

**Palisades Park Board of Education  
Palisades Park, New Jersey**

**Reorganization Meeting – January 6, 2022**

**Agenda:**

- 1.) Meeting Called to Order – 7:00 p.m.
- 2.) Flag Salute
- 3.) Roll Call
- 4.) Statement of Presiding Officer
- 5.) Administer Oath of Office to Elected Board Members  
(Encumbent: Eun Min, New Members: Soo J. Chung, Charlie K. Shin)
- 6.) Nomination & Election of Board President and Board Vice-President
- 7.) Committee Appointments (**President can appoint at the next Regular Meeting**)
- 8.) Adoption of BOE By-Laws & Policies
- 9.) Designation of Official Newspapers
- 10.) Annual Appointments
- 11.) Board Meetings Date & Time
- 12.) Official Depositories of School Funds
- 13.) Approval of Tax Shelter Annuity Companies
- 14.) Establishment of the District's Petty Cash Funds
- 15.) Annual Travel Appropriation Limits for Employees
- 16.) Approval of State Contract Vendors
- 17.) Adjournment

**Reorganization Meeting**

January 6, 2022

The Annual Reorganization meeting of the Board of Education was held on Thursday, January 6, 2022 beginning at 7:00 p.m.

The assemblage saluted the Flag.

Roll Call: Jason Kim, John Mattessich, Anieska Garcia, Stephanie Jang, Rebekah Lee, Kevin Lim, Thomas Matarazzo, Eun Min, Timothy Yang  
Dr. Cirillo, Mrs. Besold, Mr. Ben Choi, Esq.

**Statement of Presiding Officer:**

In compliance with the Open Public Meetings Act, I hereby state that adequate notice of this Special Meeting has been provided to the public by a written notice dated January 5, 2022:

The meeting notice has been:

- Emailed to all staff members at the district’s 3 school locations.
- Communicated to at least one of the Board’s designated newspapers.
- Filed with the Borough Clerk of Palisades Park.

Outgoing board members Stephanie Jang, Rebekah Lee and Timothy Yang were presented with plaques thanking them for their service to the community of Palisades Park. Mrs. Jang is a newly elected member of the Palisades Park Mavor & Council.

The Oath of Office was administered to the newly elected board members by Mr. Ben Choi. New Members: Soo J. Chung and Charlie K. Shin were elected to 3-year terms at the General Election held on November 6, 2021. Eun Min, an incumbent, was re-elected to a 3-year term.

**Nominations for Board President:**

Eun Min nominated Thomas Matarazzo for Board President. The motion was seconded by Kevin Lim.

Anieska Garcia nominated Eun Min for President, seconded by Thomas Matarazzo.

Roll Call for T. Matarazzo: Ayes – J. Mattessich, K. Lim, T. Matarazzo, E. Min, S. Chung, C. Shin  
Nays – J. Kim, A. Garcia

Roll Call for E. Min: Ayes – J. Kim, A. Garcia  
Nays – J. Mattessich, K. Lim, T. Matarazzo, E. Min, S. Chung, C. Shin

Dr. Matarazzo is elected Board President by a 6 – 2 vote.

**Nominations for Vice President:**

Dr. Matarazzo nominated Eun Min for Vice-President, seconded by Jason Kim.

Roll Call: Ayes – T. Matarazzo, J. Kim, K. Lim, J. Mattessich, J. Kim, C. Shin  
Nays - A. Garcia, S. Chung

Eun Min is elected Vice-President of the Board by a 6 – 2 vote.

**Committee Appointments:**

The Board President asked the members to submit requests for those committees they are interested in serving on. Dr. Matarazzo will announce the committee chairpersons and committee members at the next regular board meeting.

**Adoption of the BOE By-Laws and Policies:**

WHEREAS it is necessary and advisable to conduct the meetings of this Board of Education according to a set of rules and procedures in addition to those established by the Laws of the State of New Jersey and set forth in Title 18 A and,

WHEREAS it is also necessary and advisable that the conduct of this school system, its employees, and students and their relationships with the BOE be determined in the best interests of this school district,

THEREFORE, BE IT RESOLVED that the By-Laws and Policies in force at the last regular meeting of the Board of Education of the Borough of Palisades Park, New Jersey be and are hereby adopted as the By-Laws and Policies of the Board of Education as organized at this time.

