

**PROSPECT PARK BOARD OF EDUCATION
ORGANIZATION MEETING AGENDA
Tuesday, January 4, 2022—7:00 P.M.**

The Organization meeting of the Prospect Park Board of Education, Prospect Park, New Jersey, will convene at 7:00 p.m. on Tuesday, January 4, 2022, in the gymnasium of the Prospect Park Public School.

- 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. Oath of Office/Swearing-in of Ms. Arwa Ensour, Ms. Daisy Gonzalez, Mr. Niaz Nadim, Mr. Ariosto Rodriguez, Ms. Dhariany Valerio-Rodriguez, and Dr. Tyeshia A. Reels**
- 4. Roll Call: Board Secretary**

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

5. 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.

6. 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.

7. 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.

8. Election of President

9. Election of Vice President

10. Appointment of School Board Secretary

Be it resolved, the Board of Education hereby appoints School Board Secretary, Erin Delaney, effective January 4, 2022, at a monthly stipend of \$500, until a successor is appointed and qualified.

Motion to approve School Board Secretary:

Motion by: _____

Second: _____

	Colcloughly	Ensour	Gonzalez	Nadim	Lopez	Rodriguez	Valerio
Yes							
No							
Abstain							
Absent							

11. 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: _____

	Colcloughly	Ensour	Gonzalez	Nadim	Lopez	Rodriguez	Valerio
Yes							
No							
Abstain							
Absent							

Motion to Close Public Hearing:

Motion by: _____

Second: _____

	Colcloughly	Ensour	Gonzalez	Nadim	Lopez	Rodriguez	Valerio
Yes							
No							
Abstain							
Absent							

12. Organization Agenda Items

Motion to approve R1 & R2:

Motion by: _____

Second: _____

	Colcloughly	Ensour	Gonzalez	Nadim	Lopez	Rodriguez	Valerio
Yes							
No							
Abstain							
Absent							

R1 Policies/By-Laws/Job Descriptions

Be it resolved, upon the recommendation of the Superintendent, the Board approves all existing policies, by-laws, job descriptions, rules and regulations currently in force for the 2021-2022 school year, subject to revision, adoption and continuous review by the Board.

R2 Regular Meeting Schedule

Be it resolved, upon the recommendation of the Superintendent, the Board reapproves the regular meeting schedule for the remainder of the 2021-2022 school year as follows: February 1, 2022; March 1, 2022; April 5, 2022; April 26, 2022; May 10, 2022, and June 14, 2022. Be it further resolved, upon the recommendation of the Superintendent, the Board approves the scheduling of a special meeting for March 15, 2022, as need be for the purpose of a presentation and adoption of the preliminary budget.

13. Public Relations:

Motion to approve resolution PR1:

Motion by: _____

Second: _____

	Colcloughly	Ensour	Gonzalez	Nadim	Lopez	Rodriguez	Valerio
Yes							
No							
Abstain							
Absent							

PR1 School Board Recognition Month

WHEREAS, the New Jersey State Board of Education, which adopts the administrative code to implement state education law, has established rigorous standards through its promulgation of the New Jersey Student Learning Standards, which set the expectations of academic achievement for nearly 1.4 million public schoolchildren; and

WHEREAS, New Jersey’s locally elected and appointed boards of education play a vital role in ensuring that their local school districts meet state standards and adhere to all code provisions, with the goal of providing an outstanding education to prepare all students for college and the workplace and to enable them to compete in a global economy; and

WHEREAS, New Jersey’s 5,000 non-partisan local board of education members and charter school trustees are public servants who dedicate their time, without pay or benefit, to the oversight of school district operations, sound financial practices, comprehensive policies, curriculum, staffing, and the well-being and academic achievement of all students in the district; and

WHEREAS, the efforts of local boards of education, in conjunction with state education officials and local educators, have built a foundation of success that has led to New Jersey’s status as a leader in student achievement, as evidenced by the National Assessment of Educational Progress scores; and

WHEREAS, the National School Boards Association and the New Jersey School Boards Association have declared January 2022 to be School Board Recognition Month;

NOW, THEREFORE, BE IT RESOLVED, that the New Jersey State Board of Education and the Department of Education recognize the contributions of our state’s local boards of education to the academic success of its public-school students and expresses its sincere appreciation to local board of education members for their continued focus on the achievement of children throughout New Jersey; and

BE IT FURTHER RESOLVED, that the New Jersey State Board of Education encourages qualified

New Jersey citizens to consider serving as members of their local school boards.

