

**Passaic Valley Regional High School  
District**

*Minutes*

**Regular Meeting of the Board of Education  
Tuesday, March 19, 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  
Tuesday, March 19, 2024**

The minutes for the regular meeting of the Passaic Valley Regional High School District in the County of Passaic on Tuesday, March 19, 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 – Absent

Mr. Damiano - Yes

Mr. D’Angelo – Absent

Mr. DeLuca - Absent

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 10, 2024, by having the date, time and location of the meeting posted on the bulletin board of Passaic Valley Regional High School and sent to The North Jersey Herald News and The Record. Notice was also filed with the Township Clerk of Little Falls, the Borough Clerk of Totowa, and the Business Administrator of Woodland Park and sent to those persons requesting that such notice be mailed to them.

**IV. President’s Report**

None.

**V. Acknowledgment of Correspondence To The Board of Education**

Mr. Monahan read correspondence from former custodian Anthony Galietti acknowledging and thanking the members of Board of Education, Dr. Healy, Mr. Monahan and Mr. Gaita for his time working at Passaic Valley.

**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 February 27, 2024.

Mr. Demarco made a motion to approve the Minutes for the Regular meeting of the Board on February 27, 2024; seconded by Mr. Casasnovas.

Roll Call:

Ms. Brigati – Yes

Mr. Casasnovas – Yes

Dr. Cathcart – Yes

Mr. D’Ambrosio – Absent

Dr. Varcadipane -Yes

Mr. Damiano - Yes

Mr. D’Angelo – Absent

Mr. DeLuca – Absent

Mr. DeMarco - Yes

**VII. Report of the Superintendent**

Dr. Healy stated that Girls’ Show was spectacular and that the teams did an outstanding job. He also thanked all the advisors and said it’s great that we still have this tradition.

Dr. Healy mentioned that PV’s first ever Dance Showcase will be tomorrow at 7:00 PM. He thanked the Board for their support of the dance program. He stated that the classes are so popular the students are waitlisted, and the program is a great elective addition.

Dr. Healy stated that the Spring concert will be Thursday night at 7:00 PM in the auditorium. Both the band and the choir will be performing.

Dr. Healy wished good luck to our Spring sports teams. He mentioned that the teams all look to be very competitive this year.

**VIII. Student Representatives Report**

None.

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

Dr. Varcadipane started a discussion to not drop the second call for members of the public to be heard. The Board agreed.

**X. Education Committee**

**1. Report of HIB**

The Superintendent reported and requested approval of the following HIB investigation(s):

<b>Incident #</b>	<b>Location</b>	<b>Determination</b>
2324-18	Classroom/Outside school	Not HIB
2324-19	Cafeteria	Not HIB
2324-20	Cafeteria	Not HIB
2324-21	Locker room	Not HIB

**2. Approval / February 2024 Suspensions**

The Superintendent reported and requested approval of suspensions for February 2024.

**3. Approval/ Field Trip(s)**

The Superintendent recommended approval of the for the following field trip(s):

<b>Department</b>	<b>Teacher/ Advisor</b>	<b>Event</b>	<b>Date/Time/Location</b>	<b>Purpose</b>
1 Sports & American Society	DeSalvo	Metlife Stadium-Jets Business Day	Apr 16, 2024/ 8:00am-2:35pm/ MetLife Stadium, Rutherford, NJ	Learn about jobs and opportunities within a professional sports organization. Approx 15 students, 2 staff Cost to BOE: 2 substitutes
2 Spanish III	Trejo	Show and lunch	Apr 14, 2024/ 9:00am-2:30pm/ Felician University Lodi; Rumba Cubana, Guttenberg	Support of curriculum. Approx 45 students, 4 staff Cost to BOE: 4 substitutes
3 STEM	Kurtishi	STEM Exploration	May 15, 2024/ 8:00am-2:00pm Sloomoo Institute, NY	STEM exploration 2 staff Cost to BOE 2 substitutes
4 Honors Portfolio& Painting	Ingraham & Chelel	High Line Sculpture Garden	May 30, 2024/ 8:00am-1:30pm/ The High Line, NY	Observational sketching program in preparation for final exam. Approx 22 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>
20593	3/4/24	Silvergate prep
32448	3/5/24	Aspire
20455	3/18/24	Pam Kole
2002332	3/18/24	Ana Radice

**Education Committee**

**5. Approval / 2023-2024 Substitute Teacher(s)**

The Superintendent recommended the approval of the following substitute teacher(s) at the per diem substitute rate for the 2023-2024 school year. Start date pending receipt of issued substitute certificate, criminal history and tb test.

