

**PROSPECT PARK BOARD OF EDUCATION  
BOARD MEETING AGENDA**

**Thursday, October 20, 2022—7:30 P.M.**

The regular meeting of the Prospect Park Board of Education, Prospect Park, New Jersey, has been called to convene on October 20, 2022 at 7:30 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/ Notificatio n</b>	<b>Absent</b>	<b>Absent w/ Notificatio n</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. 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-F11**

Motion by:

Second:

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							

No							
Abstain							
Absent							

**F1. Approval of District Claims—Bills List— September 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 \$1,577,700.41

**F2. Approval of Payroll – September 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:

September 15, 2022	\$ 314,818.16
September 30, 2022	\$ 342,403.34

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

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

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

**F6. Approval of contract for Out of District Student Tuition and Transportation:**

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

School Name	Student #(s)	Duration	# of Days	Amount
Bergen County Special Services School District	8867145503	Maximum of 5 hours as needed  22/23 school year	2 weekly sessions	\$940.00 & \$11,880.00

Be it further resolved that upon the recommendation of the Superintendent, the Board approves the transportation contracts through NRECS and routes:

Bus Route	Route#	Student #(s)	Duration	# of Days	Daily Cost of Route	Amount
Lincoln Elementary	2722	1	11/1/22 to 6/22	142	313	\$44,446

**F7. Approval of Submission of M-1 and Comprehensive Maintenance Plan**

Be it resolved, upon the recommendation of the Superintendent, the Board approves submission of the M-1 and Comprehensive Maintenance Plan (CMP) for the 2022-2023 school year.

**F8. Approval of Additional Carry Up cost for school furniture**

**Whereas** the Board has approved the lease for the St. Paul’s school for the 7th and 8th grade;

**Whereas** the approval did not include additional not in the State Contract for carrying

furniture up the stairs as this is additional labor costs;

**Be it Resolved** by the recommendation of the Business Administrator that the board approve the revised amount for the purchase of school furniture, carry-up cost or labor for the new Middle School from KI Allstate-Krueger International c/o Allstate Office Interiors 1330 Bellevue St Green Bay, WI 54302 (KI ESCNJ 22/23-08) for 110% of \$17,000 (includes carry up of one flight of stair and the removal of existing lockers located on the 2nd floor)

**F9 Award of Related Services Contracts**

**Be it Resolved** by the recommendation of the Business Administrator that the board approve the following related service contracts:

Company Name	Services	Rate	Amount not to exceed at 110%
School Based Services	LDTC	LDTC Services \$45.00 per half hour. 2. LDTC consultation \$45.00 per half hour. 3. LDTC standardized testing \$45.00 per half hour.	
J&B Therapy	LDTC	\$ 90 per hour	

**F10 New Building Connectivity**

**Be it Resolved** by the recommendation of the Business Administrator that the board approve funds for New Building Connectivity paid to Dyntek in the amount of \$64202.76 not to exceed 110%

**F11 Award for Related Services**



**Be it resolved**, upon the recommendation of the Superintendent, the Board approves contract with Bergen County Special Services School District for the provision of services for teachers of deaf and hard of hearing in the amount of \$11,880.00 not to exceed 110%.

**PERSONNEL AGENDA**

**Motion to approve resolution P1-P3**

Motion by:

Second:

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

**P1. Approval of New Hires**

- A. Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint Michael Copleton as a Physical Education Education Teacher for the 2022-2023 school year at BA level, Step 1, at the salary of \$53,628.00 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 November 1, 2022.
- B. Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint Cara Allison as a Title I Teacher for the 2022-2023 school year at BA level, Step 10, at the salary of \$61,618.00 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 November 1, 2022.
- C. 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 October 23, 2022:

