

# PROSPECT PARK BOARD OF EDUCATION

## SPECIAL MEETING AGENDA

Tuesday, June 28 , 2022—7:00 P.M.

The regular meeting of the Prospect Park Board of Education, Prospect Park, New Jersey, has been called to convene on Tuesday, June 28 , 2022 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 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, 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) and TAPinto Hawthorne for publication. Adequate notice has been provided.”

**2. Pledge of Allegiance**

**3. Roll Call: Board Secretary**

<b>BOARD MEMBERS</b>	<b>Present</b>	<b>Late</b>	<b>Late w/ Notification</b>	<b>Absent</b>	<b>Absent w/ Notification</b>
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. Executive Session

**Motion to Go into Executive Session to Discuss a Legal and Personnel Matters (if needed):**

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_ Time: \_\_\_\_\_

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

**Motion to Close Executive Session to Discuss a Legal and Personnel Matters (if needed):**

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_ Time: \_\_\_\_\_

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

**Motion to Reconvene to the Regular Meeting (if needed):**

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_ Time: \_\_\_\_\_

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

**8. Public Participation: Statement to the Public—Agenda Items Only**

At this portion of the meeting, 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							

**9. Communications:**

**10. Reports Section**

- A. President's Report
- B. Superintendent's Report
- C. Principal's Report
- D. Committee Reports
- E. Board Attorney Report

**Motion to accept & approve the reports:**

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

**11. Presentations**

**12. AGENDA ACTION ITEMS**

**FINANCE AGENDA**

**Motion to approve resolutions F1-F35:**

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

**F1. Approval of Investment of Funds and Wire Transfers**

Be it resolved, upon the recommendation of the Superintendent, the Board authorizes the Business Administrator for the 2022-2023 school year to invest funds not immediately needed, in any authorized bank in the State of New Jersey; to report investments to the Board; and to make wire transfers amongst the board accounts and for paying approved bills, payrolls and investments.

**F2. Approval of Chart of Accounts**

Be it resolved, upon the recommendation of the Superintendent, the Board designates the NJDOE Chart of Accounts as the minimum Chart of Accounts for use in the district for the 2022-2023 school year; and

Be it further resolved, that the business office is authorized to add additional sub-account designations (both within the existing sub-accounts as well as additional sub-positions), as the School Business Administrator may deem necessary; and

Be it further resolved, that the Superintendent is authorized to make any necessary transfer below the level of the NJDOE Chart of Accounts.

**F3. Approval of School Depositories and Signatures**

Be it resolved, upon the recommendation of the Superintendent, the Board approves that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below for the 2022-2023 school year (N.J.S.A. 18A:19-1). All accounts listed are with Valley National Bank.

Account	Acct #	Signature
General	xxxx6684	Two of Business Administrator/Board Secretary, BOE President, BOE Vice President, Superintendent of Schools, Treasurer of School Monies.
Agency	xxxx6706	Two of Business Administrator/Board Secretary, BOE President, BOE Vice President, Superintendent of Schools, Treasurer of School Monies.
Lunch	xxxx6714	Two of Business Administrator/Board Secretary, BOE President, BOE Vice President, Superintendent of Schools, Treasurer of School Monies.
Capital Reserve	xxxx6722	Two of Business Administrator/Board Secretary, BOE President, BOE Vice President, Superintendent of Schools, Treasurer of School

		Monies.
Summer Savings	xxxx8087	Two of Business Administrator/Board Secretary, BOE President, BOE Vice President, Superintendent of Schools, Treasurer of School Monies.
Flexible Spending	xxxx7404	One of Business Administrator/Board Secretary, BOE President, BOE Vice President, Superintendent of Schools, Treasurer of School Monies.
Salary	xxxx6692	One of Business Administrator/Board Secretary BOE President, BOE Vice President, Superintendent of Schools, Treasurer of School Monies.
Student Council	xxxx6730	Two of Business Administrator/Board Secretary, Teacher Representative to Student Council, Treasurer of School Monies.

**F4. Approval of Facsimile Signature**

Be it resolved, upon the recommendation of the Superintendent, the Board approves the use of facsimile signature for the Board Secretary for the ensuing term of the board on warrants, paychecks, and contracts for the 2022-2023 school year.

**F5. Approval of Petty Cash Organization Accounts**

Be it resolved, upon the recommendation of the Superintendent, the Board authorizes, for the 2022-2023 school year, the establishment of a petty cash fund of \$500.00 at the Board Office, with a maximum single-expenditure limit of \$150.00.

**F6. Approval of State Contracts**



Whereas, Title 18A:18A-10 provides that, “A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property”; and

Whereas the Board has the need, on a timely basis, to procure goods and services utilizing state contracts; and

Whereas, the Board desires to authorize its purchasing agent for the 2022-2023 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year;

Now, therefore, be it resolved, upon the recommendation of the Superintendent, the Board authorizes the District Purchasing Agent to make purchases of goods and services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property.

