

## Special Meeting of the Board of Education

December 20, 2017

The Meeting was called to order by Mr. John Mattessich at 7:00 p.m.

Location: 270 First Street, Palisades Park, N.J.

Flag Salute by all in attendance

**Roll Call:** K. Bruno, H. Donovan, C. Hwang, J. Kim  
J. Mattessich, A. Rotundo, J. Woo  
Dr. J. Cirillo, Mr. P. Stabile, Mr. R. Brovarone, Esq.

Absent: M. Alvarez, P. Kim

**Statement of Presiding Officer** read by Mr. Mattessich

In accordance with the Open Public Meetings Act (Chapter 213, P.L. 1975), I hereby state that adequate notice of this Special Meeting has been provided to the public by written notice dated 4/26/17. The meeting has been:

1. Posted on bulletin boards located inside each school building
2. Communicated with at least 1 of the Board's designated newspapers
3. Filed with the Borough Clerk of Palisades Park

**Minute Approval:** October 20, 2017, November 15, 2017 – Special Meetings

A motion was made by Mr. Rotundo, seconded by Mr. Bruno, all ayes on roll call to accept the Board minutes.

Mr. Donovan recused himself on both meetings, and Mr. Woo recused himself on the 11/15/17 meeting.

Mr. Mattessich introduced Mr. Wielkotz who summarized the annual audit report.

**Audit Presentation:** Mr. Steven Wielkotz, the Board auditor, who reported a clean/qualified opinion on the audit, FY '17. There were 2 repeat findings from last school year that will be remediated via a Corrective Action Plan being developed by the Business Administrator. One was regarding "classification of expenditures", the other noted deletion of employee "health benefits" in a timely manner.

**Report of the Superintendent:**

Dr. Cirillo announced that on December 7, 2017 the Korean Education Center of New York once again donated \$10,000.00 to the school district for use towards our educational needs.

Friday, December 15<sup>th</sup>, students participating in the 21<sup>st</sup> Century after school program were invited to a NJ Devils game at the Prudential Center. Students from other districts were also in attendance as part of the "Reach NJ Anti-Opioid Education Campaign". Governor Christie and the Commissioner of Education spoke to the students regarding the dangers of using illegal drugs. Following this presentation, the students participated in a question/answer session.

**Report of the Board Attorney:** The Memorandum of Agreement for the Supervisors' contract (2016 - 2019) is being tabled until the next meeting at the request of Mr. Paul Kim, Negotiations Chairman.

**Committee Reports: Attached**

Howard Donovan, retiring Board member, announced that this is his last "official" meeting. He thanked everyone for their cooperation and support over the past 9 years as a Board member.

Anthony Rotundo commented on the impending retirement of 2 staff members, Rod Cronin, Physical Education Teacher, and John Wroblewski, the district's Athletic Director. Mr. Cronin is retiring March 1, 2018 after 25 years of service, and Mr. Wroblewski on June 30, 2018 after 41 years of service. Both of these staff members will be dearly missed.

Dr. Cirillo proposed renaming and dedicating the Jr/Sr High School gymnasium in John Wroblewski's name.

**Old Business:** No old business

**New Business:**

Howard Donovan reiterated what was mentioned previously by Dr. Cirillo regarding the renaming/dedication of the high school gymnasium. Mr. Donovan made a motion, seconded by Mr. Woo to begin the process of re-dedicating the gymnasium. All eyes on roll call.

Mr. Rotundo made a motion to approve the Superintendent's QSAC revisions. Motion seconded by Mr. Donovan. All eyes on roll call:

**BE IT RESOLVED**, that the Board upon the recommendation of the Superintendent approves the revised QSAC Statement of Assurance to reflect amendments in the areas of Governance and Operations.

Mr. Stabile updated the Board on the receipt of RFP's for Board of Education Attorney, Auditor and Architect. The Board office received 9 proposals for Architect, 7 for Attorney (One - disqualified due to late submittal), and 1 for Auditor.