14. Communications:

15. 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: _____

	Colcloughly	Ensour	Gonzalez	Nadim	Lopez	Rodriguez	Valerio
Yes							
No							
Abstain							
Absent							

16. Presentations

17. AGENDA ACTION ITEMS

FINANCE AGENDA

Motion to approve resolutions F1-F2:

Motion by: _____

Second: _____

	Colcloughly	Ensour	Gonzalez	Nadim	Lopez	Rodriguez	Valerio
Yes							
No							
Abstain							
Absent							

F1. Approval of District Claims—Bills List—December 2021

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 December 2021. The total payment amount was \$1,499,949.59 including payroll.

F2. Approval of Payroll – December 2021

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:

December 15, 2021	\$398,756.87
December 30, 2021	\$364,633.70

PERSONNEL AGENDA

Motion to approve resolutions P1-P2:

Motion by: _____

Second: _____

	Colcloughly	Ensour	Gonzalez	Nadim	Lopez	Rodriguez	Valerio
Yes							
No							
Abstain							
Absent							

P1. Approval of Amendment of Job Description

Be it resolved, based upon the recommendation of the Superintendent, the Board approves the amendment of the job description for Director of Curriculum and Instruction to Supervisor of Curriculum and Instruction with revised duties.

P2. Approval of Appointment: Acting Supervisor of Curriculum and Instruction

Be it resolved, based upon the recommendation of the Superintendent, the Board approves the appointment of Megan Major to Acting Supervisor of Curriculum and Instruction, at her current salary, with a stipend of \$100 per day, effective immediately.

EDUCATION AGENDA - There are no resolutions under the Education section

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

POLICY SECTION - There are no resolutions under the Policy section

FOOD SERVICE AGENDA – There are no resolutions under the Food Service section

18. New Business Section

19. Closing Remarks/Announcements

20. Adjournment

Starting date 12/1/2021

Ending date 12/31/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
001223	12/10/21		KAM	CINTAS FIRE PROTECTION		360.81
001224	12/10/21		CWMS	CITYWIDE MECH SER LLC		199.74
001225	12/17/21		MASC	MASCHIOS FOOD SERVICE, INC.		90,832.11
001226	12/17/21		OPTI	Optimum		26.58
002675	12/15/21		GAR1	NEW JERSEY FAMILY SUPPORT		831.50
002676	12/15/21		GAR3	SHERIFF OF PASSAIC COUNTY		70.53
002677	12/15/21		GAR7	SUPERIOR COURT OF NJ, SPECIAL CIVIL PART		548.53
002678	12/23/21		GAR1	NEW JERSEY FAMILY SUPPORT		831.50
002679	12/23/21		GAR3	SHERIFF OF PASSAIC COUNTY		70.53
002680	12/23/21		GAR7	SUPERIOR COURT OF NJ, SPECIAL CIVIL PART		108.97
008733	12/03/21		AMPL	Amplify Education, Inc.		53.00
008734	12/03/21		ARRO	ARROW ELEVATOR INCORPORATED		205.00
008735	12/03/21		BENE	BENECARD SERVICES, INC		45,013.92
008736	12/03/21		BENW	Benway School		23,547.84
008737	12/03/21		CDWG	CDWG GOVERNMENT INC		447.80
008738	12/03/21		CURR	CURRICULUM ASSOCIATES, INC		333.76
008739	12/03/21		DEL	DELTA DENTAL PLAN OF N.J. INC.		456.24
008740	12/03/21		HEND	High End Electric LLC		8,525.00
008741	12/03/21		HOHS	Horizon Healthcare Staffing		4,522.00
008742	12/03/21		IGA	INDUSTRIAL COMBUSTION ASSOCIATES INC		4,080.00
008743	12/03/21		INSP	INSPIRED INSTRUCTION, LLC		2,200.00
008744	12/03/21		LLM	LAKESHORE LEARNING MATERIALS		2,483.45
008745	12/03/21		M&M	M & M Window and Glass, LLC		4,135.00
008746	12/03/21		MADA	Mazkell Detective Agency		11,760.00
008747	12/03/21		MCGR	MCGRAW HILL EDUCATION		10,438.74
008748	12/03/21		MCF	MUNICIPAL CAPITAL FINANCE		555.00
008749	12/03/21		OCSE	ONCOURSE SYSTEMS FOR EDUCATION		3,409.29
008750	12/03/21		RRBN	Ready Refresh by Nestle		561.08
008751	12/03/21		SCHO	SCHOOL HEALTH CORP.		1,421.48
008752	12/03/21		SADV	Staples Advantage		1,560.31
008753	12/03/21		TMI	The Madison Institute, LLC		4,950.00
008754	12/03/21		TRW	THE READING WAREHOUSE		4,769.27
008755	12/03/21		ULIN	ULINE		951.02
008756	12/03/21		BECK	BECKER'S SCHOOL SUPPLIES		47.50
008757	12/03/21		LLM	LAKESHORE LEARNING MATERIALS		398.00
008758	12/08/21		3470	HOUGHTON MIFFLIN HARCOURT SCHOOL PUBLI		1,358.26
008759	12/08/21		PHON	Phonak Hearing Systems		231.71
008760	12/08/21		RCN	RTech Solutions, LLC		119.98
008761	12/08/21		TRW	THE READING WAREHOUSE		219.55

