# December 20, 2023 - Regular Meeting

- 1.) **President Calls the Meeting to Order:** 6:30 p.m. (Work Session)
- 2.) Flag Salute
- 3.) Roll Call
- 4.) Statement of Presiding Office
- 5.) Review & Discuss Board Business
- 6.) Adjourn Work Session; Open Regular Meeting
- 7.) Report of the Board President Eun Min
- 8.) Report of the Superintendent Dr. Cirillo
- 9.) Report of the Board Attorney John McCann
- 10.) Minute Approval: November 15, 2023 Regular Meeting
- 11.) Committee Reports:

**Finance:** Food Service Vouchers, BSR Report, Payroll 11/15/23, 11/30/23, 12/15/23, December Bills List, Transfers, Student Activities 11/30/23, Visitations/Workshops, Tuition Reimbursement, HVAC Project Payment (H&S #10, 11, Pennetta #6), Out of District Contracts (Ramsey, Windsor Prep), Nursing Services Contract (Fort Lee), LS Library Construction Approval, ECC Science Night, PPHS Gym Roof Project Vendor Approval, Withdraw from Capital Reserve

**Buildings & Grounds:** Active Shooter Drill

**Personnel**: Resignations (3), Family Leave (2), Appointment of Substitute Teacher (1), Appointment of Staff (1), Dramatic Arts Stipend, Salary Increase (Residency Officer)

Curriculum: Field Trip Requests

**Negotiations:** 

Policy: Policy #5141.8 Sports Related Concussion and Head Injury

NJ School Boards Liaison:

County School Boards Liaison:

School Safety & Security Committee:

- 12.) Old Business:
- 13.) New Business: Leonia Co-op Agreement
- 14.) Audience Participation: Limited to 3 minutes per participant (Policy #9322)
- 15.) Closed Session: HIB
- 16.) Adjournment

# Palisades Park Board of Education Work Session/Regular Business Meeting Agenda

Wednesday, December 20, 2023 – at 6:30 p.m., Early Childhood Center

A. CALL TO ORDER: Board President								
B. FLAG SALUTE								
C. ROLL CALL		Present	Absent					
	Ms. Eun Min							
	Ms. Anieska Garcia							
	Ms. Soo Chung							
	Ms. Helen Jeon							
	Mr. Kevin Lim							
	Ms. Rebekah Lee							
	Mr. Anthony Kim							
	Mr. William Kim							
	Mr. Charlie Shin							
	Dr. Joseph Cirillo							
	John McCann, Esq.							
	Joseline Hernandez							
D. STATEMENT (	OF PRESIDING OFFIC	CER						

In compliance with the Open Public Meetings Act (Chapter 231, P.L. 1975), I hereby state that notice of this **Regular Meeting** has been provided to the public by a written notice dated January 15, 2023 (date of published notice)

# The Meeting Notice has been:

- 1. Emailed to all staff members at the district's 3 school locations.
- 2. Communicated to at least 1 of the Board's designated newspapers.
- 3. Filed with the Borough Clerk of Palisades Park.
- E. REVIEW AND DISCUSS RESOLUTIONS TO BE VOTED ON AT THE REGULAR MEETING
- F. ADJOURN WORK SESSION: OPEN REGULAR MEETING
- G. REPORT OF THE BOARD PRESIDENT
- H. REPORT OF THE SUPERINTENDENT
  - Travis Park
- I. REPORT OF THE BOARD ATTORNEY

# J. APPROVAL OF BOARD MINUTES

# 1. Approval of Minutes – Regular Business Meeting – November 15, 2023

Move that the Palisades Park Board of Education upon recommendation of the Superintendent approves the minutes of the following meeting;

• November 15, 2023 Regular Meeting Minutes

		N	Moved by: Seconded By VOTE			ły:			
Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P
Eun Min					Rebekah Lee				
Anieska Garcia					Anthony Kim				
Soo Chung					William Kim				
Helen Jeon					Charlie Shin				
Kevin Lim									

# **COMMITTEE REPORTS**

# K. FINANCE

Consent Agenda for Items 1-16 – William Kim

#### 1. FOOD SERVICE VOUCHERS

**BE IT RESOLVED** that the Palisades Park Board of Education upon recommendation of the Superintendent approves Food Service Payment(s) as follows:

VENDOR	DESCRIPTION	COST
W.W. Grainger, Inc.	Invoice 9927193947 – Café Repair Parts ECC	\$11.50
Jay Hill Repairs	Invoice 1019753 – Cafe Cooler Repair – PPHS	\$660.50
Sentinel Fire Control, Inc.	Invoice 5-119071 – Kitchen System Reports – LS	\$190.00
Sentinel Fire Control, Inc.	Invoice 5-119072 – Kitchen System Reports - ECC	\$170.00
Sentinel Fire Control, Inc.	Invoice 5-119073 – Kitchen System Reports – PPHS	\$180.00
Map Restaurant Supplies	Wire Shelving, Post for wire shelving	\$548.40
Pomptonian Food Service	Invoice 637 101323 – Request for Expenses	\$41,588.60
Pomptonian Food Service	Invoice 637 111023 – Request for Expenses	\$11,359.59
Pomptonian Food Service	Invoice 637 111723 – Request for Expenses	\$31,414.19
Pomptonian Food Service	Invoice 637 112423 – Request for Expenses	\$20,537.67
Pomptonian Food Service	Invoice 637 120123 – Request for Expenses	\$37,488.15

#### 2. SECRETARY'S AND TREASURER'S FINANCIAL REPORTS

**BE IT RESOLVED** that the Palisades Park School District Board of Education, upon the recommendation of the Superintendent, accepts the Secretary's and Treasurer's unaudited 2023-24 financial reports, which are in agreement reflecting the district's financial activities for the period November 2023.

# 3. RATIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION – BUDGETARY LINE ITEM STATUS

**BE IT RESOLVED** pursuant to N.J.A.C.6A:23-2.11(c)3, the Board Secretary certifies that as of November 2023 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:232.11(a).

**BE IT FURTHER RESOLVED** pursuant to N.J.A.C.6A:23-2-11(c)4 that the Palisades Park School District Board of Education certifies that as of November 2023 after review of the Board Secretary's and Treasurer's monthly financial report, in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.11(b).

# 4. APPROVAL OF PAYROLL – 11/15/23, 11/30/23, 12/15/23

**BE IT RESOLVED** that the Palisades Park Board of Education upon the recommendation of the Superintendent approves the following payroll amount:

Payroll Date	Amount
11/15/23	\$892,632.66
11/30/23	\$862,233.71
12/15/23	\$955,949.20

# 5. APPROVAL OF THE BILL LIST – DECEMBER

**BE IT RESOLVED** that the Palisades Park Board of Education upon the recommendation of the Superintendent approves the December 2023 bill list in the amount of \$2,016,839.68:

Fund 10 (General/Current Expenses) \$1,528,521.08
 Fund 20 (Special Revenue) \$344,718.40
 Fund 60 (Food Service) \$143,600.20

# 6. TRANSFERS

**RESOLVED** that the Palisades Park Board of Education, upon the recommendation of the superintendent, approve transfers for the month of November 2023.

# 7. STUDENT ACTIVITIES ACCOUNTS

**BE IT RESOLVED**, that the Palisades Park Board of Education upon the recommendation of the Superintendent accepts the financial reports for the High School and the Lindbergh School Activities Accounts, for the month ending 11/30/2023. (attached).

# 8. STAFF MEMBER VISITATIONS/WORKSHOPS

**BE IT RESOLVED**, that the Palisades Park Board of Education upon the recommendation of the Superintendent, approves the following requests for professional Visitations/Workshops:

Staff Member	Activity	Location	Date(s)	Cost	Account Number
Ji Eun Kim	AAC with Ease: Educate,	P.G. Chambers	10/17/23	\$150.00	20-270-200-300-01
	Achieve, Support, Engage	School			
Amy Munn	<b>TESOL Spring Conference</b>	Hyatt Regency -	05/31/24	\$325.00	20-270-200-300-01
		New Bruinswick, NJ			
Joowon Yim	<b>TESOL Spring Conference</b>	Hyatt Regency -	05/31/24	\$325.00	20-270-200-300-01
		New Bruinswick, NJ			
Vera	NJDOE – Veteran Instructional	Trenton, NJ	12/8/23	\$77.27	20-270-200-300-01
Csizmadia	Coach Meeting – Mileage				
	Reimbursement				
Sara Vetter	National Association of School	New Orleans, LA	2/14/24 -	\$269.00	20-270-200-300-01
	Psychologist Association		2/15/24		
	(NASP) Annual Convention				
Jillian Romero	Techspo Conference	Atlantic City, NJ	1/24/24 -	\$540.00	20-270-200-300-01
			1/26/24		
Andrew Garcia	Techspo Conference	Atlantic City, NJ	1/24/24 -	\$540.00	20-270-200-300-01
			1/26/24		
Patrick Phalon	Techspo Conference	Atlantic City, NJ	1/24/24 -	\$540.00	20-270-200-300-01
			1/26/24		
Joseph Cirillo	Techspo Conference	Atlantic City, NJ	1/24/24 -	\$540.00	20-270-200-300-01
			1/26/24		
Constantine	Athletic Director's Conference	Atlantic City, NJ	3/11/24 -	\$710.00	20-270-200-300-01
Eliopoulos			3/15/24		

#### 9. TUITION REIMBURSEMENT

**BE IT RESOLVED**, that the Palisades Park Board of Education upon the recommendation of the Superintendent, approves the following tuition reimbursement request:

Staff Member	College/University	Course Name	Credits
Jenny Busanic	William Paterson	Assessment of Learning in	3
	University	Critical Practice	

#### 10. APPROVAL OF HVAC PAYMENTS

**BE IT RESOLVED**, that the Palisades Park Board of Education upon the recommendation of the Superintendent, approves the following payments for the HVAC Project:

Contractor	Payment No.	Cost	Date(s)
H&S Construction	10	\$148,568.00	11/07/2023
H&S Construction	11	\$52,969.00	12/13/2023
Pennetta Industrial	6	\$77,971.25	12/13/2023

#### 11. OUT OF DISTRICT CONTRACTS - SY 23-24

**BE IT RESOLVED**, that the Palisades Park Board of Education upon the recommendation of the Superintendent, approves the following contracts for the 23-24 School Year:

Student ID #	School	Base Tuition	Additional Services
355579	Ramsey Board of Education	\$10,436.12	N/A
8959	Windsor Prep	\$49,871.36	N/A
12344	Ridgefield Board of Education	\$32,702.85	OT Service - \$90/week
		·	PT Service - \$90/week

355579 - Starting November 2<sup>nd</sup> – 139 days @ \$75.08/day 8959 - Starting October 17<sup>th</sup> - 154 days @ \$323.84/day

12344 - Nov 16, 2023 - June 24, 2024 - OT/PT Services as directed per IEP - Student classification changed

# 12. NURSING SERVICES CONTRACT - ADDENDUM - SY 23-24

**BE IT RESOLVED**, that the Palisades Park Board of Education upon the recommendation of the Superintendent, approves an addendum with Fort Lee Board of Education for the 23-24 School Year:

Student ID #	<u>School</u>	Reason	<u>Cost</u>
263171	Fort Lee Board of Education	One to one nurse on trips	\$75.00 per hour

#### 13. APPROVAL OF LS LIBRARY CONSTRUCTION PROJECT

**BE IT RESOLVED**, that the Palisades Park Board of Education upon the recommendation of the Superintendent, approves Northeastern Interior Services LLC (**HCESC-SER-20F**) as the General Contractor for the reconstruction of the LS Library due to the fire. The cost of the project will be \$370,045.

The proposal is being reviewed by insurance for approval for reimbursement.

Account No: 12-000-400-450-06

#### 14. SCIENCE NIGHT – ECC

**BE IT RESOLVED**, that the Palisades Park Board of Education upon the recommendation of the Superintendent, approves "Science Night" at the ECC on November 16<sup>th</sup> from 5:30 p.m. to 7:30 p.m. The following staff members will be compensated:

Staff Member	Program Description	Hourly Rate	Total	Account No.
Cindy Vouthas	Preparation, planning, &	\$36.00 x 5 hours	\$180.00	20-218-200-329-04
Maza	facilitating the event			
Vera Csizmadia	Preparation, planning, &	\$36.00 x 5 hours	\$180.00	20-218-200-329-04
	facilitating the event			

Preschool Education Aid Funds were used for compensation

#### 15. APPROVAL OF VENDOR – PPHS GYM ROOF PROJECT

BE IT RESOLVED, that the Palisades Park Board of Education upon the recommendation of the Superintendent, approves Weatherproofing Technologies, Inc. – (Contract #ESCNJ/AEPA 21D) for the PPHS Gymnasium Roof Replacement Project.

