

**Passaic Valley Regional High School
District #1**

AGENDA

**Regular Meeting of the Board of Education
Tuesday, February 26, 2019**

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 #1 issued notice of this meeting on January 8, 2019; and issued a revised notice on January 30, 2019, 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.

PRESIDENT'S REPORT

ACKNOWLEDGMENT OF CORRESPONDENCE TO THE BOARD OF EDUCATION

REPORT OF THE SUPERINTENDENT

- NJ SBA Presentation – QSAC & Superintendents Evaluation

STUDENT REPRESENTATIVES TO THE BOARD OF EDUCATION

CALL FOR MEMBERS OF THE PUBLIC TO BE HEARD

Education Committee

1. Report of HIB

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

Incident #	Location	Consequences	Intervention	Other Action	Determination
1819-012	Classroom	None	None	None	Not HIB

2. Report of Suspensions – January 23, 2019 through February 22, 2019

Suspension	Grade	Date	Reason	Days/Return
S115-1819	12	1/24/19	Vaping/Smoking/Tobacco Possession	1/Jan 25,2019
S116-1819	10	1/23/19	Disrespect to Staff	Pending
S117-1819	12	2/8/19	Lates	1/Feb 11,2019
S118-1819	12	2/8/19	Lates	1/Feb 11,2019
S119-1819	11	2/11/19	Lates	1/Feb 12,2019
S120-1819	11	2/8/19	Other	2/Feb 12,2019
S121-1819	11	2/18/19	Disrespect to Staff	2/Feb 13,2019
S122-1819	11	2/11/19	Insubordination	2/Feb 12,2019
S123-1819	11	2/11/19	Inappropriate language to staff	1/Feb 12,2019
S124-1819	9	2/13/19	Fight	3/Feb 20, 2019
S125-1819	9	2/13/19	Fight	3/Feb 20, 2019
S126-1819	12	2/13/19	Disrespect to Staff	3/Feb 21,2019
S127-1819	11	2/14/19	Disrespect to Staff	1/Feb 20,2019
S128-1819	10	2/14/19	Disrespect to Staff	1/Feb 20,2019
S129-1819	12	2/14/19	Cut 20 minute lunch	1/Feb 20,2019

3. Approval / Home Instruction

The Superintendent recommends approval of the following Home Instruction:

Home Instruction ID	Grade	Location
hi37-1819	10	Woodland Park
hi38-1819	10	Totowa
hi39-1819	11	Woodland Park
hi40-1819	10	Totowa

4. Approval / MOA Between Education and Law Enforcement Officials

The Superintendent recommends approval of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials; 2019 Revisions.

Education Committee

5. Approval / Field Trips

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

	Group/Class	Faculty	Destination	Location / Dates	Reason
1	Music Dept	DeLuccia	Hershey Park – Music in the Parks	May18-19, 2019/ Hershey PA	Students perform and be assessed by professionals. This trip is to replace cancelled Boston trip. Approx 35students + 2 staff Cost to BOE: 2 Subs

6. Approval / Montclair Partnership with PVHS

The Superintendent recommends approval of the *Options for Advanced Academic Achievement* Montclair State University’s Secondary Academic Partnership program agreement with Passaic Valley Regional High School; course Intro to Communication and Media Arts (3 credits); 2019-2020 school year.

7. Approval / NJASA Women’s Leadership Conference Overnight

The Superintendent presents for approval an overnight stay (1 night) to attend NJASA Women’s Leadership Conference (approved conference) March 14, 2019. NJDOE approved overnight waiver.

8. Approval / PVHS “Say Something Day” Proclamation

Whereas, when it comes to violence, suicide and threats, most are known by at least one other individual before the incident occurs; and

Whereas, 80% of school shooters told someone of their violent plans prior to the event. 7 out of 10 people who complete suicide told someone of their plans or gave some type of warning or indication; and

Whereas, *Say Something* teaches students in Middle and High School how to look for warning signs, signals and threats, especially in social media, from individuals who may want to hurt themselves or others and to “say something” to a trusted adult to get them help.

Whereas, *Say Something* will benefit young people, educators, administrators, community-based organizations, parents, and caretakers by building a culture of looking out for one another; and

Whereas, by reporting possible threats of violence when someone sees, reads, or hears something, entire communities will become safer and lives will be saved; and
 Whereas, Sandy Hook Promise, a national, non-profit organization led by family members whose loved ones were killed in the tragic mass shooting at Sandy Hook Elementary School on December 14, 2012 supports sensible solutions that protect

Education Committee

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children and prevent gun violence by bringing individuals and communities together, to look out for and care for one another; and

Whereas, Sandy Hook Promise's *Say Something* Program, is being celebrated as part of National *Say Something* Week, February 25 - March 1, 2019 at *Passaic Valley Regional High School*; and

Whereas, through *Say Something*, young people will see a positive change for everyone and save lives by looking out for one another.