- a. Katelin Bruschi
  - b. Rezana Agolli
  - c. Candice Lightbody
- D. Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint the following individuals as lunch aides at a rate of \$14.13 per day, pending a satisfactory criminal background check, effective October 23, 2022:
- a. Yurani Ceballos
  - b. Maria Santiago
- E. Be it resolved, upon the recommendation of the Superintendent, the Board approves to appoint Kristina Deak as Supervisor of Early Childhood Education for the 2022-2023 school year at a salary of \$88,000 per year effective November 1, 2022.
- F. Be it resolved, upon the recommendation of the Superintendent, the Board approves the appointment of (*pending criminal history review*):

Title	Name	Salary	Benefits	Hours
Day Custodian	Andrew Van Tassel Damian Acosta Imad Janouk	\$40,875	single benefits (est. \$5,000)	40 hours per week
Part Time Night Custodians	Edward Brockington (St. Paul's) Hugo Espana(Prospect Park Elem.) Malik Van Tassel (St. Paul's)	\$16 Per Hr.	No health, prescription or dental	Not to exceed 30 hours per week

**P2. Approval of Appointment**

Name	Appointment Title	Amount	Effective Date
Oscar Leon	Head Custodian- St. Paul's School	\$2,000 (prorated)	Oct 20, 2022
Robert Sammis	Night time Supervisor	\$2,000 (prorated)	October 20,2022

**P3. Approval of Resignation**

**Be it resolved**, upon the recommendation of the Superintendent, the Board approves the resignation of Lakeya Washington effective October 27, 2022

**EDUCATION AGENDA**

**Motion to approve resolutions E1-E9**

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
Michael B. Scott	Enhancing Discussions in Math Classrooms	1600 Valley Road, Wayne	10/27/22	N/A
Erin Stinson-Dioguardi	NJ Leaders to Leaders Mentoring and Induction Program		Will meet on 2-3 Occasions	

Chasty Alvarenga	Catching up Students Who Have Fallen Behind	Virtual	12/13/22	\$279.00
Robert Wiesenfeld	Enhancing Discussions in Mathematics	William Paterson University	10/27/22	N/A
Jessica Garofano	Productive Discussions in Mathematics	William Paterson University	10/27/22	N/A
Melissa Simmons	NJASBO Various	NJASBO at Robbinsville	September, October, November & December	

**E2. Approval of the Submission of the Revised New Jersey Quality Single Accountability Continuum (NJQSAC)**

District Improvement Plan Be it resolved, upon the recommendation of the Superintendent, the Board approves the submission of the revised NJQSAC District Improvement Plan to the Department of Education.

**E3. Elimination/Establishment of classes forms for LC4 and LC6:**

Be It Resolved by the recommendation of the Superintendent that the approves the elimination of the Autism class in accordance with the NJ Department of Education and creates in its stead a Multiple Disabilities classroom that aligns with the needs of the students individual education plan.

**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

235244

234958

234207

Unfounded

234900

**E5. Approval of Week of Respect**

Whereas, 18A:37-29 designates the week beginning with the first Monday in October of each year as the “Week of Respect” in the state of New Jersey; Now, therefore, be it resolved, upon the recommendation of the Superintendent, the Board designates the week of October 3-7, 2022, as the Week of Respect, to provide age-appropriate instruction focusing on preventing harassment, intimidation and bullying (HIB).

**E6. Approval of School Violence Awareness Week**

Whereas, 18A:36-5.1 designates the week beginning with the third Monday in October of each year as “School Violence Awareness Week” in the state of New Jersey; Now, therefore, be it resolved, upon the recommendation of the Superintendent, the Board designates the week of October 17-21, 2022, as School Violence Awareness Week, to include discussions about school policies and procedures for addressing violent situations/school crises and ways to prevent them from occurring.

**E7. Approval of Red Ribbon Week**

Be it resolved, upon the recommendation of the Superintendent, the Board designates October 24-28, 2022, as Red Ribbon Week, celebrated annually as the nation’s oldest and largest drug prevention awareness program, to provide age-appropriate instruction and discussions about school policies and procedures addressing drug prevention and awareness.

**E8. Approval of McRel Teacher Evaluation Tool and Rubrics**

Be it resolved, upon the recommendation of the Superintendent, the Board approves the continuation of the McRel Teacher Evaluation Tool and Rubrics.