- Julia Pellicane

**6. Approval / Professional Day**

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

Staff	Dates	Event/Destination	Purpose	Cost
Czepiel	Mar 15, 2025 (retroactive)	Journeys of Inclusion/ Kean University	Attend workshops and panel discussions to inspire today's inclusive classrooms.	Substitute teacher
Radice	Apr 18, 2024	Understanding Dyslexia seminar/ Zoom interactive webinar	To help identify understand, and treat and prepare accommodations	Fee: \$99.00

**7. Approval / Fundraisers**

The Superintendent recommended approval of the following fundraisers:

	Department	Teacher/ Advisor	Event	Date/Time/Location	Purpose
1	ABA/PV	Victoria Hunt	Autism Walk	Apr 14, 2024/ 9am-12pm / Track	Raise funds for ABA program – trips, dances, technology devices
2	Class 2024	Francis/ Van Ess	Can Shake	Apr 13, 2024/ Shop Rite Little Falls	Raise funds for prom
3	Dance Program	McMahon	Candy/ Refreshment Sale	Mar 20, 2024/ PV center hall during the showcase	Raise funds for PV dance program
4	Softball	Hill	Snap Raise	March 27, 2024/ Online	Raise funds for end of year gifts, dinner
5	Track & Field	Getz	Snack sale	May 3, 2024/ PV Snack Stand	Raise funds for senior gifts and dinner

**8. Approval / February Student Attendance**

The Superintendent recommended approval of the February 2024 student attendance.

Possible number of days school has been open	18.00
Possible number of days attendance	19,026.00
Days absent	779.00
Percent of attendance	95.9%
Average daily Enrollment	1,057.00

### **Education Committee**

- 9. Approval / Glenn Smith, Part Time PV Paraprofessional**  
The Superintendent recommended approval of Glenn Smith as a PV Paraprofessional and Bus Aide starting on or about March 18, 2024 through the remainder of the 2023-2024 school year. *Start date pending receipt of criminal history*; not to exceed 29 hours, \$20.00/hour, no benefits.
- 10. Approval / Tania Mercado, Part Time PV ABA Paraprofessional**  
The Superintendent recommended approval of Tania Mercado as a PV ABA Paraprofessional and Bus Aide starting on or about March 18, 2024 through the remainder of the 2023-2024 school year. *Start date pending receipt of criminal history*; not to exceed 29 hours, \$23.00/hour, no benefits.
- 11. Approval / Termination from Employment**  
The Superintendent recommended the approval of the termination of Noah Abdul-Hakeem, PV ABA Paraprofessional. Last day of employment 3/05/2024.
- 12. Approval / Sebastian Canizzo , PV ABA Paraprofessional Resignation**  
The Superintendent recommended the approval of the resignation of Sebastian Canizzo, PV ABA Paraprofessional. Last day of employment 3/19/2024.
- 13. Approval /Summer ESY Hours**  
The Superintendent recommended the approval of the ABA programs ESY hours Monday through Thursday, 8:30am to 1:30pm June 24, 2024, through August 1, 2024 (Closed July 4th).
- 14. Approval /2023-2024 ESEA Amendment**  
The Superintendent recommended the approval of the Submission of 23-24 ESEA Amendment. Approved by NJDOE OGM 3/11/24.
- 15. Approval /2024-2025 SAT at PV Dates**  
The Superintendent recommended the approval to administer the College Board SAT at Passaic Valley on Saturday, October 5, 2024, and Saturday March 8, 2025, from 7:30am-1:30pm. The dates are set by College Board.

Mr. Casanovas made a motion to approve Education items 1-15; seconded by Mr. DeMarco.

Roll Call:

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

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

**XI. Finance Committee**

**16. Approval of Monthly Bill List – March**

WHEREAS, N.J.S.A. 18A:19, Expenditure of Funds; Audit and Payment of Claims, provides Board of Education to make payments on claims for goods received and services rendered payable to the order of the person entitled to receive the amount after approval by the Board; or in accordance with payrolls duly certified; or debt service or when provided by resolution approval by a person designated by the Board, and

WHEREAS, the following bill lists are drawn from the Authorization checking account and is being presented to the Board with the recommendation that it be paid:

<u>Date</u>	<u>Check Numbers</u>	<u>Total Amount</u>
03/20/24	Pending	\$ 1,173,723.46

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.

**17. Approval of Adoption and Submission of 2024-2025 Tentative School Budget to the Executive County Superintendent of Schools**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board adopt and submit the 2024-2025 tentative School Budget.

