

PROSPECT PARK BOARD OF EDUCATION
BOARD MEETING AGENDA
Thursday December 22, 2022—6:00 P.M.

The regular In Person meeting of the Prospect Park Board of Education, Prospect Park, New Jersey, has been called to convene on December 22, 2022 6:00 p.m.

1. Call to Order:

Board Secretary

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. The meeting notice has been mailed to The Record and Herald News (Gannett News Service) and TAPinto Hawthorne for publication. Adequate notice has been provided.”

2. Pledge of Allegiance

3. Roll Call: Board Secretary

BOARD MEMBERS	Present	Late	Late w/ Notification	Absent	Absent w/ Notification
Mr. Rodriguez					
Mr. Colcloughly					
Ms. Ensour					
Ms. Gonzalez					
Mr. Lopez					
Mr. Nadim					
Ms. Valerio					

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.
- 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 be 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.

7. Public Participation: Statement to the Public—Agenda Items Only

At all portions of the public participation, time has been allotted for public comment by members of 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 choose 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 Board President.

Motion to Open Public Hearing:

Motion by:

Second:

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

Motion to Close Public Hearing:

Motion by:

Second:

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

8. Executive Session - At this time the board finds it necessary to go into a closed “executive” session to discuss items considered confidential in nature. Items tonight will be personnel and legal matters.

Motion to go into closed session:

Communications:

9. Reports Section

A. President’s Report -

- B. Superintendent/Principal Report
- C. Committee Reports
- D. Board Attorney Report

Motion to accept & approve the reports:

Motion by:

Second:

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

10. Presentations

11. AGENDA ACTION ITEMS

FINANCE AGENDA

Motion to approve resolutions F1-F8

Motion by:

Second:

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

F1. Approval of District Claims—Bills List— November 2022

Be it resolved, based upon the recommendation of the Superintendent and pursuant to N.J.S.A. 18A:19-4.1, the Board of Education approves district claims and payments that were made

during the month of September 2022. The total payment amount was including payroll \$ 1,602,079.57

F2. Approval of Payroll – November 2022

Be it resolved, the Board approves the following gross payrolls, which are included in approved district claims, all having been duly audited by the business administrator and previously paid:

November 15, 2022	\$ 347,312.09
November 30, 2022	\$ 352,769.74

F3. Secretary’s Report – Acceptance— November 30, 2022

Be it resolved, upon the recommendation of the Superintendent, the Board accepts the Board Secretary’s financial reports for the month of June 30, 2022;, based upon the certification of the Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10(c) (3), N.J.S.A. 18A:17-10 and N.J.S.A. 18A:17-36, that no line-item account or program category account has been over-expand, and that no account or fund has been over-expand.

F4. Report of the Treasurer of School Moneys—Acceptance— November 30, 2022

Be it resolved, upon the recommendation of the Superintendent, the Board accepts the Reports of the Treasurer of School Moneys for the month November 30, 2022.

F5. Approval of Monthly Transfer of Budget Funds Report – November 30, 2022

Be it resolved, upon the recommendation of the Superintendent, the Board approves the Monthly Budget Transfer Reports for the month of **November 30, 2022**.

F6. Revision of the Plan Document to execute and implement the voluntary 403B and 457 Tax Shelter Plans

WHEREAS, a 403(b) plan is required to be maintained pursuant to a written plan document. The plan must comply in form and operation with the requirements of the Code and regulations of the IRS.

WHEREAS, the District, heretofore is authorized to implement and maintain the Prospect Park Public School District 403(b), ROTH 403(b), and 457(b)(“the Plans”) for the benefit of its eligible employees; and

WHEREAS, the District has reserved the right to amend the Plans at any time; and

WHEREAS, the Board of Education of the District has determined that it would be in the best interests of the district to add and update the Plan Documents to clearly outline the features and benefits available in each program;

RESOLVED, that the Plan shall be written as described in the attached Plan Summary for both the 403(b) and 457(b).

F7 Approval of the Interlocal Services Agreement for the position of Business Administrator, Assistant Business Administrator and Board Secretary from PASSAIC COUNTY TECHNICAL-VOCATIONAL SCHOOLS

Be it Resolved, by recommendation of the Superintendent, that the Board approves the Interlocal Services Agreement as such:

PCTVS shall provide the PROSPECT PARK BOARD OF EDUCATION with the services of a Business Administrator, Assistant Business Administrator, Board Secretary and Accountant;

And assumes all responsibilities and specific job description adopted by the PROSPECT PARK BOARD OF EDUCATION and applicable to the position of School Business Administrator/Board Secretary, Assistant Business Administrator is incorporated by reference into this Agreement and shall be followed by the Business Administrator/Board Secretary and Assistant Business Administrator and shall include by not limited to the daily operations and oversight of the business office operations and staff, federal, state and local financial reporting, food service, custodial, maintenance, building operations, capital projects and all other responsibilities specific to the position of Business Administrator/Board Secretary.

These services are provided at a cost not to exceed \$10,417 per month commencing January 1, 2023 to December 31, 2023.