#### **F7. Approval of Joint Purchasing Agreements**

Be it resolved, upon the recommendation of the Superintendent, the Board approves Joint Purchasing Agreements Whereas, N.J.S.A 18A:18A-11 provides that, “The Board of Education of two or more districts may provide, jointly by agreement for the provision and performance of goods and services for their respective districts, or one or more Boards of Education may provide for such provision or performance of goods or services by joint agreement with the governing body of any municipality or County”; and Whereas, the Board has the need, on a timely basis, to procure goods and services utilizing joint purchasing agreements; and

Whereas, the Board desires to authorize its purchasing agent for the 2022-2023 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year; Now, therefore, be it resolved, upon the recommendation of the Superintendent, the Board authorizes the district purchasing agent to make purchases of goods and services utilizing joint purchasing agreements.

#### **F8 Approval of Payment of Bills Between Meetings**

Be it resolved, upon the recommendation of the Superintendent, the Board appoints the Business Administrator as Claims Auditor to verify and pay bills as needed to protect the interests of the board between meetings for the 2022-2023 school year in accordance with N.J.S.A. 18A:19-4.1. Such bills which will be listed as paid at the next regular board meeting.

**F9 Approval of Transfers of Budgeted Funds Between Meetings**

Be it resolved, upon the recommendation of the Superintendent, the Board appoints the Business Administrator to make budget transfers as needed to maintain account balances between meetings for the 2022-2023 school year. Such transfers will be submitted to the board at the next regular board meeting.

**F10 Approval of Advertising for and Receiving of Bids**

Be it resolved, upon the recommendation of the Superintendent, the Board authorizes the Board Secretary to advertise for and receive bids for supplies, equipment and services for the 2022-2023 school year when required by the Public-School Contracts Law.

**F11 Approval of District Travel Expenditures**

Whereas, the Board is required, pursuant to N.J.S.A. 18A:1-12, to adopt policy and approve travel expenditures by district employees to ensure that travel is educationally necessary and fiscally prudent; and

Whereas, employees shall be reimbursed for business related travel at the rate per mile permitted by the State of New Jersey, Office of Management and Budget Guidelines;

Now, therefore, be it resolved, upon the recommendation of the Superintendent, the Board authorizes travel for regular business at an amount not to exceed \$1,500.00 per employee for the 2022-2023 school year; and

Be it further resolved, the Board approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$25,000 for all staff and board members.

**F12 Approval of Representatives Requesting Federal and State Funds**

Be it resolved that the Superintendent and the Business administrator or their designees, be designated as the Board’s agents to request state and federal funds under the existing State and Federal Laws for the 2022-2023 school year.

**F13 Approval of Extraordinary Aid Application**

Be it resolved, upon the recommendation of the Superintendent, the Board approves submission of the FY 2022-2023 Special Education Extraordinary Aid Application in accordance with NJSA 18A:7F-55 and N.J.A.C. 6A:23A.

**F14 Approval of Contract for Dental Insurance**

Approval of Contract for Dental Insurance Be it resolved, the Board approves the second year of the two-year contract with Delta Dental of New Jersey for 2022-2023, effective 7/1/2021 – 6/30/2022, at the current contracted rates with a 0% increase.

**F15 Approval of Agreement for Agents of Records**

Be it resolved, upon the recommendation of the Superintendent, the Board appoints the following as Insurance Agents for the 2022-2023 school year, effective 7/2/2022 - 6/30/2023:

Commercial Insurance	Fairview Insurance Agency Associates
Workers' Compensation	Fairview Insurance Agency Associates
Employee Benefits	Brown & Brown Advisors

**F16 Approval of Contract for Chapter 192/193 Services to Nonpublic Students**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to contract with Essex Regional Education Services Commission (ERESC) for the 2022-2023 school year to provide the following auxiliary services (Chapter 192) and handicapped services (Chapter 193) to the eligible non-public school students at rates established by the State Department of Education: Compensatory Education; English as a Second Language; Home Instruction; Supplementary Instruction; Speech-Language; and Evaluation and Determination of Eligibility. State funding covers 100% of the cost.

**F17 Approval of Shared Services Agreement with the NRESC for Technology Support**

Be it resolved, upon the recommendation of the Superintendent, the Board accepts and approves the shared services agreement with the NRESC for technology support services, effective 7/1/2022 to 6/30/2023 for:

- Technology the annual sum of \$182,321, with potential additional costs as detailed in the agreement, where 50% of the cost will be funded through the ARP ESSER III (American Rescue Plan Elementary and Secondary School Emergency Relief) Fund.
- NJ SMART Technician Support at a .5 FTE for \$44,520.

