**

The Superintendent, in consultation with the School Business Administrator, recommends the Board accept the decision of the PERC Arbitrator in the matter of docket# AR-2024-583 and abide by the relief provided therein.

**Operations Committee**

**1. Approval / Use of Facilities**

The Superintendent in consultation with the School Business Administrator recommends 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	Little Falls Rec Dept Heroes in Training PreK-2 <sup>nd</sup> Graders	April 6,13,27 May 4 & 18 June 1 9:00am – 10:00am	Track & Turf	Security staff at school
2	Passaic Valley Education Foundation (The Doo-Wop Project)	March 30, 2025 9:00am-6:00pm	Auditorium	PVEF will reimburse the district for additional security & custodial staff

**2. Approval / Music Video Use of Facilities**

The Superintendent, in consultation with the School Business Administrator, recommends the approval of bergenPAC to produce a music video on the issue of cyber safety and the dangers of online exploitation, "Eyes Wide Open." The music video will film on February 1, 2025, from 12:00 P.M. – 7:00 P.M. The bergenPAC will seek access to the following areas: Hallway, Classroom, cafeteria, and Football Field. Students in the school district will be asked to participate, media release form will be kept on file. bergenPAC must file proof of insurance with Passaic Valley Regional High School before their designated event commences. The bergenPAC will reimburse the school district for additional custodial or security staff.

**3. Appointment / Confidential Administrative Assistant to the Superintendent**

The Superintendent, and the School Business Administrator, recommends the appointment of Ms. Mary DeNude as the confidential Administrative Assistant to the Superintendent effective January 29, 2025. Ms. DeNude will be compensated at the non-union salary of \$51,090.00, pro-rated.

**4. Approval / Brooke Lucas, Full Time Administrative Assistant**

The Superintendent, in consultation with the School Business Administrator, recommends approval of Ms. Brooke Lucas as a full-time administrative assistant for the 2024-2025 school year. Start date on or about February 3, 2025. Salary prorated Step 1 \$42,235.00. Ms. Lucas's employment is contingent on a successful criminal history review, receipt of Sexual Misconduct forms and TB test.

**5. Approval / Drew Smith, Custodian Retirement**

The Superintendent in consultation with the School Business Administrator recommends the Board of Education accept and approve the retirement of Mr. Drew Smith, Custodian. Last day of employment February 28, 2025.

**Athletics and Students Activities Committee**

**1. Approval / Joseph Benvenuti to attend the 2025 DAANJ Conference.**

The Superintendent recommends approval for Mr. Joseph Benvenuti, Director of Athletics, to attend the Annual DAANJ Annual Conference at Hard Rock Casino, Atlantic City, NJ on March 11-14, 2025. Registration Fee: \$450; travel fees, lodging, mileage, meals and fees.

**2. Approval / Joseph Benvenuti to attend the 2025 Florida Baseball Trip as PVHS Administrator**

The Superintendent recommends approval for Mr. Joseph Benvenuti, Director of Athletics, to attend the PVHS Florida Baseball Trip March 19-23, 2025. travel fees, lodging, mileage, meals, and fees reimbursed by Passaic Valley HS at a cost not to exceed \$1,800.00 in accordance with Board Policies and Regulations.

**3. Approval / Attend NJSIAA Wrestling Tournament in Atlantic City March 5 to March 8, 2025**

WHEREAS, the Athletic Director and the PVRHS Wrestling Coach wish to have multiple students that qualify and three coaches from the wrestling team participate in the NJSIAA INDIVIDUAL WRESTLING TOURNAMENT being held in Atlantic City on March 5<sup>th</sup> to March 8<sup>th</sup> , 2025.

WHEREAS, the district's three wrestling team coaches, Athletic Director and Superintendent will all be attending the trip due to the fact that each student may be participating in a match all at the same time and would require at least one coach to participate at each mat according to NJSIAA/NHSCA rule and for school district administrative supervision; and

WHEREAS, the travel to and from this event will be made by means of five PVRHS teachers/coaches/administrative personal vehicles (J. Wassel, A. Greco, D. Carfagno, J. Benvenuti, B. Healy); and

WHEREAS, the cost of this event is estimated at:

Travel cost	\$ 490.00
Hotel costs	\$3,200.00
Meal cost	\$1,800.00

WHEREAS, the total cost of the trip will not exceed \$5,800.00;

WHEREAS, this trip will be in accordance with Board Policy 2431 – Athletic Competition; Board regulation 2431.1 – Emergency procedures for Athletic Practices and Competition; Board regulation 2431.2 – Medical Examination to Determine Fitness for Participation in Athletics; and Board Policy and Regulation 2431.4 Concussions and Head Injuries;

NOW THEREFORE BE IT RESOLVED, that the Passaic Valley Regional High School District, upon the recommendation of the Superintendent, approve the qualifying student athletes and the three wrestling team coaches to attend NJSIAA INDIVIDUAL WRESTLING TOURNAMENT in Atlantic City, leaving Wednesday evening March 5, 2025 and returning Sunday morning, March 8, 2025 at a cost not to exceed \$5,800.00 in accordance with Board Policies and Regulations.

**4. Approval / Rescind & Appointment - Sound Designer**

The Superintendent in consultation with the School Business Administrator recommends rescinding the appointment of Mike Yesenosky as the Sound Designer for the Dance Showcase and appoint Michael DeLuccia. Pay rate: 1 day at \$300 per day.

**5. Approval / Rescind & Appointment - Sound Designer**

The Superintendent recommends in consultation with the School Business Administrator rescinding the appointment of Mike Yesenosky as the Sound Designer for the Spring Musical and appoint Joseph Morabito. Pay rate: \$1,500.00.

**6. Approval / Coaching Resignation**

The Superintendent in consultation with the School Business Administrator, recommends the approval of the resignation of Ms. Kathy Hill, Assistant Girls Soccer Coach.

**7. Approval / Volunteer Coach**

The Superintendent in consultation with the School Business Administrator, recommends the approval of the current Passaic Valley HS Substitute Teacher, Mr. Glenn Smith, as a volunteer baseball coach for the Spring 2025 season.

**8. Approval / Rescind & Appointment – Club Stipend**

The Superintendent recommends in consultation with the School Business Administrator rescinding the environmental club appointment and stipend for Randall Sanders and approve Rebecca Morales for the club appointment and stipend.

**Next Meeting**

Regular Meeting:  
Tuesday, February 25, 2025, 7:00 PM  
Adra Suchorsky Library  
Passaic Valley High School  
East Main Street  
Little Falls, New Jersey 07424