A motion to open the meeting to audience participation made by Mr. Woo, seconded by Mr. Rotundo, all eyes on roll call.

**Audience Participation:**

Cathy Doheny, teacher/PPEA Rep, congratulated staff members on the great success of the "Giving Tree" project. The "giving tree" provided underprivileged families with holiday gifts, including clothing and toys. The staff looks forward to making this an annual project.

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Mr. Mattessich wished the staff and the Board members a very happy holiday. The (3) HIB investigations from the previous month will be tabled until the January meeting.

A motion by Mr. Woo, seconded by Mr. Jason Kim, all ayes to adjourn the meeting.

Diane Montemurro

Palisades Park Board of Education

December 20, 2017

Report of the Finance Committee – Mr. John Mattessich

1.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent accepts the Annual Audit Report, FY 2017.

Furthermore, the Board authorizes the Business Administrator to comply with the Administrative Findings and develop a Corrective Action Plan for submission to the State Department of Education and the County Superintendent of Schools.

2.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves the following staff member workshops/conferences:

<u>Staff Member</u>	<u>Description/Location</u>	<u>Date(s)</u>	<u>Amount</u>
Joanne Retkwa Guidance Counselor	“Job Coaching Students”, BCSS Paramus, NJ	01/26/18	\$ 90.00
Kelly Norton Guidance Counselor	Participatory Cinema – “American Psycho”, Rutgers University	02/14/18	\$ 90.00
Estefania Lujan K Teacher @ ECC	“Aspiring School Leaders” Monroe Township	01/11/18	\$100.00

3.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves the December 2017 Food Service Vouchers in the amount of \$4,318.40:

<u>VENDOR</u>	<u>Description/Location</u>	<u>Amount</u>
Verizon	Monthly phone service – H.S. Café’	\$ 49.43
Bug Tech, Inc.	Pest control services @ H.S. Café’ And Lindbergh School Café’	\$ 208.00
Jay-Hill Repairs	Rewired Wells Steam Table @ H.S. Replaced refrigerator thermostat @ ECC	\$ 309.50 \$ 406.47
Pay Schools	2017/18 Annual Agreement for POS system	<u>\$3,345.00</u>

4.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves the 11/30/17 payroll in the amount of \$750,896.63, 12/15/17 in the amount of \$755,886.94 and 12/18/17 “retro pay” in the amount of \$12,502.02

5.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves the (attached) financial reports of the Lindbergh School and the High School student activities accounts, month ending 11/30/17.

6.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves the following request for tuition reimbursement:

Robyn Sperlazzo	"Class Organization for Inclusive Classrooms"	3 credits/\$702.00/per credit
	Rutgers University – Spring Semester	

7.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves the December 2017 bill list in the amount of \$1,101,209.48:

Fund 10 (General Current Expenses)	\$1,059,476.12
Fund 20 (Special Revenue Fund)	\$ 41,449.90
Fund 96 (After Care Programs)	<u>\$ 283.46</u>
	\$1,101,209.48

8.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves a Joint Transportation Agreement between the Palisades Park BOE and the Leonia Board of Education for the transportation of a special needs student attending CTC Academy, Fair Lawn, NJ. The contract will commence January 2, 2018 through the end of the 2017/18 school year. Cost: \$210. per diem

9.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent accepts the financial reports of the Board Secretary/Treasurer of School Moneys, month ending 10/31/17 and certifies that in accordance with N.J.A.C. 6:20-2A (10e) that no major account or fund in the 2017/18 budget has been over-expended.

10.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent and in accordance with Title 18A:22-8.1 approves a budget transfer from Extraordinary Aid to Regular Programs/Other Purchased Services, Acct #11-190-500-01-0000 in the amount of \$20,000.00 for a lease payment with Apple Financial Services for computers, electronic devices, servers and networking equipment.