**F18 Approval of Transportation Services Contract with ESC of New Jersey**

Be it resolved, upon the recommendation of the Superintendent, the Board approves a contract with Educational Services Commission of New Jersey for the purpose of transportation services for the 2022-2023 school year.

**F19 Approval to Appropriate Funds of the Capital Reserve Account**

Be it resolved upon recommendation of the Chief School Administrator, that the Board of Education will appropriate a sum up to the maximum allowable to the Capital Reserve Account. The source of these funds derived from anticipated surplus realized at the conclusion of the 2021-2022 Fiscal/School Year Audit.

**F20 Approval of Contract for Tuition**

Be it resolved, upon the recommendation of the Superintendent, the Board approves a tuition contract with The Arc of Essex County Stepping Stones Schools for student #9590607861 from July 5, 2022 to June 30, 2023 for \$71,190.00 (exclusive of transportation).

**F21 Approval of Contract for Tuition**

Be it resolved, upon the recommendation of the Superintendent, the Board approves a tuition contract with New Beginnings for student #8894872640 from September 7, 2022 to June 30, 2023 for \$76,905.92 (exclusive of transportation).

**F22 Approval of Contract for Tuition**

Be it resolved, upon the recommendation of the Superintendent, the Board approves a tuition contract with New Beginnings for student #4009211494 from July 5, 2022 to June 30, 2023 for \$89,582.72, with extraordinary services of \$54,060.00 (exclusive of transportation).

**F23 Approval of Contract for Tuition**

Be it resolved, upon the recommendation of the Superintendent, the Board approves a tuition contract with New Beginnings for Student #8947187910 from July 5, 2022 to June 30, 2023 for \$89,582.72, with extraordinary services of \$54,060.00 (exclusive of transportation).

**F24 Approval of Agreement for Professional Services**

Be it resolved, upon the recommendation of the Superintendent, the Board approves the agreement with School Based Therapy Services (SBTS), to provide professional services, effective July 1, 2022 through July 31, 2022, or for the duration of the Extended School Year Program, including, but not limited to, Learning Disability Teacher-Consultant (LDTC) services,

LDTTC consultations and LDTTC standardized testing , at the rate of \$80.00 per hour, and Behavioral Therapy services and consultation at the rate of \$46.50 per thirty minute session.

**F25 Approval of Contract for Shared Services**

Be it resolved, upon the recommendation of the Superintendent, the Board approves a Letter of Agreement for Shared Services with Prospect Park Board of Education and Northern Region Educational Services Commission, a Student Assistance Counselor at a rate of \$95.00 per hour for the 2022-2023 school year, a Physical Therapist, (Stacey Wanat Porowski) for the Program at Children’s Place, Pompton Lakes beginning September 1, 2022 through June 30, 2023, at a rate of \$95.00 per hour.

**F26 Approval to Appropriate Funds of the Maintenance Reserve Account**

Be it resolved upon recommendation of the Chief School Administrator, that the Board of Education will appropriate a sum up to the maximum allowable to the Maintenance Reserve Account. The source of these funds derived from anticipated surplus realized at the conclusion of the 2021-2022 Fiscal/School Year audit

**F27 Approval of the Appropriation of 2% of Unreserved Fund Balance**

Whereas the Department of Education allowed for Unreserved Fund Balance to increase during the COVID Global Pandemic from 2% to 4% of Budgeted Appropriations;

Whereas the Board increased the Unreserved Fund Balance to 4% for the 2021-2022 fiscal year;

Whereas the Board paid out retro payments to staff from the settlement of the Prospect Park Teachers’ Union Contract for 3 years from 2018 to 2021 and accordingly paid retro payments to staff in October 2021;

Whereas the Department of Education has allowed for a 4% increase to unreserved fund balance in the 20-21 school year due to the global pandemic for just the 21-22 school year and will allow for boards of education to allocate these funds during the 21-22 for unexpected operating expenses;

Whereas the board of education from the recommendation of the business administrator based on the Comprehensive Annual Financial Report for fiscal year ended June 30, 2021 to increase available funds at the end of the 20-21 school year by 4% of the general fund expenditures of \$12,969,349 to \$518,774;

Be It Resolved on the recommendation of the Interim Business Administrator that the board appropriate 2% of Unreserved fund balance to the salary budget lines to cover the payments retro-increases to staff in the amount of \$259,387.

**F28 Approval of the Contract for Prescription Insurance**

Whereas the district claims for prescriptions have increased over the past years and our brokers for insurance Brown & Brown have negotiated a 3 year rate increase on the District’s behalf;

Be it Resolved that the board approve the prescription insurance increase of 5.9% for Heartland Fidelity Insurance Company (BeneCard Services) for the 7/1/2022 to 6/30/2024.

