Palisades Park Board of Education Work Session/Regular Business Meeting Minutes

Wednesday, January 17, 2024 – at 6:30 p.m., Early Childhood Center

A.	CALL TO ORDE	R: Board President		
B.	FLAG SALUTE			
C.	ROLL CALL		Present	Absent
		Ms. Soo Chung	\boxtimes	
		Mr. Charlie Shin	\boxtimes	
		Ms. Rebekah Lee	\boxtimes	
		Ms. Sookyung Park	\boxtimes	
		Mr. Aaron Pak	\boxtimes	
		Mr. William Kim	\boxtimes	
		Mr. Anthony Kim	\boxtimes	
		Ms. Boyoung Yu	\boxtimes	
		Ms. Eun Min	\boxtimes	
		Dr. Joseph Cirillo	\boxtimes	
		Mr. John McCann, Esq.	\boxtimes	
		Ms. Joseline Hernandez		\boxtimes

William Kim running late – arrived at 7:01 p.m.

D. STATEMENT OF PRESIDING OFFICER

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 14, 2024 (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

Close work session and open regular meeting

Motion: Eun Min 2nd: Anthony Kim

All in favor aye -6:53 p.m.

F. ADJOURN WORK SESSION: OPEN REGULAR MEETING

G. REPORT OF THE BOARD PRESIDENT

Board President Chung thanked all the Board Members and audience members for making it to the meeting. I promise we are going in the right direction to making a better school district. I will make sure the Palisades Park Board of Education stays unbiased amongst the students, parents, school employees and staff, and all other school community members. I will work on the board business in the best interest of education and school success.

H. REPORT OF THE SUPERINTENDENT

QSAC Update

Dr. Cirillo updated the board on Lindbergh School renovation in the library. Dr. Cirillo and Mr. Kondovski frequently visited the library. Regarding the "MOA" between the school district & local law enforcement, I met with Police Chief Anthony Espino. It is important to have open lines of communication and trust that we are working well together.

Every 3 years our school district is required to be evaluated and called into any areas of concern by the Department of Education, called QSAC. They come in and assess 5 major areas, Instruction and Programs, Fiscal Management, Governance, Operations, and Personnel. To be satisfactory, we must get a score of 80% or better. We have met 80% in all areas. Congratulations to schools, faculty, staff.

I. REPORT OF THE BOARD ATTORNEY

No Report

J. APPROVAL OF BOARD MINUTES

1. Approval of Minutes – Regular Business Meeting – December 20, 2023

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

• December 20, 2023 Regular Meeting Minutes

Charlie Shin addressed two issues. Mr. Shin did not attend the November meeting. He stated the December minutes are not correct as he voted "Abstention" and not "Yes."

After further review from the Business Administrator/Board Secretary, Mr. Shin voted "Yes" to the board minutes. Therefore, no change in the December 20, 2023 minutes will be made.

Mr. Shin also stated that the December minutes did not reflect a statement made by him regarding the bidding process. The Board Secretary made the adjustment in the December minutes to reflect his statement.

Mr. Charlie Shin stated he believes the state contracted vendors do not go through a "bidding process", but "qualification process." Mr. McCann will look further into "how to become a state contracted vendor" in NJ.

Moved by: Anthony Kim Seconded By: Eun Min

					VOIL				
Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P
Eun Min	\boxtimes				Aaron Pak	\boxtimes			
Rebekah Lee					Boyoung Yu			\boxtimes	
Anthony Kim	\boxtimes				Charlie Shin	\boxtimes			
William Kim	\boxtimes				Soo Chung	\boxtimes			
Sookyung Park	\boxtimes								

COMMITTEE REPORTS

K. FINANCE

Consent Agenda for Items 1-10 - Charlie Shin

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
Pay Schools	Invoice 256500 – New Computer/Cash Drawers in all	\$12,300
	schools	
Pay Schools	Annual Agreement for Café Register System –	\$3,275
	SY 23-24	
Pomptonian Food Service	Invoice 637 120823 – Request for Expenses	\$17,555.07
Pomptonian Food Service	Invoice 637 121523 – Request for Expenses	\$34,119.80
Pomptonian Food Service	Invoice 637 122223 – Request for Expenses	\$12,433.99
Pomptonian Food Service	Invoice 637 122923 – Request for Expenses	\$8,834.76
Home Depot	Washer – Lindbergh School Kitchen #901435	\$474.98