Therefore, we, *the elected officials of the Passaic Valley Regional High School Board of Education in Little Falls, New Jersey*, do recognize and commemorate the importance of this program and hereby proclaim *February 27, 2019* to be *Say Something Day* at *Passaic Valley Regional High School in Little Falls, New Jersey* and encourage all our citizens to recognize *Say Something's* significance.

Finance Committee

1. Approval of Monthly Bill List - February

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

WHERAS, 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>
2/27/19	Pending	\$ 661,082.79

WHERAS, each claim or demand has been fully itemize, 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 June 2018 – Revised Year End Audit Adjusted

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 revised year-end audit adjusted Board Secretary’s Report and the Cash Reconciler’s Cash report for the month ending June 30, 2018 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 revised year-end audit adjusted Board Secretary’s Report and the Cash Reconciler’s Cash report for the month ending June 30, 2018; and BE IT FURTHER RESOLVED, that the Board Secretary and the Board of Education certifies that no budgetary line item account has been over expended and that there are sufficient funds available to meet the District’s financial obligation.

Finance Committee

3. Acceptance of the Board Secretary’s Report, Cash Reconciler’s Cash Report and the Board Secretary’s Certification of Funds for the Month of January 2019

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-3) are the Board Secretary’s Report and the Cash Reconciler’s Cash report for the month ending January 31, 2019 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 January 31, 2019; and BE IT FURTHER RESOLVED, that the Board Secretary and the Board of Education certifies that no budgetary line item account has been overexpended and that there are sufficient funds available to meet the District’s financial obligation.

4. Approval of Payment of Cafeteria Invoices

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

<u>Vendor</u>	<u>Description</u>	<u>Check #</u>	<u>Amount</u>
Pomptonian	Invoice #671-020819	5133	\$ 31,405.39
Pomptonian	Invoice #671-021519	5134	\$ 6,091.59

5. Approval of Line Item Budget Transfers – January 2019

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following line item transfers to include administrative cost budget transfers for the month of January 2019 as presented. (See Attachment F-4)

6. Acceptance of Financial Status Report – January 2019

The Superintendent, in consultation with the School Business Administrator/Board secretary recommends the Board accept the Financial Status Report for the month of January 2019, as presented. (See Attachment F-5)

7. Acceptance of Revenue Report – January 2019

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of January 2019, as presented. (See Attachment F-6)

Finance Committee

8. Approval of Request for Proposal – Food Service Management Company

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the Request for Proposals (RFP's) for a Food Service Management Company for the 2019-2020 school year.

9. Discussion of 2018 Fiscal Year End Audit, Acceptance of Said Audit & Approval of the 2018 Fiscal Year End Corrective Action Plan

WHEREAS, The Board of Education of the Passaic County Regional High School District #1 (the Board) caused an annual audit of the district's accounts and financial transactions to be conducted by a public school accountant for the 2017-2018 fiscal year pursuant to NJSA 18A:23; and

WHEREAS, said "Comprehensive Annual Financial Report" and "Auditor's Management Report" for the fiscal year ended June 30, 2018, were filed in duplicate with the Office of the Commissioner on February 7, 2019, pursuant to NJSA 18A:23-3; and

WHEREAS, a presentation of the audit with discussion of the district's fiscal status, audit findings and recommendations was made to the Board and public by the School Business Administrator at the Board Meeting of February 26, 2019; 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 four (4) audit findings and recommendations, at the Regular Board Meeting of February 26, 2019; and

WHEREAS, the synopsis of the CAFR was available to the public at the February 26, 2019 board meeting with copies of the synopsis available at the offices of the School Business Administrator upon request; and

WHEREAS, a Corrective Action Plan has been drafted and disseminated to the board and appropriate parties by the School Business Administrator addressing each of the four (4) 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 County Regional High School District #1 accepts the June 30, 2018 audit and approves the Corrective Action Plan for the fiscal year ending June 30, 2018; 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 February 26, 2019, and notes public discussion of same for the minutes; and

Finance Committee

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BE IT FURTHER RESOLVED, that the School Business Administrator be directed to forward to the Executive County Superintendent the minutes together with two copies of the CAFR Synopsis, two copies of the Corrective Action Plan, 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 findings and the corrective action of each audit recommendation:

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

It is recommended that:

1. Internal controls be enhanced to prevent duplicate payment of employee stipends.

Corrective Action

Internal controls will be reviewed to prevent duplicate payment of employee stipends.

It is recommended that:

2. Tuition expenditures charged to IDEA grants be detailed in the budget system based upon actual vendor invoices.

Corrective Action

IDEA grant expenditures will be detailed and correspond with invoices in the school district's budget system.

III. School Purchasing Program

There are none.

IV. School Food Services

It is recommended that:

1. Federal/State reimbursements be filed timely to ensure payments.

Corrective Action

Federal/State reimbursements will be filed in a timely matter to ensure payments and will be reviewed on a monthly basis.