**F29 Approval of Shared Services Agreement with the Borough of Prospect Park**

**WHEREAS**, the Borough is a public/municipal entity organized under the laws of the State of New Jersey, and located in Passaic, County; and

**WHEREAS**, the District is a municipal/public educational entity organized under the laws of the State of New Jersey and located in Passaic County; and

**WHEREAS**, the Borough has in its employee a certain individual known as Intashan Chowdhury who has qualifications that are also amenable to serving the District; and

**WHEREAS**, the District has agreed to pay the Borough a total of \$67,000, for twelve (12) months commencing on July 1, 2022, to be paid in accordance with payment schedule set forth below; and

**WHEREAS**, the Borough and District intend by virtue of this document to set forth the terms and conditions of this Agreement; and

**WHEREAS**, the proper and respective municipal officials were authorized to execute this Shared Services Agreement pursuant to Resolutions of their respective Borough Council and District’s Board; and

**NOW, THEREFORE, AND IN CONSIDERATION**, of the mutual promises set forth herein, the parties hereto approve and the Board of Education approves the Shared Service Agreement for Business Office Support in the amount of \$67,000;

Be It Further Resolved that the Borough of Prospect Park assigned Mr. Intashan Chowdhury to perform such tasks under his provisional certification as School Business Administrator for the 2022-2023 school year.

**F30 Approval of Consulting Contract of the Business Office:**

Whereas audit findings and areas of concern was noted in the annual QSAC review; and

Whereas efforts must be made to improve internal controls and establish standard operating procedures for critical business office operations;

Whereas these services will be assumed by staff as they are trained and authorized by the BA to perform these functions;

Be It Resolved by the recommendation of the Business Administrator that the following consulting contracts be approved:

- Payroll Consultant Jenine Kea for the amount not to exceed \$24,000 for 22-23
- Business Office Specialist – Tiffany Hawkins for the amount not to exceed \$20,000 for 22-23

**F31 Approval of Contract for Tuition**

Be it resolved, upon the recommendation of the Superintendent, the Board approves a tuition contract with New Beginnings for student #8894872640 from September 7, 2022 to June 30, 2023 for \$76,905.92 (exclusive of transportation).

**F32 Approval of Agreement for School-Based LDTC Services**

Be it resolved, upon the recommendation of the Superintendent, the Board approves the agreement with School Based Therapy Services (SBTS), to provide LDTC services from July 1, 2022 to July 31, 2022 or for the duration of the Extended School Year Program, including Learning Disabilities Teacher-Consultant services, consultation, and standardized testing for \$80 per hour.

**F33 Approval of Agreement for School-Based Behavior Therapy Services**

Be it resolved, upon the recommendation of the Superintendent, the Board approves the agreement with School Based Therapy Services (SBTS), to provide therapy and child study team services from July 1, 2022 to July 31, 2022 or for the duration of the Extended School Year Program, inclusive of behavioral therapy and behavioral therapy evaluations for \$46.50 per hour.

**F34 Awarding of the Food Service Provider**

Whereas, a formal RFP process in accordance with 18A:18A was conducted and bids were submitted;

WHEREAS, a committee was gathered and the proposal submitted by Maschio’s Food Services Inc. was reviewed and determined to be the most advantageous to the School District, price

and other factors considered; NOW,

THEREFORE, BE IT RESOLVED that the Prospect Park Board of Education approve and award a contract for School Food Service Management for the 2022-2023 school year, with an option for three (3) one (1) year extensions thereafter at the Board's discretion, to Maschio's Food Services Inc. located at 525 East Main Street, Chester, NJ 07930 at the Cents per Meal Management Fee Rate of \$0.1250 with a guaranteed return to the district of \$100,000.

### **F35 Approval of Shared Services Agreement with the Borough of Prospect Park**

**WHEREAS**, the Borough and the Board previously entered into a Shared Services Agreement for the provision of a Police Officer who has full police powers to act as a School Resource Officer, and an additional Police Officer (2<sup>nd</sup> Officer) for the 2021/2022, 2022/2023 and 2023/2024 school years per the Uniformed Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et. seq. (the Shared Services Act); and

**WHEREAS**, the Board wishes to continue to ensure the safety and welfare of its students by enhancing police protection which is professional, comprehensive and affordable by having a third (3<sup>rd</sup>) police officer assigned to assist the Board Administration, **with** the School Resource Officer and the 2<sup>nd</sup> Officer assigned; and

**WHEREAS**, the Borough has a Police Department that is **located in close proximity to the school, and is qualified** and able to provide such additional services to the Board; and

**WHEREAS**, the Borough is willing to provide such additional services to the Board; and

**WHEREAS**, the sharing of an additional police officer beyond the services of the already agreed upon School Resource Officer, and the 2<sup>nd</sup> Officer will benefit both the Borough and the Board by increasing the efficiency and decreasing the cost of those services, for both entities, **especially during these trying times when additional school security is needed**; and



**WHEREAS**, the officer(s) to be assigned shall be selected by the Chief of Police in consultation with the Borough's Appropriate Authority and the Board which may be a full-time police officer, Class II Police Officer or Class III Police Officer as determined by the Borough, and acceptable to the Board; and

**WHEREAS**, the Parties have agreed that the Borough will provide the additional police services and resources to the Board in accordance with the Uniformed Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et. seq. (the Shared Services Act) and terms and conditions of this agreement; and

**WHEREAS**, the Borough Council of the Borough of Prospect Park and the Board of Education of the Borough of Prospect Park approved this Agreement pursuant to a Resolutions adopted at their respective public meetings.