Starting date 12/1/2021

Ending date 12/31/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
008762	12/08/21		ALLI	ALLISON ANGERMEYER		26.82
008763	12/08/21		HJAL	Hayat Jaludi		350.00
008764	12/08/21		HONA	HONACY BECO		161.45
008765	12/08/21		LPIN	Luis Pineda		74.99
008766	12/08/21		VALE	VALERIE SNOW		342.84
008767	12/10/21		BENW	Benway School		8,262.40
008768	12/10/21		NRES	Northern Region Educational Serv Comm		14,416.62
008769	12/10/21		BELL	Self Storage Management		325.00
008770	12/10/21		THI	TANIS HARDWARE INC.		7.49
008771	V 12/10/21	12/10/21	KAM	CINTAS FIRE PROTECTION		
008772	12/10/21		CNE	Constellation Newenergy, Inc.		6,205.22
008773	12/10/21		HTOM	Hand2mind		369.00
008774	12/10/21		HPC	Horizon Termite and Pest Control Corp		99.00
008775	12/10/21		PAG	Pearson Clinical Assessment		365.70
008776	12/10/21		PEWI	PESI Inc		249.99
008777	12/10/21		PUBL	PUBLIC SERVICE ELECTRIC AND GAS		3,160.34
008778	12/10/21		SCHI	Schindler Elevator Corporation		286.36
008779	12/10/21		UGI	UGI Energy Services, LLC		1,684.89
008780	12/10/21		WIND	WINDSOR LEARNING CENTER, INC		40,293.00
008781	12/15/21		TNJS	Trane New Jersey Service		12,259.00
008783	12/17/21		BROO	BROOKAIRE CO		1,733.60
008784	12/17/21		GWAY	Gateway School, LLC		9,262.96
008785	12/17/21		INSP	INSPIRED INSTRUCTION, LLC		2,200.00
008786	12/17/21		LNKI	Linkitl		20,900.00
008787	12/17/21		BOLL	New Jersey Schools Insurance Group		5,471.02
008788	12/17/21		PHON	Phonak Hearing Systems		62.44
008789	12/17/21		RCLD	Rutgers Center for Literacy Development		8,400.00
008790	12/17/21		SCSI	Simplify Chemical Solutions Inc		3,844.20
008791	12/17/21		CADJ	TEACHERS PENSION AND ANNUITY FUND		626.94
008792	12/17/21		VALE	VALERIE SNOW		43.99
008793	12/21/21		ADHD	ADHD Strategy Mom		4,950.00
O18446	12/01/21		NEW	NJSHBP		117,152.82
O18447	12/01/21		NEW	NJSHBP		110,659.05
O18448	12/01/21		6P01	PERS NJ		9,555.23
O18449	12/01/21		6P02	TPAF NJ		56,059.72
O18580	V 12/29/21	12/29/21	6P01	PERS NJ		
O18581	V 12/29/21	12/29/21	6P02	TPAF NJ		
O18582	12/29/21		6P01	PERS NJ		9,920.86
O18583	12/29/21		6P02	TPAF NJ		64,153.08