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 December 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 December 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 December 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 - 12/22/23, 01/12/24

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

Payroll Date	Amount
12/22/23	\$856,697.31
01/12/24	\$962,893.11

5. APPROVAL OF THE BILL LIST – JANUARY

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 \$1,258,551.43:

Fund 10 (General/Current Expenses) \$907,939.70
 Fund 20 (Special Revenue) \$234,944.13
 Fund 60 (Food Service) \$115,667.60

6. TRANSFERS

RESOLVED that the Palisades Park Board of Education, upon the recommendation of the superintendent, approve transfers for the month of December 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 12/31/2023. (on file in BOE Office)

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
Joanna Hali	NJ Council for Exceptional	Ramapo College	3/18/24	\$165.00	20-270-200-300-01
	Children Annual Conference				
Jennifer	Amplify Education	Virtual	N/A	\$1,100	20-270-200-300-01
Tennant					
Vera	Preschool Inclusion Leadership	Montclair State	4/24/24	\$58.00	20-270-200-300-01
Csizmadia	Conference	University			
Christian	Techspo Conference	Atlantic City, NJ	1/24/24 -	\$540.00	20-270-200-300-01
Guerrero			1/26/24		
Michelle	NJ TESOL Spring Conference	New Brunswick, NJ	5/31/24	\$325.00	20-270-200-300-01
Rengifo	2024				
Laurie Nova	TESOL Conference	New Brunswick, NJ	5/29/24	\$325.00	20-270-200-300-01
Joanna Retkwa	Fairleigh Dickinson University	Teaneck, NJ	2/02/24	\$0	N/A
	Program	·			

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
Ī	Chan Mi Lee	Montclair State	Regression Model Strategies	3
		University		

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	12	\$59,162.60	01/11/2024

Charlie Shin - #8 – Amplify Education – when will the date be? Dr. Cirillo responded – there are multiple dates. Charlie Shin – #10 HVAC updates – what is the update on the project? Aleksandar Kondovski responded, the project at the high school is about 85-90% completed as of today. Dr. Cirillo responded – there is a 53 week lead time on the chiller which is what provides the cold air at the high school. We will keep making the payments as they become due.

Charlie Shin mentioned the Board Secretary Report states "December 1, 2023." The Business Administrator updated the report and sent it to all board members.

Rebekah Lee – #5 – The food service expenses are Pomptonian expenses? What are the Special Revenue funds? Dr. Cirillo responded, the Food Service expenses are "Pomptonian expenses" for the most part. Special Revenue is composed of any of our grants.

		Moved	d by: Cha	rlie Shin	Second VOTE	ed By: E	un Min		
Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P
Eun Min	\boxtimes				Aaron Pak	\boxtimes			
Rebekah Lee	\boxtimes				Boyoung Yu	\boxtimes			
Anthony Kim	\boxtimes				Charlie Shin	\boxtimes			
William Kim	\boxtimes				Soo Chung	\boxtimes			
Sookyung Park	\boxtimes								

L. BUILDINGS AND GROUNDS - Rebekah Lee

M.PERSONNEL

Consent agenda for Items 1-6 – Charlie Shin

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
Orlando Cordero	Part Time Custodian	12/26/2023
Fernando Diaz De Villa	Part Time Custodian	01/02/2024
Andrea Rettig	Elementary School Teacher	01/29/2024

2. ASSISTANT TRACK AND FIELD COACH

BE IT RESOLVED that the Palisades Park Board of Education upon the recommendation of the Superintendent approves Anna Mancini as the Assistant Track and Field Coach.

Stipend: \$4,858

3. HOME INSTRUCTION TEACHER

BE IT RESOLVED that the Palisades Park Board of Education upon the recommendation of the Superintendent approves the following home instruction

Elizabeth Porrino
10 hours per week, virtual (as per the 504 Plan)
12/15/23 up to student starts new placement
\$35/hour

4. CO-CURRICULAR POSITION - H.S. LITERARY MAGAZINE

BE IT RESOLVED that the Palisades Park Board of Education upon the recommendation of the Superintendent approves the following Co-Curricular Position for the 2023-2024 school year:

Employee Name	Position	Stipend
Lauren Mantone Perez	H.S. Literary Magazine	\$1,919.50
Tara Lapira	H.S. Literary Magazine	\$1,919.50