**NOW, THEREFORE**, with the foregoing recitals incorporated herein by reference and in consideration of the mutual covenants contained herein, the parties hereto, intending to be legally bound, hereby agree as follows:

The Borough agrees to provide a third (3<sup>rd</sup>) police officer who has full police powers consistent with the duties and responsibilities contained in existing Shared Services Agreements between the Borough and the Board for the designated School Resource Officer and the Assigned Second (2<sup>nd</sup>) Officer. The Parties agree that officer(s) to be assigned shall be selected by the Chief of Police in consultation with the Borough's Appropriate Authority and the Board which may be a full-time police officer, Class II Police Officer or Class III Police Officer as determined by the Borough for the 2022-2023 school year a) The term of this agreement shall be for a period of two (2) school calendar years (2022/2023 and 2023/2024) consistent with the existing Shared Services Agreement and shall commence as of the first day of September 2022, and shall continue for a term of two (2) school calendar years, which is anticipated to end on June 30, 2024, unless terminated sooner pursuant to Section 7.

## **PERSONNEL AGENDA**

### **Motion to approve resolution P1-P32:**

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

**P1 Approval of Appointment of Custodian of Records & Public Access to Records**

Be it resolved, upon the recommendation of the Superintendent, the Board appoints the Interim School Business Administrator, Melissa Simmons, as Custodian of Records in accordance with N.J.S.A. 47:1A-1 et seq. for the 2022-2023 school year; and

Be it further resolved, the Board indemnifies the Custodian of Records for all legal costs, which might arise from this appointment.

**P2 Approval of Appointment: Summer Work**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint Altisha Glaster and Cynthia Fernandes to work a maximum of 60 summer hours for Child Study Team related services, at the rate of \$62.00 per hour. Schedule to be approved by the Superintendent prior to June 30, 2022.

**P3 Approval of Appointments: Custodial Supervisors**

Be it resolved, upon the recommendation of the Superintendent, the Board approves the appointments of the following staff as custodial supervisors for the 2022-2023 school year at the annual rate of \$2,000.00 per the approved agreement between the Teachers Association of Prospect Park and the Prospect Park Board of Education.

Beco, Honacy Day Supervisor

Tapia, Luis Night Supervisor

**P4 Approval of Appointments: Custodians**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to award full-time, 12-month employment contracts for the 2022-2023 school year, effective

7/1/2022-6/30/2023, to the following staff members per the pending Agreement between the Teachers Association of Prospect Park and the Prospect Park Board of Education.

Beco, Honacy  
 Jello, Mohammed  
 Leon Cortes, Oscar  
 Sammis, Robert  
 Tapia, Luis

**P5 Approval of Appointment: Certified Staff**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to award full-time employment for the 2022-2023 school year to the following teachers at a step and track yet to be determined pending the outcome and completion of negotiations between the Teachers Association of Prospect Park and the Prospect Park Board of Education.

Alabee, Tatiana	Ford, Karalyn	Ogden, Lia
Alvarenga, Chasty	Franco, Elizabeth	Parenti, Vito
Antista, Lori	Garafano, Jessica	Pasquale, Francesca
Baccaro, Terri Ann	Glaster, Altisha	Pellegrino, Michele
Barbie, Kristen	Gomez, Christine	Rosoline, Laurie
	Gomez, Jessica	Scarabaggio, Angelina
Berger, Robert	Gomez, Michele	Schwartz, Leslie
Borkowski, Joseph	Gormly, Gregory	Scott, Michael
Bruder, Nicole	Hanna, Constantina	Solloway, Beth-Anne
Bruschi, Noreen	Illescas, Ruth	Stewart, Shannon
Carrero, Lauren	Isenhour, Donna	Sullivan, Jaime
Cartagena, Marisol	Iurato, Laura	Sweetman, Christine

Christensen-Leone, Susan	John, Roy	Turner, Carolyn
Dabrowski, Jill	Kalajian, Annmarie	Vanden Heuvel, Kelly
DeCarlo-Gangi, Diana		Walls, Kara
DeJesus, Jessica	Laauwe, Juana	Wiesenfeld, Robert