Motion by: John Mattessich

Seconded by: Anieska Garcia

All ayes on roll call. 8 – 0

**Note:** The Board of Education policies, in conjunction with NJSBA, are posted on the district website.

**Designation of Official Newspapers:**

BE IT RESOLVED that the Board designates the following newspapers as the official newspapers of the Board of Education commencing January 1, 2022 through December 31, 2022:

The Record/USA Today

The Star Ledger

**Honorary Media:**

Korea Central Daily News

Korea Times Ny, Inc.

El Especialito

Motion by: Jason Kim

Seconded by: Anieska Garcia

All ayes on roll call. 8 - 0

**Annual Appointments:**

- 1.) **WHEREAS**, the Board of Education has determined that it needs to retain an architect to provide professional services as Architect of Record to the Board; and

**WHEREAS**, RFP's for architectural services were publicly advertised and received by the Business Administrator on December 22, 2021; and

**NOW THEREFORE BE IT RESOLVED**, by the Board of Education that Parette Somjen Architects, LLC be retained as the Architect of Record for the Palisades Park Board of Education for the period of January 1, 2022 through December 31, 2022 at the following hourly rates: Principal(s) and Partner(s), \$170.00 Senior Project Architect(s) and Interior Designer(s), \$160.00, Project Architect(s)/Project Manager(s), \$150.00.

- 2.) **BE IT RESOLVED**, that the Board approves the appointment of Diane Montemurro as Secretary to the Board of Education commencing January 2022 through December 31, 2022. (Contract on file in the Board Office)
- 3.) **BE IT RESOLVED**, that the Board approves the appointment of Aztec Insurance Agency, Millbrook, N.Y. as the Broker of Record for the Palisades Park School District's Risk Manager. Annual Fee: \$18,000.00
- 4.) **BE IT RESOLVED**, that the Board approves the appointment of Joanna Hali, CST Director, as the district's 504 Coordinator. (No stipend)
- 5.) **BE IT RESOLVED**, that the Board approves the appointment of Bruce Cerra, CPA, Totowa, N.J. as the District's E-Rate Consultant commencing January 2022 through December 31, 2022. Mr. Cerra is responsible for our E-Rate accounts, which include Verizon, AT&T, Verizon Wireless, NJ Internet Access, and Windstream.

Upon receipt of Federal funds, Mr. Cerra will receive 15% of the reimbursement and Leslie Martini (BOE) will receive 10% for assisting in submitting our telecommunications billing on a quarterly basis to the Universal Schools & Libraries Program (commonly known as E-Rate).

- 6.) **BE IT RESOLVED**, that the Board appoints Rullo & Julliet Associates, Inc. Cedar Grove, N.J. as the district's Right-To-Know/PEOSH, AHERA, Bloodborne Pathogens Consultant. Annual Fee: \$7,500.00
- 7.) **BE IT RESOLVED**, that the Board approves the appointment of the (3) Building Principals to act as the Affirmative Action Officers for their respective school buildings. (No stipend)
- 8.) **BE IT RESOLVED**, that the Board appoints "Brown & Brown", Lambertville, N.J. as the district's benefits advisors/consultants. Annual Fee: \$12,000.00

**RFP's for the Board of Education Auditor and the Board of Education Attorney will be received on January 11, 2022. After review of the documents submitted these appointments will be made at the next Regular meeting. (January 20, 2022)**

Motion by: John Mattessich

Seconded by: Jason Kim

Prior to a roll call vote board members questioned Item #5, and the percentages paid to the E-Rate consultants. The board wants to investigate other E-Rate vendors and their fees. The board will vote to table #5 at this time.