## **E9. Approval of Marshall’s Administrator Evaluation Tool and Rubrics**

Be it resolved, upon the recommendation of the Superintendent, the Board approves the continuation of the Marshall's Administrator Evaluation Tool and Rubrics.

## **BUILDING AND GROUNDS AGENDA**

### **Motion to approve resolution BG1 - BG4**

Motion by:

Second:

### **BG1 Toilet Waivers for Preschool Expansion Program**

Whereas the district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3 In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

Be it resolved by recommendation of the Superintendent that the following rooms be approved for this waiver based on the criteria provided room 219 and 220 that do not have restrooms in the classroom but have them outside of the classroom and will provide supervision of students via classroom aide and/or teacher to these restrooms.

### **BG2 Change of Use Applications - Preschool Expansion Program**

Be it resolved by recommendation of the Superintendent that the board approve the “Anticipated Facility Requests”; the “Application for Change of Use of Educational Space” and “Initial/Renewal Application for Multiple Temporary Instructional Spaces” for the 2022-2023 school year for rooms 218, 219, 220, 221, 222 now utilized for the Preschool Expansion/Pre Kindergarten program for the 2022-2023 school year.

Be It Further Resolved that rooms 219 and 220 be used as classrooms for the Pre kindergarten

classrooms accompanied by the toilet waiver for classrooms without a toilet room inside of the class for the 2022-2023 school year included in the revised LRFP sent to the Department of Education.

**BG3 Change of Use Application - St. Paul’s School as the Prospect Park Middle School**

Whereas the Board has approved the lease for rental of the St. Paul’s School for the purposes of housing classes for our 7th and 8th grade students;

Whereas the county requires an application for Change of Use of Educational Spaces and an Anticipated Facility Request for 2022-2023 School Year:

Be it Resolved by the recommendation of the Superintendent that the board approves the “Anticipated Facility Requests” and the “Application for Change of Use of Educational Space” and “Initial/Renewal Application for Multiple Temporary Instructional Spaces” for the 2022-2023 school year for the St. Paul’s School that will operate at the Prospect Park School second location for the 7th and 8th grade students

And be it further resolved that the board accepts the changes and inclusion of the St. Paul’s location in the Long Range Facilities Plan that has been submitted to the Department of Education for approval.

**BG4. Approval of use of Facility.**

Be it resolved, upon the recommendation of the Superintendent, the Board approves NJ Bengali Badminton Club to use the Prospect Park Gymnasium every Friday in November through February from 6 p.m. until 10 p.m.

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

**POLICY AGENDA**

**Motion to approve resolutions: BP1 - BP3**

Motion by:

Second:

	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

**BP1. Approval of the Board of Education Minutes**

- A. Be it resolved, upon the recommendation of the Superintendent, the Board accepts and approves the following Board of Education meeting minutes: Special Meeting September 21, 2022

**BP2. Second Reading of Policy 6470.01 - ELECTRONIC FUNDS TRANSFER AND CLAIMANT CERTIFICATION (M)**

Be it resolved, upon the recommendation of the Superintendent, the Board accepts and approves the second reading of the policy to allow for the payment of vouchers using electronic transfers.

**BP3. Policy for Use of Facilities - 7510**

Be it resolved, upon the recommendation of the Superintendent, the Board accepts and approves the second reading of the policy to allow for Superintendent approval for Use of Facilities requests that meet the Board Approval requirements.

**FOOD SERVICES AGENDA:**

**Motion to approve resolutions: FS1-**

Motion by:

Second:



	Rodriguez	Colcloughly	Ensour	Gonzalez	Lopez	Nadim	Valerio
Yes							
No							
Abstain							
Absent							

**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
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Yes							
No							
Abstain							
Absent							

**14. New Business Section**

**15. Closing Remarks/Announcements**

**16. Adjournment**

Motion by:

Second:

Time of Adjournment:

*Respectfully submitted,*

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Melissa Simmons  
Board Secretary