Dellapena, Kathleen	Levy Robbins, Debra	Wnoroski, Michael
Dumicic, Katrina	Lombardi, Jana	Yonadi, Dawn
Duran, Kelly	Luizzi, Lynne	Shalongo, Kelsey
Faughnan, Victoria	Machovsky, Cynthia	Lupfer, Katherine
Fernandez, Cynthia	Major, Megan	Hanson, Melissa
Ficetola, Rebecca	Mascelli, Kimberly	Zarnick, Jessica

**P6 Approval of Retirement:**

Be it resolved, upon the recommendation of the Superintendent, the Board regrettably accepts the retirement of Ms. Deborah J. Ankelein, effective June 28, 2022.

**P7 Approval of Resignation:**

Be it resolved, upon the recommendation of the Superintendent, the Board regrettably accepts the resignation of Jasmine Jefferson, effective June 27, 2022.

**P8 Approval of Resignation**

Be it resolved, upon the recommendation of the Superintendent, the Board regrettably accepts the resignation of Leila Khalil, effective June 28, 2022.

**P9 Approval of Resignation**

Be it resolved, upon the recommendation of the Superintendent, the Board regrettably accepts the resignation of Kathryn Barta, effective August 30, 2022

**P10 Approval of Appointment Mentor:**

Be it resolved, upon the recommendation of the Superintendent, the Board approves the mentorship of Ms. Dawn Aguilar in the fall to complete the SEL and Character Development

Certification.

**P11 Approval of Contract for Business Administrator**

Be it resolved, upon the recommendation of the Superintendent, the Board appoints Melissa Simmons as School Business Administrator for the 2022-2023 school year, effective July 1, 2022 at a starting salary of \$125,000.

**P12 Approval of Contract of Superintendent/Principal**

Be it resolved, upon the recommendation of the Superintendent, the Board appoints Dr. Tyeshia A. Reels as Superintendent/Principal, effective July 1, 2022 through June 30, 2025 at a starting salary of \$190,000.

**P13 Approval of Agreement for Professional Services**

Be it resolved, upon the recommendation of the Superintendent, the Board agrees to extend the contract for legal services with Buglione, Hutton & DeYoe, L.L.C., expiring June 30, 2022, for the 2022-2023 school year at a rate of \$160.00 per hour.

**P14 Approval of Appointment: Summer Work**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint the following individuals to perform school clerical duties during the months of July and August 2022, up to 30 hours weekly, at the hourly rates notes. Schedule to be approved by the Superintendent prior to June 30, 2022.

**Kocses, Lori**  
**Tapia, Dana**

**P15 Approval of Part-Time Summer Nurse**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint Diane King-Hallgren as a part-time summer nurse, effective July 1, 2022 through August 1, 2022, exclusive of July 4, 2022, at a rate of \$37.00 per hour, not to exceed 30 hours per week, except as approved by the Superintendent.

**P16 Approval of Appointment: Office Personnel**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to award a full-time, 12-month contract for the 2022-2023 school year, effective 7/1/2022-6/30/2023, to the following staff member per the pending Agreement between the Teachers Association of Prospect Park and the Prospect Park Board of Education.

Cathy Jefferson

**P17 Approval of Appointment: Summer Learning Academy Program Teachers**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint the following as Summer Learning Academy Program/ESL Summer Program Teachers for a maximum of 60 hours per session with two sessions scheduled, effective 7/1/22-8/1/22, exclusive of July 4, 2022, at a stipend of \$3,720.00 each (prorated at \$62.00 per hour) for the 2022-2023 school year, pending sufficient summer enrollment; teachers will be reduced if there is insufficient enrollment:

- Laurie Rosaline
- Donna Isenhour
- Leslie Schwartz
- Marisol Cartegena
- Jessic Zarnick
- Katherine Lupfer
- Jill Dabrowski
- Annmarie Kalajian
- Carolyn Turner
- Michelle Pellegrino
- Karalyn Ford
- Vito Parenti
- Francesca Pasquale
- Dawn Aguilar
- Jaime Sullivan
- Constantina Hanna
- Noreen Bruschi
- Laura Iurato
- Susan Leone-Christensen

Jessica DeJesus (PM Session)

Nicole Bruder (PM Session)

**P18 Approval of Appointment: Extended School Year Teachers**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint the following as summer school teachers for a maximum of 60 hours, effective 7/1/2022 - 8/1/2022, exclusive of July 4, 2022, at a stipend of \$3,720.00 each (prorated at \$62.00 per hour), for the 2022-2023 school year, pending sufficient summer enrollment; teachers will be reduced if there is insufficient enrollment.