Roll Call to approve #1 - #8, excluding #5: All ayes on roll call. 8 - 0

**Board Meetings Date & Time:**

**WHEREAS**, it is necessary and advisable to establish a certain time and place for the Regular and Special meetings of this Board of Education; and

**THEREFORE BE IT RESOLVED**, that this Board of Education does hereby approve the attached meeting schedule; and

**FUTHERMORE BE IT RESOLVED**, that this resolution shall be in force and effect only until the next annual organization meeting of this Board of Education.

Notice is hereby given that the **Regular meetings** of the Palisades Park Board of Education from **January 1, 2022** until the next annual organization meeting will be held at **7:00 p.m.** in accordance with the following schedule:

**Regular meetings on the Third (3<sup>rd</sup>) Thursday of every month**

- **Held at the Early Childhood Center, 270 First Street, Palisades Park, NJ**
- **Formal action may be taken at these meetings**

**Special or Rescheduled meetings** - As called by the Board of Education

Motion by: Jason Kim

Seconded by: Eun Min

All ayes on roll call. 8 - 0

**Official Depositories:**

**PART I**

**RESOLUTION CONCERNING THE STATUS OF BOARD OF EDUCATION  
WITH REFERENCE TO FUNDS IN ITS CUSTODY**

**WHEREAS**, the Board of Education of the Borough of Palisades Park deems it necessary and advisable that the exact status of this Board be fixed with reference to the funds in its custody and in its control now on deposit in the PNC Bank and Connect One Bank; and

**WHEREAS**, the said PNC Bank and the Bank of New Jersey are hereby designated as the official depositories for the funds of this Board of Education; and

**WHEREAS**, that upon and after the adoption of this Resolution, all warrants, checks, or other instruments providing for payment of money hereafter issued by this Board of Education through its Current Account, Unemployment Trust Account, Capital Reserve Account and Food Services Account shall be signed by the Business Administrator and the Board Secretary (with manual or facsimile signature); and

**WHEREAS**, all warrants, checks, or other instruments providing for the payment of money hereafter issued by this Board of Education through its Athletic Account shall be signed by the Director of Athletics and the Business Administrator or the Board Secretary; through its Junior/Senior High School Student Activities Account shall be signed by the Treasurer and the Business Administrator or the Board Secretary; through its Lindbergh School Student Activities Account shall be signed by the Treasurer and the Business Administrator or the Board Secretary (with manual or facsimile signature); and

**WHEREAS**, all warrants, checks, or other instruments providing for the payments of money hereafter issued by this Board of Education through its Salary Account and Agency Account shall be signed by the Business Administrator or the Board Secretary (with manual or facsimile signature) only;

**THEREFORE, BE IT RESOLVED**, that a copy of this Resolution, certified to be a true copy by the Board Secretary of this Board of Education, be delivered to the PNC Bank and Connect One Bank within twenty-four hours after the adoption thereof.

**Part II**

**RESOLUTION CONCERNING THE STATUS OF BOARD OF EDUCATION  
WITH REFERENCE TO FUNDS IN ITS CUSTODY**

**WHEREAS**, the Board of Education has authorized establishing a savings account in Connect One Bank, Fort Lee, New Jersey for the Student Aid/Scholarship Account, Cultural Enhancement Program Account, After School Program Account funds, and Student Activities Accounts, it is now resolved that this account be authorized to continue as a market rate checking account; and

**THEREFORE, BE IT RESOLVED**, that all warrants, checks or other instruments providing for the payment of money hereafter issued by the Board of Education through its Student Aid/Scholarship Account, Cultural Enhancement Program Account, After School Program Account shall be signed by the Business Administrator or the Board Secretary. The Student Activities Accounts, shall be signed by the Business Administrator or the Board Secretary and the Student Activities School Treasurers (all with manual or facsimile signatures).

**PART III**

**WHEREAS**, the Board of Education of the Borough of Palisades Park deems it necessary and advisable that the exact status of this Board be fixed with reference to the funds in its custody and in its control now and hereafter, to be deposited in the PNC Bank, Palisades Park, NJ and Connect One, Fort Lee, NJ; and

**THEREFORE, BE IT RESOLVED**, that the PNC Bank, Palisades Park, NJ and Connect One Bank, Fort Lee, NJ are hereby designated as depositories for the funds of this Board of Education.