BE IT RESOLVED that the tentative budget be approved for the 2024-2025 School Year using the 2024-2025 State Aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
<b>2024-2025 Total Expenditures</b>	36,866,212	577,038	623,018	38,066,268
<b>Less: Anticipated Revenues</b>	7,861,031	577,038	211,826	8,649,895
<b>Taxes to be Raised</b>	29,005,181	0	411,192	29,416,373

And to advertise said tentative budget in the North Jersey Herald News in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED that a public hearing be held in the Adra Suchorsky Library of the Passaic Valley Regional High School, located on East Main Street, Little Falls, New Jersey on April 30, 2024 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2024-2025 School Year.

**18. Approval of Maximum Travel & Expense Reimbursement**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the following approval for travel and expense reimbursement.

WHEREAS the Passaic Valley Regional High School District Policy # 6471 and NJAC 6A:23B-1.2 (b) provided that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2023-2024 school year.

WHEREAS the Passaic Valley Regional High School District appropriated \$20,250.00 for travel during the 2023-2024 school year and has spent \$3,722.02 as of February 28, 2024.

NOW, THEREFORE BE IT RESOLVED that the Passaic Valley Regional High School Board of Education hereby established the school district travel maximum for the 2024-2025 school year at the sum of \$24,500.00; and

BE IT FURTHER RESOLVED that the school business administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

**19. Approval of Legal Costs**

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommended the Board approve and acknowledge the school district exceeds 130% of the statewide average for legal costs. The school district will implement internal controls for the reduction of costs or to provide evidence that such procedures would not result in a reduction of costs.

**20. Approval of Capital Reserve Withdrawal for the 2024-2025 Budget**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the following approval for Capital Reserve withdrawal for the 2024-2025 budget.

BE IT RESOLVED that included in the general fund appropriations, budget line 620 is a withdrawal from Capital Reserve – Other Capital Projects in the amount of \$720,000.00 for Other Capital Project costs which represents expenditures for construction elements or projects.

**21. Approval of Line-Item Budget Transfers – February 2024**

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 as of February 1, 2024, as presented.



**Finance Committee**

**22. 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>
Kathleen Kerwin	Lunch Balance Refund	1384	\$ 50.80
Pomptonian	Inv #671022924	1385	\$15,904.30

**23. Acceptance of Judicial Decision - OAL Dkt. No. 01309-22**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board accept the judicial decision for OAL Dkt, No. 01309-22 and authorize a retroactive payment to the employee.

Dr. Varcadipane made a motion to approve Finance items 16-23; seconded by Mr. DeMarco.

Roll Call:

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

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

**XII. Operations Committee**

**24. 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/Time</b>	<b>Facilities/ Area Request</b>	<b>Other</b>
1	PASCO	See Attached O-1	Turf Field	Revised dates
2	Evo LAX	See Attached O-1	Turf Field	Revised dates
3	PVBBA	Mar 30, 2024 11:00am	Cafeteria	Baseball kick off lunch
4	OpGrad 2024	Apr 14, 2024	Rear parking lot 9am-2:30pm	Need cones to designate drop off area
5	PV Youth Track	Thursdays 6-9pm	Track & lights	Scheduled with Getz & Benvenuti
6	PV Youth Track Scrimmages	Saturday afternoons TBD	Turf and track	Scheduled with Getz & Benvenuti
7	LF Rec track (k-2)	TBD 10:30am-12:30pm	Turf and track	Scheduled with Getz & Benvenuti
8	Passaic Valley Football Club	Sunday mornings (3/31, 4/7, 4/21, 4/28/5/12)8-10am	Turf	

**25. Approval / Emergency Exit Drills**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended authorization to conduct Emergency Exit Drills with First Student for all Passaic Valley High School bus routes. Also, to include Passaic Valley Busses and buses from various boards of education participating in the PV/ABA Program. Drills will be scheduled in accordance with NJAC:6:21-11.4 at dates in April to be determined based on weather conditions.

**26. Approval of Lightpath Service Agreement**

The Superintendent, in consultation with the School Business Administrator/Board Secretary and technology coordinator recommended the approval of the 2024-2027 service agreement with Lightpath Inc. for dedicated internet access – 2Gb at a cost of \$2,350.39 per month. ESCNJ 23/24-19

### **Operations Committee**

**27. Approval of Energy Auction / Transparent Energy**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the following approval of an energy auction through Transparent Energy.

WHEREAS, the NJ Department of Community Affairs, Division of Local Government Services, permits public schools to purchase energy supplies through online bidding/reverse auction programs approved by the Division.