11.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves the additional Categorical Special Education State Aid account #10-3132 State Aid in the amount of \$704.00 from the New Jersey Department of Education, and allocates this amount to Child Study Team Supplies ECC account #11-000-219-610-04-0000.

12.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves the amendment to the master lease purchase agreement #9675449 originally dated August 15, 2014 with Apple Inc. c/o Apple Financial Services, Irving, TX with an extension until July 15, 2021 for personal computers, electronic devices, servers and network equipment as per Apple Product Quote No. 2204474624; Schedule No. 001 to MLPA No. 9675449; ESCNJ # 30425 in the amount of \$161,000.70 with an initial payment of \$20,000.00 due on March 15, 2018.

Vote:

J. Mattessich, seconded by K. Bruno, all ayes on roll call: K. Bruno, H. Donovan, C. Hwang, J. Kim, J. Mattessich, A. Rotundo, J. Woo

Absent: M. Alvarez, P. Kim

Palisades Park Board of Education

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Report of the Personnel Committee – Mr. Jeffrey Woo

1. BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves the following new staff members, effective 01/03/18:

Patricia Hanlon  
Rutherford, N.J.  
BA- Rutgers University  
Step 1BA - \$49,109.00  
(Replacing Kathleen Opihory)

Heather Farley  
Avenel, N.J.  
School Psychologist – NJCU  
Step 1-6 year - \$56,109.00

Alyssa Jahren  
Hewitt, N.J.  
BA – Ramapo University  
B.S.I. – Lindbergh School

2.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves the following custodial appointment, effective 12/04/17:

Claudia Alonzo  
Palisades Park, N.J.  
P/T High School  
\$10.50 per hour  
Not to exceed 29.5 hours per week

3.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves Seongmi Kim, (3/5) Teacher of Korean, to increase her schedule to 4/5, effective 01/03/18. Salary: \$39,647.00 (pro-rated).

4.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent accepts the retirement of Gerard (Rod) Cronin, Physical Education teacher, effective March 1, 2018. Mr. Cronin has dedicated 25 years of service to the students and the community of Palisades Park.

5.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves Heather Tansey as the I&RS secretary, not to exceed 10 hours per month. \$25.00 per hour

6.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves Ellen Kim and Paula Gonzalez (school secretaries) to assist with parents/students/ schedule appointments, not to exceed 20 hours per month. \$25.00 per hour

7.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves the following coaching assignments for the 2017/18 school year:

Melissa Morin  
Assistant Girls Basketball Coach  
Stipend: \$4,858.00

Zachary Shaw  
Assistant Softball Coach  
Stipend: \$4,858.00

8.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves a maternity leave request for Ji eun (Jane) Kim, speech pathologist, beginning May 14, 2018. Anticipated return date in November 1, 2018.

9.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves the following Teachers and Paraprofessionals working at the 21<sup>st</sup> C. programs (Cycle 2):

**Certificated Staff (\$35.00/hour):**

Kaytlin Callaghan	Richard DeCicco	Joshua Farra
Angela Lee	Michelle Lee	Samantha Matarazzo
James Mascolo	Caitlin O'Malley	Annette McCarthy
Korrine Sterni	Jaclyn Vanore	Nael Lllaverias

**Certificated Substitutes (\$35.00/hour)**

Jeeyoon Chung  
Rael Ridriguez  
Jaclyn Rovetto  
Maria Karsos

**IDEA Certificated Staff (\$35.00/hour)**

Maria Fierro  
Krista Garguilo  
Laura Michelson

**Non-Certificated Staff (\$20.00/hour)**

Emily Blanco  
Rosario Dovale  
Sam Kwon

**IDEA Paraprofessionals (\$15.00/hour)**

Rosa Morel  
Mona Park  
YungHee Park

10.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent accepts, with regret, the resignation of John Wroblewski, high school athletic director, effective June 30, 2018. Mr. Wroblewski (Wrobo) has dedicated 41 years of service to the students and the Palisades Park community.