Motion by: John Mattessich

Seconded by: Jason Kim

Roll Call: All ayes on roll call. 8 - 0

**Tax Shelter Annuity Companies:**

**BE IT RESOLVED**, that the Board approves the appointment of the following Tax Shelter Annuity Companies:

Aspire Financial/  
Duncan Financial Services

AXA Equitable Insurance Company

AIG Valic

Great American Plan Administrators

Security Benefit Group

Motion by: Eun Min

Seconded by: Jason Kim

All ayes on roll call: 8 - 0

**Establishment of Petty Cash Funds:**

**BE IT RESOLVED** that the Board approves the establishment of the following petty cash accounts commencing January 1, 2022 through December 31, 2022:

<u>Location</u>	<u>Amount</u>	<u>Designee</u>
<i>BOE/Supt's Office</i>	<i>\$150.00</i>	<i>Diane Montemurro</i>
<i>Early Childhood Center</i>	<i>\$150.00</i>	<i>Charlene Alpher</i>
<i>Lindbergh School</i>	<i>\$200.00</i>	<i>Sophie Lee</i>
<i>Jr/Sr High School</i>	<i>\$200.00</i>	<i>Maureen Tansey</i>
<i>CST Office (ECC)</i>	<i>\$100.00</i>	<i>Paula Gonzalez</i>
<i>CST Office (Lindbergh)</i>	<i>\$ 50.00</i>	<i>Jamie Vaughan</i>

**Be It Further Resolved**, that these funds are to be used for **emergency** expenditures **only** and not to subvert the intent of the purchase order procedures.

**No single expenditure shall exceed \$50.00** and shall not include sales tax.

Failure to abide by these regulations will result in the account being closed.

Motion by: John Mattessich

Seconded by: Eun Min

All ayes on roll call: 8 – 0



**Resolution Approving Travel Limitation:**

**BE IT RESOLVED** that travel reimbursement will only be paid upon compliance with the Board's Policy provisions and approval requirements. (Policy No. 9250)

**BE IT FURTHER RESOLVED** that travel may occur only upon **prior written approval of the Superintendent and prior approval by a majority of the full voting membership of the Board.**

The Board shall allot in its annual budget a maximum travel expenditure amount of \$10,000.00 and annually review its policy to assure that it properly reflects the amount budgeted.

In-state professional development activities/workshops shall not exceed \$150.00 per Employee or Board Member.

Motion by: Jason Kim

Seconded by: Eun Min

All ayes on roll call: 8 - 0

**State Contract Vendors:**

**BE IT RESOLVED**, that the Palisades Park Board of Education approves the following State Contract vendors utilized by the district:

<b><u>Vendor</u></b>	<b><u>State Contract No.</u></b>
Apple Financial Services	70259
Demco	80987
EBSCO	82722
W.W. Grainger	79875
Home Depot	83930
Lakeshore Learning	80991
MRA International	89974
Office Business Systems	83896
Savin (copiers)	40468
Scientific Boiler Water Co.	42246
School Specialty	80986
Staples Advantage	77249
Stewart Business Systems	64041
Verizon	82583
Verizon Wireless	82236
Xerox Corp.	82703

Motion by: John Mattessich

Seconded by: Anieska Garcia

All ayes on roll call: 8 – 0

Dr. Matarazzo made a motion to open the meeting to audience participation, seconded by Eun Min, all ayes on roll call.

**Audience Participation:**

Resident Young Min Jung congratulated the new board members. He thanked all the members for their ongoing support and dedication to the Palisades Park students and to the Community.

Resident Neris Papoters also welcomed the new board members and wished them much success in their future endeavors.

Motion to adjourn: Jason Kim

Seconded by: Eun Min

All ayes on roll call: 8 - 0

Diane Montemurro  
Board Secretary