Total amount of stipend: \$3,839 Account Number: 11-401-100-101-03

5. CO-CURRICULAR POSITION – H.S. NEWSPAPER

BE IT RESOLVED that the Palisades Park Board of Education upon the recommendation of the Superintendent approves the following Co-Curricular Position for the 2023-2024 school year:

Employee Name	Position	Stipend
Lauren Mantone Perez	H.S. Newspaper	\$2,325
Lee Musler	H.S. Newspaper	\$2,325

Total amount of stipend: \$4,650 Account Number: 11-401-100-101-03

6. 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:

Employee Name	Position	Salary	Start Date	Account #	Building
Caitlin Veras	Elementary School Teacher	\$65,100 – Step 7 MA	TBD	11-120-100-101-02	Lindbergh

Rebekah Lee – Resignation of custodians have we found replacements? Dr. Cirillo –We are still seeking part time custodians.

Boyoung Yu – Are the stipends the same as last year? Dr. Cirillo responded, yes they are negotiated in the PPEA Contract.

Seconded By: Soo Chung

Boyoung Yu – What is home instruction teacher? Dr. Cirillo responded, if a child is medically unable to enter our schools as per doctor's orders, we still have responsibility to provide an education.

VOTE **Board Member** Yes No Abs. N/P **Board Member** Yes No Abs. N/P Eun Min \boxtimes Aaron Pak \times Rebekah Lee \times Boyoung Yu \times Anthony Kim Charlie Shin \times \times William Kim \times Soo Chung \times Sookyung Park \times

Moved by: Charlie Shin

N. CURRICULUM

Consent agenda for Items 1-2-Boyoung Yu

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: Lindbergh Elementary School
- Date: Thursday February 1, 2024
- Time: 8:40 a.m. 10:00 a.m.
- Groups: Heroes and Cool Kids
- Cost per Student: None
- Destination: Bergen Community College (Lyndhurst Campus)
- Date: Friday February 9, 2024
- Time: 8:30 a.m. 1:30 p.m.
- Course Grades: Heroes and Cool Kids
- Cost per Student: None
- Destination: Bergen Community College (Lyndhurst Campus)
- Date: Friday March 1, 2024
- Time: 8:30 a.m. 1:30 p.m.
- Course Grade: Heroes and Cool Kids
- Cost per Student: No Cost
- Destination: NJ Convention & Expo Center
- Date: May 29, 2024
- Time: 9:00 a.m. 2:00 p.m.
- Group: Work Based Learning
- Cost per Student: None
- Destination: Memorial School, Paramus, NJ
- Date: March 22, 2024
- Time: 9:00 a.m. 2:00 p.m.
- Group: Gifted & Talented
- Cost per Student: None

2. MENTORING PLAN

BE IT RESOLVED, that the Palisades Park Board of Education upon the recommendation of the Superintendent approves the local "Mentoring Plan" developed by the Chief School Administrator for the school years 2024 - 2027.

The Palisades Park Board of Education assures that the Plan is aligned with the NJ Professional Standards for Teachers, and meets or exceeds the minimum requirements of the mentoring regulations in N.J.A.C. 6A:9-8.4.

Dr. Cirillo -#2 is a 3 year "mentoring plan". This is required for submission to the Department of Education in Bergen County. This encompasses new teachers and the mentoring we provide as a district. Upon full adoption, the president and vice president must sign. The Business Administrator has shared the file with all board members.

Moved by: Boyoung Yu Seconded By: Eun Min

VOTE

Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P
Eun Min	\boxtimes				Aaron Pak	\boxtimes			
Rebekah Lee	\boxtimes				Boyoung Yu	\boxtimes			
Anthony Kim	\boxtimes				Charlie Shin	\boxtimes			
William Kim	\boxtimes				Soo Chung	\boxtimes			
Sookyung Park	\boxtimes								

O. NEGOTIATIONS – William Kim

P. POLICY

Consent agenda for item 1 – Eun Min

1. NURSING SERVICES PLAN

BE IT RESOLVED, that the Palisades Park Board of Education upon the recommendation of the Superintendent adopts the school district's 2023/24 <u>Nursing Services Plan</u>, pursuant to N.J.A.C. 6A:16-2.1 (b).

The Nursing Services Plan details the services to be provided throughout the school district based on the needs of its students, including the provision of care for students with medical conditions, potential emergency situations, and basic nursing services requirements.