11.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent appoints Virginia Tronlone, Special Education teacher, to score and report dyslexia screening protocols. (\$30.00 per hour)

12.) BE IT RESOLVED, that the Board appoints Dr. Joseph Cirillo as the "School Safety Specialist", as per the NJDOE requirement to designate a certified administrator to this position.

Furthermore, the School Safety Specialist will supervise all school safety & security personnel, ensure that policies & procedures are in compliance with state laws, and provide the necessary training to district staff in matters relating to school safety and security.

Dr. Cirillo shall also serve as the liaison with local law enforcement, and national, state and community agencies in matters of school safety & security.

Vote:

J. Woo, seconded by A. Rotundo, all ayes on roll call: K. Bruno, H. Donovan (abstain on #7.), C. Hwang, J. Kim, J. Mattessich, A. Rotundo, J. Woo

Absent: M. Alvarez, P. Kim

Palisades Park Board of Education

December 20, 2017

Report of the Policy Committee – Mr. Anthony Rotundo

**First Reading:**

1.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves the following Policy revisions:

- 1250 – “**Visitors**” - A bullet list was added that sets forth the new requirements.
- 2130 – “**Principal Evaluation**” - Legal references were revised with changes to be more consistent with the current code.
- 5131.1 - “**Harassment, Intimidation & Bullying**” - This policy was updated to reflect changes to N.J.A.C. 6A:17-7.7. Changes are effective July 1, 2018.
- 6114 – “**Emergency & Disaster Preparedness**” - The Section on “**Drills**” was updated.
- 6145.1/6145.2 – “**Interscholastic & Intramural Competition**” - This update is required for grades 9 – 12 only. A section was added on Charter School Students participation.

Vote:

Mr. Rotundo, seconded by Mr. Bruno, all ayes on roll call: K. Bruno, H. Donovan, C. Hwang, Jason Kim, J. Mattessich, A. Rotundo, J. Woo

Absent: Ms. Alvarez, Mr. Paul Kim

Palisades Park Board of Education

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Report of Student Activities/Field Trips – Ms. Connie Hwang

- 1.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves a field trip request from A. Garcia & J. Graf, 7<sup>th</sup> & 8<sup>th</sup> grade class advisors, to “Medieval Times”, Lyndhurst, NJ on Thursday, January 18, 2018 from 5:00 – 9:30 p.m. Cost per student: \$47.00
- 2.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves a field trip request from J. Mascolo, Model UN advisor, to the Bergen Academies, Hackensack, NJ on Thursday & Friday, February 1 & 2, 2018 from 1:00 – 9:30 p.m. for participation in a Model UN conference. Cost per student: \$45.00
- 3.) BE IT RESOLVED, that the Board upon the recommendation of the Superintendent approves a field trip request from Grade 5 teachers on Thursday, March 1, 2018. The fifth grade students will view a play entitled “Freedom Train” at the Memorial Auditorium, Montclair University. The group will leave school at 8:30 a.m. and return approximately 2:00 p.m. Cost per student: \$22.00

**Notes:** The PPHS Dramatic Arts Society will present “Grease, The Musical (High School version) on Friday & Saturday, January 12 & 13, 2018 beginning at 7:00 p.m.

The PPHS Classes of 2018, 2019, 2020 will present the “Annual Talent Show” on Friday, April 13, 2018 at 7:00 p.m.

Both these events are fundraisers for the DAS and for senior class activities.

Next year’s Senior Prom (Class of 2019) will be held on a Wednesday evening, June 5, 2019 at The Venetian, Garfield.

Vote:

C. Hwang, seconded by H. Donovan, all ayes on roll call: K. Bruno, H. Donovan, C. Hwang, J. Kim, J. Mattessich, A. Rotundo, J. Woo

Absent: M. Alvarez, P. Kim