Total cost of project - \$889,020 Account Number: 30-000-400-450-03

# 16. WITHDRAW FROM CAPITAL RESERVE

**BE IT RESOLVED**, that the Palisades Park Board of Education upon the recommendation of the Superintendent, approves the withdrawal of \$889,020 from the Capital Reserve account and transfer said funds into the Capital Reserve – Transfer to Capital Projects account 12-000-400-931.

This is to fund the PPHS Gymnasium Roof Replacement Project through the ROD Grant. **State Project # 05-03-3910-050-23-R501.** 

Moved by:

The District received the Final Eligible Costs (FEC) Letter, dated December 3, 2023. 40% of the total cost of the project will be reimbursed to the district through the ROD Grant Funding, not to exceed \$434,640.

Seconded By:

		141	loved by.		VOTE	conded B	у.		
Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P
Eun Min					Rebekah Lee				
Anieska Garcia					Anthony Kim				
Soo Chung					William Kim				
Helen Jeon					Charlie Shin				
Kevin Lim									

# L. BUILDINGS AND GROUNDS

Consent agenda for Item 1 – Anthony Kim

# 1. ACTIVE SHOOTER DRILL - LINDBERGH SCHOOL

**BE IT RESOLVED** that the Palisades Park Board of Education upon the recommendation of the Superintendent approves an "active shooter" drill at Lindbergh School on Thursday December 28<sup>th</sup> from 8:00 a.m. – 8:00 p.m. The drill will be conducted by the Palisades Park Police Department.

			Moved	by:	Seconded By: VOTE				
Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P
Eun Min					Rebekah Lee				
Anieska Garcia					Anthony Kim				
Soo Chung					William Kim				
Helen Jeon					Charlie Shin				
Kevin Lim									

# M.PERSONNEL

Consent agenda for Items 1-6 – Anieska Garcia

# 1. RESIGNATIONS

**BE IT RESOLVED** that the Palisades Park Board of Education upon the recommendation of the Superintendent accepts, with regret, the resignations of the following staff members:

Staff Member Name	Job Description	Resignation Effective
Chulho Lee	Part Time Custodian	11/28/2023
*Kathleen A. O'Brien-Payerle	Elementary School Teacher	06/30/2024
Seishu Miyazawa	Elementary School Teacher	01/27/2024

<sup>\*</sup>Mrs. Payerle served 20 years in the district\*

#### 2. FAMILY LEAVE

**BE IT RESOLVED** that the Palisades Park Board of Education upon the recommendation of the Superintendent approves a family leave request for:

Caitlin Rotundo
Kindergarten Teacher
Effective: 3/1/2024
Ms. Rotundo will return to the district 1/1/2025

Maria Fierro
Special Education Teacher
Effective: 2/26/2024
Ms. Fierro will return to the district 9/30/2024

# 3. APPOINTMENT OF SUBSTITUTE TEACHER

**BE IT RESOLVED** that the Palisades Park Board of Education upon the recommendation of the Superintendent approves the appointment of the following as a Permanent Substitute Teacher for SY 23-24:

Seham Ibrahim
Daily sub permanent rate: \$150/day
Effective: 12/18/2023

# 4. APPOINTMENT OF STAFF

**BE IT RESOLVED** that the Palisades Park Board of Education upon the recommendation of the Superintendent approves the appointment of the following personnel:

<b>Employee Name</b>	Position	Salary	Start Date	Account #	Building
Hugo Alberto Garcia	Part Time Custodian	\$16.00/hour	12/06/2023	11-000-262-101-01	High
Sutuj					School

# 5. DRAMATIC ARTS STIPEND

**BE IT RESOLVED** that the Palisades Park Board of Education upon the recommendation of the Superintendent approves the Dramatic Arts stipend in the amount of \$4,697 to be allocated evenly between the following staff members.