Seconded By: Rebekah Lee

VOTE									
Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P
Eun Min	\boxtimes				Aaron Pak	\boxtimes			
Rebekah Lee	\boxtimes				Boyoung Yu			\boxtimes	
Anthony Kim	\boxtimes				Charlie Shin	\boxtimes			
William Kim	\boxtimes				Soo Chung	\boxtimes			
Sookyung Park	\boxtimes								

Q. NJ SCHOOL BOARDS LIAISON/ALTERNATE – Sookyung Park

Moved by: Eun Min

R. COUNTY SCHOOL BOARDS REP/ALTERNATE – Aaron Pak

S. SCHOOL SAFETY AND SECURITY COMMITTEE

Consent agenda for Item 1 – Anthony Kim

1. MEMORANDUM OF AGREEMENT - LAW ENFORCEMENT

BE IT RESOLVED, that the Palisades Park Board of Education upon the recommendation of the Superintendent approves the adoption and implementation of the updated 2023-2024 Uniform Memorandum of Agreement between the Palisades Park Board of Education and the local Law Enforcement Officials.

Dr. Cirillo – Required by law every year that the Department of Education allows that the school district, the local police department, the County Prosecutor's Office, the County Superintendent of Schools, and the Attorney Generals Office enter into a Memorandum of Agreement. This allows the police department keep open lines of communication with the schools. The new updates to the manual is to reduce the possibility of any bias towards students.

Charlie Shin – can students possess marijuana at school? Dr. Cirillo – No, just for medical purposes.

Moved by: Anthony Kim

John McCann – Similar to cigarette smoking, you are not allowed to smoke marijuana on school property. The student must have a medical recommendation on file.

Charlie Shin – asks that the district send a "request for proposals" or RFPs for attorney, architect, and auditor.

VOTE Board Member No N/P Board Member Yes No Yes Abs. Abs. N/P Eun Min Aaron Pak X \times Rebekah Lee Boyoung Yu X X Anthony Kim Charlie Shin П X \boxtimes William Kim \times Soo Chung \times Sookyung Park X

Seconded By: Rebekah Lee

T. OLD BUSINESS

Mrs. Soo Chung recommends changing the title from "Old Business" to "Unfinished Business".

The district will seek a recommendation from NJ School Boards to change the name.

Dr. Cirillo informed the Board he met with Andrew Garcia, High School Principal, and Christian Guerrero, District Technology Coordinator, regarding Mr. Shin's concerns last meeting. The NJ Department of Education Database statistics on the Palisades Park School District did contain inaccurate information.

U. NEW BUSINESS

Charlie Shin recommended advertising Request for Proposals for professional services – architect, auditor, and attorney.

Motion to advertise Request for Proposals for architect, auditor, and attorney

Moved by: Rebekah Lee Seconded By: Charlie Shin VOTE

Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P
Eun Min		\boxtimes			Aaron Pak	\boxtimes			
Rebekah Lee	\boxtimes				Boyoung Yu	\boxtimes			
Anthony Kim		\boxtimes			Charlie Shin	\boxtimes			
William Kim	\boxtimes				Soo Chung	\boxtimes			
Sookyung Park	\boxtimes								

V. AUDIENCE PARTICIPATION

Open audience participation Motion: Eun Min

2nd: Anthony Kim

All in favor – aye 7:22 p.m.

Neris Papoters – Would the marijuana use in the school be administered by the nurse? Would this be allowed for Lindbergh School as well? Is this already in place and would the parents be notified? Also, is there a way that parents can be notified when there will be a BOE meeting?

Dr. Cirillo – The NJ Department of Education passed a law allowing the use of medical marijuana. We have a policy, #5141.22. There are many forms of marijuana, not only smoked. Children of all ages, if prescribed by a medical doctor, can be given this as a medicine. We are driven by policies. We don't make the laws; we abide by them. In other schools, nurses are professionals in their field and in conjunction with parent/guardian, they administer. As of today, we have not been required to administer to any of our students. However, this can change at any moment.

Regarding the notification of the meetings, everything is posted online. We also must advertise these meetings in the newspaper.

Close audience participation:

Motion: Rebekah Lee

2nd: Eun Min

All in favor aye: 7:26 p.m.

W. CLOSED SESSION

X. ADJOURNMENT

Motion to adjourn: Motion: William Kim 2nd: Anthony Kim All in favor aye - 7:35 p.m.

Respectfully submitted,

Aleksandar Kondovski

School Business Administrator/Board Secretary