WHEREAS, Premiere Energy Auctions D/B/A Transparent Energy is an approved program.

WHEREAS, an online reverse auction conducted by Transparent Energy will be held on March 19, 2024 to provide natural gas supply for an 25 month term for the properties owned and operated by the Passaic Valley High School Board of Education.

THEREFORE, BE IT RESOLVED, the Passaic Valley High School Board of Education awards contract to the lowest responsible bidder, with All-In Fixed pricing not to exceed \$0.7800/therm for Natural Gas Supply. The contracted term for Natural Gas will be for a length of 25 Months.

**28. Approval / Robert Davenport, Custodian Retirement**

The Superintendent recommended the Board of Education accept and approve the retirement of Mr. Robert Davenport, Custodian. Last day of employment May 31, 2024.

**29. Approval Employee #4721 Leave of Absence**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommended the Board approve a 6 month leave of absence without pay for employee #4721 as of March 14, 2024. Employee pays full cost of insurance to the district.

Mr. Damiano made a motion to approve Operations items 24-29; seconded by Mr. DeMarco.

Roll Call:

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

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

### **XIII. Policy Committee**

#### **30. First Reading / New and or Revised Policies and Regulations**

The Superintendent recommended a first reading of the following policies and regulations:

- P 1140 Educational Equity Policies/Affirmative Action (M) (Revised)
- P 1523 Comprehensive Equity Plan (M) (Revised)
- P 1530 Equal Employment Opportunities (M) (Revised)
- R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
- P 1550 Equal Employment/Anti-Discrimination Practices (M) (Revised)
- R 2200 Curriculum Content (M) (Revised)
- P 2260 Equity in School and Classroom Practices (M) (Revised)
- R 2260 Equity in School and Classroom Practices Complaint Procedure (M) (Revised)
  
- P 2411 Guidance Counseling (M) (Revised)
- P 3211 Code of Ethics (Revised)
- R 5440 Honoring Student Achievement (Revised)
- P 5570 Sportsmanship (Revised)
- P 5750 Equitable Educational Opportunity (M) (Revised)
- P 5755 Equity in Educational Programs and Services (M) (Abolished)
- P 5841 Secret Societies (Revised)
- P 5842 Equal Access of Student Organizations (Revised)
- P 7610 Vandalism (Revised)
- R 7610 Vandalism (Revised)
- P 9323 Notification of Juvenile Offender Case Disposition (Revised)
- P 2423 Bilingual Education (M) (Revised)
- R 2423 Bilingual Education (M) (Revised)
- P 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)
- R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)

Dr. Cathcart made a motion to approve Policy item 30; seconded by Mr. DeMarco.

Roll Call:

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

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

#### **XIV. Committee Reports**

Dr. Varcadipane reported that the Finance Committee met regarding details of the budget. Budget will be submitted to the county office for approval and advertising. Budget is within the 2% tax levy cap.

Mr. Monahan spoke about 2 projects budgeted using Capital Reserve monies. One will be bathrooms renovations and the other will be actuators replacement in the heating units.

Mr. Monahan said the public hearing on the budget will be held on April 30.

#### **Attorney's Report**

Mr. Reddin had 2 legal updates in Executive Session

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

None.

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

None.

#### **Old Business**

Mr. Casasnovas thanked all involved in Girls' Show. The PVTV crew did an amazing job.

Dr. Varcadipane thanked the current administration for getting the Girls' Show broadcasting back in house after several years of paying an outside vendor.

Ms. Brigati agreed and stated that the students were very professional.

#### **New Business**

Mr. Damiano asked if there were any trade classes offered. Dr. Healy stated we currently offer engineering, culinary and PVTV Broadcasting. He also stated that we are looking into adding business classes after receiving over 200 requests from students.

Dr. Healy mentioned that all the plaques in the school's vestibule have been updated.

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

None.

**XV. Executive Session**

Mr. Monahan stated that there were 2 legal and 1 Personnel issue to be discussed in Executive Session which should take approximately 15 minutes.

Roll Call:

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

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

**XVI. Return From Executive Session**

Roll Call:

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

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

Ms. Brigati said no votes were taken.

**XVIII. ADJOURNMENT**

Mr. DeMarco made a motion to adjourn; seconded by Dr. Varcadipane.

Respectfully submitted,



Colin Monahan

**Next Meeting**

Regular Meeting:  
Tuesday, April 30, 2024, 7:00 PM  
Adra Suchorsky Library  
Passaic Valley High School  
East Main Street  
Little Falls, New Jersey 07424