- Noreen Bruschi
- Susan Christensen-Leone

Nicole Bruder  
Zara Matragas  
Jessica Dejesus  
Laura Iurato

**P19 Approval of Appointment: Aides**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint the following Aides for the 2021-2022 school year, at the hourly rate specified, not to exceed 26.5 hours per week for classroom aides, and not to exceed 13.75 hours per week for lunch aides.

**Classroom Aides**

Barouk, Minira	Nareman, Doghouz
Birch, Ruth	
Chowdhury, Rehnuma	Perez, Abigail
Dabishevci, Makfire	Perez, Lizette
DeProsopo, Donna	Perez, Nilda
Doghouz, Nareman	Quiandria, Liliana
Elabed, Angelica	Rivas, Claudia
Fahmy, Hala	Rosario, Roseann

Gabr, Lillian S	Siddiquie, Farzana
Ishak, Natasha	Skeik, Souha
Kocses, Lori	Struyk, Tracy
Landreville, Lisa	Sumter, Esther
Martin, Kathryn	Tapia, Dana
Mefail, Fatime	
Nieves, Rebecca	

**Lunch/Playground Aides**

DeJesus, Jiseila	Nicoll, Marie
Hardan, Jamila	Nieves, Rebecca
Moore, Dawn	Torres, April

**Approval of Appointment: Extended School Year Aides**

Be it resolved, upon the recommendation of the Superintendent, the Board appoints the following Extended School Year Aides at the hourly rate specified 6/28/2022 - 7/26/2022,



exclusive of July 5, 2022, for the Extended School Year, dependent on daily student attendance.

Chowdhury, Rehnuma	Quiandria, Liliana
Dabishevci, Makfire	Rivas, Claudia
Fahmy, Hala	Rosario, Roseann
Gabr, Lillian S	Siddiquie, Farzana
Ishak, Natasha	Skeik, Souha
Jefferson, Jasmine	Struyk, Tracy
Landreville, Lisa	Martin, Kathryn
Mefail, Fatime	Perez, Abigail
Perez, Nilda	Sumter, Esther

**P20 Approval of Appointments**

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

Assistant Board Secretary  
ADA Officer  
Asbestos/AHERA Coordinator  
Chemical Hygiene Officer

Business Administrator  
Business Administrator  
Business Administrator  
Business Administrator

Indoor Air Quality Coordinator  
IPM Coordinator and Approves IPM Plan  
Public Agency Compliance Officer (PACO)  
Right-To-Know Contact Person  
Safety & Health Designee and  
Safety & Security Plans  
Homeless Liaison  
Section 504 Officer

Business Administrator  
Business Administrator  
Business Administrator  
Business Administrator  
Business Administrator

Altisha Glaster, Cindy Fernandes  
Guidance Counselors

**P21 Approval to Appoint an Acting Confidential Office Manager/Human Resource Specialist**

Whereas the Office Manager is on a leave for the school year 2022-2023;

Be it resolved, upon the recommendation of the Superintendent, the Board approves to award a full-time, 12-month employment contract for the 2022-2023 school year, effective 7/1/2022 – 6/30/2023 as Acting Confidential Office Manager/Human Resource Specialist to Roshemar Stroud for the annual amount of \$89,000.

**P22 Approval of Appointment: Vice Principal/Director of Special Education**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint Catherine D'Arrigo as Vice Principal/Director of Special Education for the 2022-2023 school year, effective 7/1/2022 – 6/30/2023, at a salary of \$173,417.30, which includes salary and longevity and inclusive of \$10,000.00 for Director of Special Education and \$5,000.00 for Safety Coordinator.

**P23 Approval of Appointment: Director of Curriculum, Instruction and Testing**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint Dr. Erin Stinson-Dioguardi as the Director of Curriculum, Instruction and Testing for the 2022-2023 at a salary of \$115,000.

**P24 Approval of Appointment: Administrative Assistant to the Superintendent/Board**

**Secretary**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint Carrie Bell as Administrative Assistant to the Superintendent/Board Secretary for the 2022-2023 school year, effective 7/1/2021 – 6/30/2022, at a salary of \$58,787.77, which includes salary and \$12,000 for Board Secretary stipend.

**P25 Approval of Appointment of Part-time Custodians**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint the following part-time custodians for the 2022-2023 school year from 9/1/2022 to 6/30/2023, not to exceed 26.5 hours per week.

**Doug Struyk**

**Jose Moreno**

**P26 Approval of Appointment: Part-Time Nurse**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint Diane King-Hallgren as a part-time nurse for the 2022-2023 school year, effective 9/5/2022–6/30/2023, at the rate of \$37.00 per hour, not to exceed 20 hours per week, except as approved by the Superintendent.

**P27 Approval of Movement on the Salary Guide**

Be it resolved, upon the recommendation of the Superintendent, the Board approves a lateral move on the current Salary Guide for Ms. Kathryn Lupfer effective September 1, 2022, from BA to MA. Ms. Lupfer has completed the necessary coursework and has submitted a copy of her official transcript.