F8 Approval of Transition Contract for Dr. Simmons to work with PCTVS

Be it Resolved, by recommendation of the Superintendent, that the Board approves the transition contract for Dr. Simmons to work with the PCTVS team in January 2023 to provide support and information for the various areas in the business office not to exceed \$12,000.

PERSONNEL AGENDA

Motion to approve resolution P1 - P7

Motion by:

Second:

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

P1. Approval of New Hires

Be it resolved, upon the recommendation of the Superintendent, the Board approves the appointment of the following:

- A. Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint Michael Darcy as a Middle School ELA Teacher for the 2022-2023 school year at BA level, Step 5, at the salary of \$56,128.00 per year, per the approved Agreement between the Teachers Association of Prospect Park and the Prospect Park Board of Education. This appointment is pending a satisfactory criminal background check, effective January 3, 2023.
- B. Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint Ryan S. Vander May as a Physical Education Teacher for the 2022-2023 school year at BA level, Step 7, at the salary of \$57,128.00 per year, per the approved Agreement between the Teachers Association of Prospect Park and the Prospect Park Board of Education. This appointment is pending a satisfactory criminal background check, effective January 3, 2023.
- C. Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint Hanan Bachkhaz as a Special Education teacher for the 2022-2023 school year at MA level, Step 13A, at the salary of \$71,718.00 per year, per the approved Agreement between the Teachers Association of Prospect Park and the Prospect Park Board of Education. This appointment is pending a satisfactory criminal background check, effective February 23, 2023.
- D. Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint Daniel Hipper as a Physical Education teacher for the 2022-2023 school year at BA level, Step 2, at the salary of \$54,128.00 per year,

per the approved Agreement between the Teachers Association of Prospect Park and the Prospect Park Board of Education. This appointment is pending a satisfactory criminal background check, effective February 23, 2023.

- E. Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint Ilze Aivars as a Gifted and Talented teacher for the 2022-2023 school year at MA level, Step 14, at the salary of \$74,218.00 per year, per the approved Agreement between the Teachers Association of Prospect Park and the Prospect Park Board of Education. This appointment is pending a satisfactory criminal background check, effective February 23, 2023.
- F. Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint the following individuals as long-term substitute teachers at a rate of \$200.00 per day, pending a satisfactory criminal background check, effective January 3, 2023:
 - a. Natalie Valdivia

P2. Approval of Stipend Positions

Be it resolved, upon the recommendation of the Superintendent, the Board approves the following stipend positions for the 2022-2023 school year:

A. Approval of Professional Development Committee Members 2022-2023

Be it resolved, upon the recommendation of the Superintendent, the Board approves Altisha Glaster and Megan Major, for the second year term of a 2-year Professional Development Committee member for the 2022-2023 school year at a contractual stipend of \$1,168.00 each, effective September 1, 2022.

B. Approval of Science Coordinator Position Revised

Be it resolved, upon the recommendation of the Superintendent, the Board approves the following stipend positions for the 2022-2023 school year: Michele Gomez and Robert Wiesenfeld at a contractual stipend of \$1,330 each.

C. Approval of Lunch Stipend

Be it resolved, upon the recommendation of the Superintendent, the Board approves the following stipend position for the 2022-2023 school year: Deonna Gainey as Lunch Supervisor effective January 3, 2023, at a stipend of \$26.00 per hour.

P3. Approval of Resignations

- A. Be it resolved, upon the recommendation of the Superintendent, the Board approves to

accept the resignation of Alia Attyeh, Special Education Teacher effective immediately December 31 , 2022.

- B. Be it resolved, upon the recommendation of the Superintendent, the Board approves to accept the resignation of Joseph Borkowski, teacher of Physical Education effective February 13, 2023.

P4. Payment of unused vacation days

Be it resolved, upon the recommendation of the Superintendent, the Board approve the payment of unused vacation due to the resignation of Melissa Simmons in the amount of:

Annual Salary	\$128,750.00	
Remaining Vacation Days	14.00	
Daily Rate	\$495.19	Sal/260 per 6A:23A
Cost of Days	\$6,932.69	

P5. Rescission of Approval of New Hires

Be it resolved, upon the recommendation of the Superintendent, the Board rescinds the approval of the appointment of (pending criminal history review):

Gifted & Talented Teacher	Brianna Blauner	\$55,428		BA, Step 4
Long Term Substitute	Jeffrey B. Hagan	\$200 per day		40 hours per week

P6. Approval of Revised Maternity Leave

Be it resolved, upon the recommendation of the Superintendent, the Board approves the maternity leave of employee ID# 1194 from December 5, 2022 - September 2023.

P7. Approval of Administrative Paid Leave

Be it resolved, upon the recommendation of the Superintendent, the Board approves the administrative paid leave of employee ID# 0512 from October 24, 2022 until further notice.