Sarah McCambridge Lauren Vivirito Rwan Elmohdli

Each staff member will receive \$1,565.67

# 6. SALARY INCREASE

**BE IT RESOLVED** that the Palisades Park Board of Education upon the recommendation of the Superintendent approves the following increase in salary:

<b>Employee Name</b>	Position	Old Salary	New Salary	Effective
Steve Thompson	Residency Officer	\$50 per hour	\$75 per hour	January 1, 2024

			Moved	by:	Seconded By: VOTE				
Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P
Eun Min					Rebekah Lee				
Anieska Garcia					Anthony Kim				
Soo Chung					William Kim				
Helen Jeon					Charlie Shin				
Kevin Lim									

# N. CURRICULUM

Consent agenda for Item 1- Rebekah Lee

# 1. FIELD TRIPS

**BE IT RESOLVED**, that the Palisades Park Board of Education upon the recommendation of the Superintendent approves the following Field Trips:

- Destination: American Dream Mall
- Date: December 15, 2023
- Time: 11:00 a.m. 4:00 p.m.
- Groups: High School Dance Team, Dramatic Arts, and Band Members
- Cost per Student: None
- Destination: Monster Golf
- Date: Thursday, January 18, 2024
- Time: 3:30 p.m. 5:30 p.m.
  Course Grades: 7 & 8 Grade
- Cost per Student: \$30.00
- Destination: World Games Challenge Dwight Englewood
- Date: January 12, 2024
- Time: 9:00 a.m. 1:30 p.m.
- Course Grade: Gifted & Talented
- Cost per Student: No Cost
- Destination: Pascack Valley High School Theatre Production
- Date: March 12, 2024
- Time: 9:00 a.m. 1:37 p.m.
- Group: Dramatic Arts
- Cost per Student: \$10.00 –(1/2 Bus, 1/2 Pizza)

Moved by:		Seconded By:
	VOTE	

Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P
Eun Min					Rebekah Lee				
Anieska Garcia					Anthony Kim				
Soo Chung					William Kim				
Helen Jeon					Charlie Shin				
Kevin Lim									

# O. **NEGOTIATIONS** – Kevin Lim

# P. POLICY

Consent agenda for Item 1- Anieska Garcia

# 1. POLICY #5141.8 - SPORTS RELATED CONCUSSION AND HEAD INJURY

**BE IT RESOLVED**, that the Palisades Park Board of Education upon the recommendation of the Superintendent approves the following updated Policy #5141.8 "Sports Related Concussion and Head Injury". The Policy shall be reviewed and updated annually, as needed, to ensure that it reflects the most current information available on the prevention, risk and treatment of sports-related concussions and other head injuries.

		M	loved by:		Seconded By: VOTE					
Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P	
Eun Min					Rebekah Lee					
Anieska Garcia					Anthony Kim					
Soo Chung					William Kim					
Helen Jeon					Charlie Shin					
Kevin Lim										

- Q. NJ SCHOOL BOARDS LIAISON/ALTERNATE Soo Chung
- R. COUNTY SCHOOL BOARDS REP/ALTERNATE Helen Jeon
- S. SCHOOL SAFETY A/ND SECURITY COMMITTEE Anieska Garcia
- T. OLD BUSINESS

# **U. NEW BUSINESS**

# 1. LEONIA CO-OP AGREEMENT

**BE IT RESOLVED**, that the Palisades Park Board of Education upon the recommendation of the Superintendent approves entering into a Sports Co-Op with the Leonia School District for the following sports programs:

Football Girls' Soccer Wrestling Swimming

The Co-Op will abide by the Rules & Regulations of the NJ Interscholastic Athletic Association (NJSIAA).

	VOTE								
Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P
Eun Min					Rebekah Lee				
Anieska Garcia					Anthony Kim				
Soo Chung					William Kim				
Helen Jeon					Charlie Shin				
Kevin Lim									

# V. AUDIENCE PARTICIPATION

- W. CLOSED SESSION
  - 1. HIB
- X. ADJOURNMENT