**P28 Approval of Parent Training Program Supervisor**

Be it resolved, upon the recommendation of the Superintendent, the Board approves Nicole Bruder as the Parent Program Supervisor for two hours per week to monitor Parent Training Program at the contractual stipend amount. Dates and duration to be determined.

**P29 Approval to Implement Parent Training Program**

Be it resolved, upon the recommendation of the Superintendent, the Board approves

Nicole Bruder to implement a Parent Training Program for two hours per week at the contractual stipend amount. Dates and duration to be determined.

**P30 Approval of Appointment: Summer Learning Academy Program Teacher**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint the following as Summer Learning Academy Program/ESL Summer Program Supervisor effective 7/1/2022-8/1/2022, exclusive of July 5, 2022, at a rate of \$64.00

per hour for the 2022-2023 School Year, pending sufficient summer enrollment; teachers will be reduced if there is insufficient enrollment:

**Kimberly Mascelli**

**P31 Approval of Child Study Team Part-time Secretary**

Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint Lakeya Washington as the Child Study Team Part-time Secretary, at the rate in accordance with the contract agreement, for the 2022-2023 School Year.

**P32 Approval of Appointment: Treasurer of School Monies**

Be it resolved, upon the recommendation of the Superintendent, the Board approves the appointment of Anand Shah as Treasurer of School Monies for the 2022-2023 school year at a stipend amount of \$7,500. This appointment is pending a satisfactory criminal background check, effective July 1, 2022.

**EDUCATION AGENDA**

**Motion to approve resolutions E1**

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

**E1. Approval of HIB Report**

**Founded**

233791

233207

**Unfounded**

233480

**BUILDING AND GROUNDS AGENDA – There are no resolutions under the Building and Grounds section**

**POLICY AGENDA**

**Motion to approve resolutions BP1-BP4:**

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

**BP1 Approval of Additional Regular Meeting Date – July 12, 2022**

Be it resolved, upon the recommendation of the Superintendent and Board Secretary, the Board approves an additional regular meeting date for the month of July 2022 to be held on Tuesday, July 12<sup>th</sup>, 2022 at 7 PM.

**BP2 Approval of School Calendar Submission for the 2022-2023 School Year**

Be it resolved, upon the recommendation of the Superintendent, the Board approves the calendar for 2022-2023 school year.

**BP3 Approval of Doctrine of Necessity for 2022**

Whereas, the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standard to guide their conduct; and

Whereas, the School Ethics Commission has provided guidance in Public Advisory Opinion A03-98, with additional opinions issued in 2012, 2014 and 2015, regarding how a Board should invoke the Doctrine of Necessity when a quorum of the board of education has conflicts of interest on a matter required to be voted upon; there is also case law which provides guidance on this issue; and

Whereas, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

Whereas, in keeping with the Legislative purpose as set forth in N.J.S.A. 18A:12-22(a), the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

Now, therefore, be it resolved that the Board of Education of the Prospect Park Board of Education hereby invokes the Doctrine of Necessity for the reason of approving Memorandum of Agreement between the Board of Education of the Prospect Park and the Borough of Prospect Park, which is a monetary contract and includes but is not limited to Police services, and this doctrine must be invoked to overcome any alleged conflict by Board Members:

- 1) Ms. Daysi Gonzalez, who has a family member serving as an employee of the Borough, and/or Police Department;
- 2) Mr. Euyenibert Lopez, an employee/or volunteer with Borough and a volunteer special police officer;
- 3) Mr. Niaz Nadim, who has a family member employed by the Borough; and
- 4) Mr. Ariosto Rodriguez, who is an employee/volunteer with the Borough and/or the Police Department;

Be it further resolved, that the Board of Education of the Prospect Park Board of Education is herewith meeting the requirements to read the resolution at a regular scheduled public meeting, will post it where it posts public notices for 30 days and will provide the School Ethics Commission with a copy of the resolution as required by the Decision of the School Ethics Commission.

#### **BP4 Approval of Official Newspaper**

Be it resolved, upon the recommendation of the Superintendent, the Board designates for the 2022-2023 school year the Herald News and the Record as the official newspapers and the Star Ledger as the alternate (N.J.S.A 18A:10-4, 18A:21, 18A:39-3).

**FOOD SERVICES AGENDA - There are no resolutions under the Building and Grounds section**

#### **PUBLIC PARTICIPATION: STATEMENT TO THE PUBLIC**

At this portion of the meeting, 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.

**Public Participation: Statement to the Public**

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.

**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							

**13. New Business Section**

**14. Closing Remarks/Announcements**

**15. Adjournment**

*Respectfully submitted,*

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Carrie Bell,  
Board Secretary

Mr. Ariosto Rodriguez,  
Board President