

PROSPECT PARK BOARD OF EDUCATION

SPECIAL MEETING AGENDA

November 30, 2020—7:00 P.M.

A special meeting of the Prospect Park Board of Education, Prospect Park, New Jersey, has been called to convene on November 30, 2020 at 7:00 p.m.

Virtual Zoom Meeting--Board members, administrators and public participation will be limited via the Zoom conference platform. Details regarding the telecommunications/Zoom platform will be posted on the District's website.

1. Call to Order Board President

Reading of the Open Public Meeting Act Notice

"In accordance with the provisions of the Open Public Meeting Act, the Prospect Park Board of Education has issued notice of this meeting to be publicized by having the date, time and the place posted at the Prospect Park School, Prospect Park Municipal Building and the District's website. This notice complies with N.J.S.A. 10:4-9.1, which is addressing the manner in which public meetings should be conducted during a State of Emergency. The meeting notice has been mailed to The Record and Herald News (Gannett News Service) for publication. Adequate notice has been provided."

2. Pledge of Allegiance

3. Roll Call Board Secretary

BOARD MEMBERS	Present	Absent	Absent w/ Notification
President Daysi Gonzalez			
Vice-President Niaz Nadim			
Ms. Ashley Alba			
Mr. Frank Caraccio			
Mr. Euyenibert Lopez			
Vacant			
Vacant			

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4. Mission Statement

The mission of the Prospect Park School District is to develop healthy, alert, informed, responsible, and well balanced human beings who believe in our America Heritage, and are imbued with a true desire and willingness to participate in and actively contribute to our democratic way of life. We also believe that the public school should be a place where principal, teacher, and parent work in unison to insure the successful progress and goal attainment of the child.

5. Acknowledging and Reaffirming School Board Member Code of Ethics

The Prospect Park Board of Education, individually and as a group, acknowledges and reaffirms that as members of the Board of Education, they recognize they hold authority not as individuals but as members of the full Board. The Board members will comply with the Code of Ethics for School Board members pursuant to N.J.S.A. 18A:12-24.1 as follows and re-produced below:

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.

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Code of Ethics--Continued

f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.

h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

i. I will support and protect school personnel in proper performance of their duties.

j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

6. Conduct at Public Meetings

It is the goal of the Prospect Park Board of Education that all Board of Education Members and members of the public, act in a respectful manner toward one another, and do not disparage, nor interfere with school functions, operations or Board of Education proceedings.

Any verbal, written, or physical conduct related to race, gender, ethnicity, disability, sexual orientation or religion shall not be tolerated and anyone violating this prohibited conduct may subject to removal from the meeting, and may be subject in other penalties that are appropriate under the law.

All Board of Education members and members of the general public are requested to take personal responsibility for their actions, and to treat everyone that they have contact with, in a fair and respectful manner.

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7. Public Participation: Statement to the Public

At this portion of the meeting, time has been allotted for public comment by members the public. Each speaker may be allotted up to three (3) minutes and one (1) opportunity, during each public session, to address the Board when recognized by the Board President. Individuals wishing to address the Board shall be recognized by the Board President and shall give their names, addresses and the group, if any, that they represent. Students of the Prospect Park school system who chose to speak are not required to give their home address.

Although, the Board encourages public participation, it reserves the right, through its Board President, to terminate remarks to and/or by any individual not in keeping with the conduct of a proper and efficient meeting. With the exception of those individuals whose names are on the agenda, the Board will not respond to questions during the public participation portion of this meeting involving the employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific, prospective or current employee.

All comments and questions are to be directed through the President.

Agenda Items

8. Appointment of School Board Secretary

Be it resolved, the Board of Education hereby appoints _____ School Board Secretary, effective December 1, 2020 and continuing through January 15, 2021. The School Board Secretary shall continue to serve after the expiration of the term until a successor is appointed and qualified.

The School Board Secretary will be compensated as follows:

9. Appointment of Interim School Business Administrator

Be it resolved, upon the recommendation of the Superintendent, the Board approves the appointment of Mr. Edward J. Appleton, as Interim School Business Administrator effective December 1, 2020, continuing through June 30, 2021. Mr. Appleton will be compensated at per diem rate of \$650.00 on an “as needed basis.” The employment contract with Mr. Appleton is subject to review and approval by the Executive County Superintendent of Schools.

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10. Approval of Contract—School Business Administration Services—Summit Management Solutions, LLC

Be it resolved, based upon the recommendation of the Superintendent, the Board of Education hereby approved a contract with

Summit Management Solutions, LLC

37 Kings Road
Suite 103A, PO Box 310
Madison, New Jersey 07940

Summit Management Solutions, LLC, will provide to the district, School Business Administration Services, as outlined in the proposal received and approved by the Superintendent of Schools.

The fee for the services is \$125.00 per hour, on an “as needed basis”, not to exceed \$10,000 per month for the duration of the contract.

The term of contract is from December 1, 2020 through June 30, 2021.

11. Authorization to Purchase

Be it resolved, upon the recommendation of the Superintendent, the Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a), authorizes Mr. Edward J. Appleton, Interim School Business Administrator and Qualified Purchasing Agent (QPA), to award contracts, in full accordance with the law, for purchases that do not exceed in the aggregate in a contract year, the total sum of \$44,000.00 (bid threshold) without public advertising for bids. Furthermore, Mr. Appleton is authorized to solicit competitive quotations pursuant to N.J.S.A. 18A:18A-37(a) and to award contracts pursuant to N.J.S.A. 18A:18A-37(c). In absence or unavailability of the Interim School Business Administrator, the Board hereby authorizes the Board Secretary to award contracts pursuant to N.J.S.A. 18A:18A-2 (b) and N.J.S.A. 18A:18A-3 (a).

The effective date of this resolution is from December 1, 2020 through June 30, 2021.

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12. Resolution Designating Public Agency Compliance Officer

Be it resolved, upon recommendation of the Superintendent, and in accordance with N.J.A.C. 17:27-3-2, the Board designates Mr. Edward J. Appleton, Interim School Business Administrator as the Public Agency Compliance Officer for the district.

The Public Agency Compliance Officer is the liaison between the Board of Education and the

State of New Jersey
Department of the Treasury
Division of Contract Compliance
Equal Employment Opportunity in Public Contracts

The Public Agency Compliance Officer is responsible for administering contract procedures pertaining to equal employment opportunity regarding the Board of Education and contractors/vendors.

The effective date of this resolution is from December 1, 2020 through June 30, 2021.

13. Designation of Custodian of Public Records

Be it resolved, upon the recommendation of the Superintendent, the Board of Education designates Mr. Edward J. Appleton, Interim School Business Administrator as the Custodian of Public Records for the Board. Mr. Appleton will perform all duties in accordance with the Open Public Records Act with the full knowledge of each request sent to the Office of the Superintendent. Pursuant to the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., the Board further informs the general public that public records may be reviewed in accordance with the OPRA rules and procedures. All requests to view public records must be made in writing on the official Open Public Record Act form as provided by the Board of Education—or on a written request that mentions OPRA. Copies of public records are subject to copying fees set by the New Jersey State Law. The effective date of this resolution is from December 1, 2020 through June 30, 2021

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New Business Section

Closing Remarks/Announcements

Adjournment