EDUCATION AGENDA

Motion to approve resolutions E1 - E4

Motion by:

Second:

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

E1 Approval of Professional Development

Be it resolved, upon the recommendation of the Superintendent, the Board approves the following staff members listed to attend professional development courses:

Participant	Workshop Name	Location	Course Dates	Cost of Course
David Murphy	Junior Achievement of NJ PD for Math and Finance Curriculum	Fairleigh Dickinson University, Madison, NJ	01/11/23	\$0.00
Juana Laauwe	Practical Strategies for Improving the Behavior of Attention-Challenging Students	Online	02/10/23	\$279.00

Elizabeth Franco	Practical Strategies for Improving the Behavior of Attention Seeking, Manipulative and Challenging Students	Online	02/10/23	\$279.00
Carolyn Turner	Best Use of Seesaw to Enhance Student Learning	Online	1/20/23	\$279.00
Altisha Glaster Michael Wnoroski	Conflict Resolution - Middle School	New Brunswick, NJ	1/25/23	\$0

E2 Approval of the Submission of the Revised American Rescue Plan (ARP) Safe Return Plans

Be it resolved, upon the recommendation of the Superintendent, the Board approves the submission of the revised American Rescue Plan (ARP) Safe Return to the Department of Education.

E3 Approval of the Submission of the Chapter 27 Emergency Virtual or Remote Instruction Plan

Be it resolved, upon the recommendation of the Superintendent, the Board approves the submission of the Chapter 27 Emergency Virtual or Remote Instruction Plan to the Department of Education.

E4. Approval of HIB Report

Be it resolved, upon the recommendation of the Superintendent, the Board approves the determination in the 2022-2023 HIB case #'s as submitted below:

Founded

237253

237084

236960

235244

234958

234207

Unfounded

238415

237958

237506

236620

234900

BUILDING AND GROUNDS AGENDA

Motion to approve resolution BG1 - BG2

Motion by:

Second:

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

BG1 Approval of use of Facility

- Be it resolved, upon the recommendation of the Superintendent, the Board approves the use of facilities request (basement hallways and restrooms), for the Prospect Park Police Department Patrol training from December 26, 2022 through December 30, 2022, from 7:30 am until 3:30 pm.
- Be it resolved, upon the recommendation of the Superintendent, the Board approves the use of facilities request (parking lot, bathrooms, gymnasium with theater style chairs), for the Reorganization Meeting & Swearing-in Ceremony of Prospect Park Council on Saturday, January 7, 2023, 8:00 am - 5:00pm.
- Be it resolved, upon the recommendation of the Superintendent, the Board approves the use of facilities request (gymnasium, restrooms, parking lot), for the Prospect Park Basketball games and practices from January 16, 2023 through March 10, 2023, from 4:00-9:00 pm.

BG2 Approval to Submit an Equivalency Waivers for Preschool Expansion Program

- Whereas the district submits an equivalency waiver to waive N.J.A.C. 6a:13a-7.1 stating that any school district or charter school that received Preschool Education Aid in August 2017 or thereafter, the district board of education or charter school shall ensure all preschool classrooms in-district or in the charter school, as applicable, and at the contracted private provider and local Head Start agency are a minimum of 950 square feet per classroom consisting of 750 square feet of usable space, 150 square feet of storage, and equipment or furnishings that are either built in or not easily movable, and 50 square feet of toilet room,
- Whereas the district has 4 existing and 2 new preschool classrooms that have the following square feet:
 - a. 4 classrooms have 825 square feet inclusive of storage and individual bathrooms
 - b. 1 classroom has 875 square feet with a bathroom in the line of site (previous toilet waiver already submitted)
 - c. 1 classroom has 667 square feet with a bathroom in the line of site (previous toilet waiver already submitted),
- Whereas, in lieu of the square footage requirement for each classroom, classrooms with less square footage may be used, if the following criteria are satisfactorily addressed:
 - a. The spirit and intent of N.J.S.A. 18A, applicable Federal laws and regulations, and N.J.A.C. 6A are served by granting the waiver;
 - b. The provision of a thorough and efficient education to the school district's students is not compromised as a result of the waiver; and
 - c. There will be no risk to student health, safety or civil rights by granting the waiver.

Be it resolved by recommendation of the Superintendent that the following rooms be approved for this waiver based on the criteria provided, rooms 219, 220, 230, 231, 232, and 233 that do not meet the 950 square feet space requirement.

POLICY AGENDA

Motion to approve resolutions: BP1

Motion by:

Second:

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

BP1. Approval of the Board of Education Minutes

Be it resolved, upon the recommendation of the Superintendent, the Board accepts and approves the following Board of Education meeting minutes: Special Meeting November 22, 2022

FOOD SERVICES AGENDA:

Motion to approve resolutions: FS1-

Motion by:

Second:

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							

Absent							
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PUBLIC PARTICIPATION: STATEMENT TO THE PUBLIC

Please refer to the statement read at the beginning of the meeting regarding protocols for the public participation section.

Thank you.

Motion to Open Public Hearing:

Motion by:

Second:

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

Motion to Close Public Hearing:

Motion by:

Second:

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

- 12. New Business Section
- 13. Closing Remarks/Announcements
- 14. Adjournment

Motion by:

Second:

Time of Adjournment:

Respectfully submitted,

Dr. Melissa Simmons
Board Secretary