V. Student Body Activities

It is recommended that:

1. Pre-numbered receipts be utilized for cash receipts and documentation to support the source of individual collections for deposit be submitted to the business office.

Corrective Action

Pre-numbered receipt books will be utilized for cash receipts and documentation support.

These receipts will be submitted with the respective deposit to the business office and will be reviewed on a monthly basis.

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.

State of Prior Years' Audit Findings/Recommendations

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

Operations

1. Approval/ Use of Facilities

The Superintendent recommends approval of the following use of facilities:

- Mr. James Holsworth the Boys Basketball Coach is requesting use of the Farrell and Griswold Gyms to host his summer team camp at Passaic Valley High School as he and other coaches have done in the past. The three dates would be Saturday June 15, June 29 and July 13, 2019. The time would be from 8:00am until 6:00pm.
- The Passaic Valley Sting Softball Program is again asking for use of the softball fields for their program. The elementary athletes would use Passaic Valley when the PV programs are not using the fields. This would start on March 11, 2019 and end August 1, 2019. The times would be after PV is finished for the day.
- The Passaic County Solid Waste & Recycling Administrator Ms. Nina Seiden is requesting use of part of Passaic Valley's parking lot on Saturday September 28, 2019. She will conduct a Compost Bin & Rain Barrel Sale and Education Program from 9:00am to 1:30pm. The program is held in various locations around the County to promote waste reduction and conservation.

2. Approval of Public Agency Compliance Officer

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve Mr. Colin J. Monahan as the Public Agency Compliance Officer from January 1, 2019 to December 31, 2019 school year.

3. Approval of Transportation Software System – Transfinder

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the Transfinder Transportation Software System in the amount of \$18,850.00. This amount will be paid over a two year period, \$9,270.00 in the 2018-2019 school year and \$9,270.00 in the 2019-2020 school year. (attachment O-1)

Athletics

1. Approval /Volunteer Baseball Coaches

The Superintendent recommends the following coaches for Spring 2019:

BASEBALL

JOHN MAZZO	HEAD COACH	4	\$ 7,761
JOHN PELOSI	ASST. COACH	4	\$ 5,533
JOE FEINSTEIN	ASST. COACH	3	\$ 5,000
ROB ADAMS	VOLUNTEER COACH		
STEVEN SMITH	VOLUNTEER COACH		
A. MADONIA	VOLUNTEER COACH		

SOFTBALL

KATHY HILL	HEAD COACH	4	\$ 7,761
KATHLEEN BERTHOLD	ASST. COACH	4	\$ 5,533
LACHELLE ROUSE	ASST. COACH	4	\$ 5,533
DAVID FLETCHER	VOLUNTEER COACH		
VANESSA LENOIR	VOLUNTEER COACH		

TRACK

JOEL THORNTON	HEAD COACH (BOYS)	4	\$ 7,761
WILLIAM JOHNSON	HEAD COACH (GIRLS)	4	\$ 7,761
AL CAPPELLO	ASST. COACH	4	\$ 5,533
KEN BURKE	ASST. COACH	4	\$ 5,533
ERIK GETZ	ASST. COACH	4	\$ 5,533
WALTER BLEULER	VOLUNTEER COACH		
STEVEN RIGAMONTI	VOLUNTEER COACH		
BRANDON RIZZO	VOLUNTEER COACH		

BOYS TENNIS

JAMES HOLSWORTH	HEAD COACH	5	\$ 6,442
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BOYS VOLLEYBALL

DARUSZ LIBUCHA	HEAD BOYS COACH	4	\$ 7,761
ROBERT ROMEO	HEAD GIRLS COACH	3	\$ 5,000

BOYS LACROSSE

JOSH DANZIGER	HEAD COACH	4	\$ 7,761
ZACH DONOVAN	ASST. COACH	4	\$ 5,533

GIRLS LACROSSE

LORI DEMSEY	HEAD COACH	4	\$ 7,761
LISA CLARK	ASST. COACH	4	\$ 5,533

GOLF

JOE WASSEL	HEAD COACH	5	\$ 6,442
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SPRING STRENGTH & CONDITIONING

CHET PARLAVECCHIO			\$ 6,000
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Athletic Committee

2. Approval / Joe Benvenuti to attend DAANJ/NJSIAA State Conference

The superintendent recommends approval for Joe Benvenuti, Supervisor of Athletics, PE and Health to attend the annual DAANJ/NJSIAA Athletic Director's Annual Conference in Atlantic City, NJ from March 11-15, 2019 (conference begins evening of March 11).

Education Committee

Operations Committee

Finance Committee

Athletic Committee

Negotiations Committee

Public Relations/Student Welfare Committee

Policy Committee

Technology Committee

Ad Hoc Committee

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

Next Meeting

Regular Meeting
Thursday, March 19, 2019, 7:30 p.m.
Adra Suchorsky Library
Passaic Valley High School
East Main Street, Little Falls New Jersey