Check Journal
Rec and Unrec checks

Prospect Park BOE
Hand and Machine checks

01/04/22 08:18

Starting date 12/1/2021

Ending date 12/31/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
P18684	12/15/21		PAY	PAYROLL VENDOR		398,766.87
P18685	12/30/21		PAY	PAYROLL VENDOR		364,633.70

Fund Totals

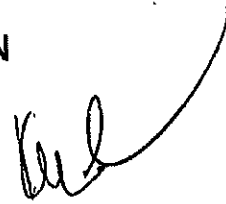
11	GENERAL CURRENT EXPENSE	\$1,152,042.90
20	SPECIAL REVENUE FUNDS	\$114,732.81
60	ENTERPRISE FUNDS	\$101,023.43
90	SUMMER PAY	\$132,150.45
	Total for all checks listed	\$1,499,949.59

Prepared and submitted by: _____

Board Secretary

_____ Date

**PROSPECT PARK BOARD OF EDUCATION
94 BROWN AVENUE
PROSPECT PARK, NJ 07508
(973) 720-1981**



TITLE: SUPERVISOR OF CURRICULUM, INSTRUCTION, TESTING
AND TEACHER EVALUATION

QUALIFICATIONS:

1. Possess a valid certificate as a Supervisor
2. Demonstrable ability to work effectively in the areas of curriculum and instruction, test and assessment, supervision programs and staff and teacher evaluation.
3. Required criminal history check and proof of U.S. citizenship or resident alien status.

SUPERVISES: Instructional staff

REPORTS TO: Superintendent of Schools and Principal

JOB GOAL: To assist in all duties necessary for the overall efficient operation of the school.

PERFORMANCE RESPONSIBILITIES:

1. Guides the development, implementation and evaluation of curriculum and instructional services in the district; stays updated with the core content standards.
2. Keeps abreast of developments in curriculum and instruction.
3. Studies, evaluates and recommends adoption of new instructional materials, textbooks, methods and programs and assumes a leadership role in developing and updating courses of study, curriculum guides and scope and sequence. Assesses instructional material needs yearly and completes ordering process.
4. Reviews and updates all district curriculum as state required.
5. Communicates and interprets the curriculum and its philosophy to the staff; monitors its implementation; and maintains liaison with all district personnel and active participation with educational leaders in curriculum and instruction at the state, regional and national levels and various community groups.
6. Works with administrators and staff in the improvement of individual staff competencies in order to insure understanding of and promotion of district educational objectives.

7. Observes and evaluates teachers in their classrooms in order to enhance the teaching-learning situation and maintain AchieveNJ compliance.
8. Assists in the recruitment, screening, hiring, training and assignments of instructional personnel.
9. Assumes the responsibility for reviewing and assessing results of district-wide evaluation programs and prepares and administers instructional/research projects.
10. Coordinates teacher evaluation training pursuant to EE4NJ.
11. Prepares grant applications as appropriate.
12. Prepares, in concert with the Superintendent, the QAAR.
13. Keeps abreast of and interprets to the staff the current research in the area of testing and analysis of test data to improve teaching and learning.
14. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the school.
15. Assists in the administration of testing.
16. Schedules and organizes meetings in order to improve horizontal and vertical continuity and articulation by use of test data to guide the instructional program. Plans and presents test data to improve teaching and learning.
17. Cooperates with the Principal and staff in the use of test data to plan the instructional program and support services for pupils, including special education pupils and other students with special needs. Participates as assigned in IEP meetings to contribute information and analysis of individual test results.
18. Supervises, coordinates and integrates Title I program/assignments/ and activities.
19. Monitors and evaluates Title I staff and helps identify Title I staff needs.
20. Coordinates the development of summer and Title I summer program.
21. Participates in the planning and equipping of classrooms and programs.
22. Participates in in-service training programs.
23. Supervises, coordinates and develops the ESL curriculum and program.
24. Serves as the supervisor of the Pre School and completes the annual PreSchool Plan.
25. Supervises, coordinates and develops the PreSchool curriculum and program as necessary.
26. Monitors and evaluates the PreSchool Staff and helps identify the PreSchool staff needs.

27. Perform other functions as delegated by the Superintendent.

EVALUATION: Performance if this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

TERMS OF EMPLOYMENT: Twelve-month work year. Salary to be established by the Board.

ADOPTED: January 4, 2022

