

HARRINGTON PARK SCHOOL DISTRICT
HARRINGTON PARK, NEW JERSEY

MINUTES

HARRINGTON PARK BOARD OF EDUCATION

Regular Public Meeting

Thursday, March 24, 2022

Location: Community Church/Founders Hall

Work Session and Executive/Closed Session

5:00 p.m.

Public Meeting - Regular Public Meeting

6:00 p.m.

MEMBERS OF THE BOARD

Stephen Hahm, President

Peter Toomin, Vice President

Brenda Cho, Trustee

Matthew Lehmann, Trustee

Tsampicos Perides, Trustee

Dr. Adam D. Fried, Superintendent/Board Secretary

Mr. Bryan Jursca, Business Administrator

Executive Closed Meeting - First and Third Thursday of Each Month at 5:00 p.m.

Work Session - First Thursday of Each Month at 5:00 p.m.

Regular Public Meeting - Third Thursday of Each Month at 6:00 p.m.

Next Work Session Meeting: **April 14, 2022**

Board of Education - Community Church - Founders Hall

CALL TO ORDER:

Vice President Toomin called the meeting to order at 6:09 p.m.

FLAG SALUTE:

Dr. Fried led the flag salute.

ROLL CALL:

| Meeting Attendance | PRESENT | ABSENT | Time of arrival/departure |
|------------------------------|---------|--------|---|
| Stephen Hahm, President | | x | Arrival time: 6:27 p.m |
| Peter Toomin, Vice President | x | | Mr. Toomin ran meeting until Mr. Hahm's arrival |
| Brenda Cho, Trustee | x | | |
| Matthew Lehmann, Trustee | x | | |
| Tsampicos Perides, Trustee | | x | |

Also Present: Dr. Adam Fried, Superintendent/Board Secretary

Mr. Bryan Jursca, Business Administrator

Public

OPEN PUBLIC PORTION MEETING ACT STATEMENT

The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with the provisions of this act, the Harrington Park Board of Education has caused notice of this meeting, which includes the date, time and place thereof posted on the bulletin board of the municipal building, and the Board of Education bulletin board, published in The Record and filed with the Clerk of the Borough of Harrington Park.

MEETING CALENDAR:

| <u>Date</u> | <u>Time:</u> | <u>Place</u> | <u>Purpose</u> |
|---|---------------------|-------------------------|-----------------------|
| April 14, 2022 | | Community Church | |
| Work Session and Executive/Closed Session | 5:00 p.m. | Board Conference Room | Discussion |
| Regular Public Meeting | 6:00 p.m. | Founders Hall | Discussion |

PRESIDENT’S STATEMENT:

- Updates from March 10 Public Session Meeting:
 - Drop off/pick up traffic issues addressed - Administration is working with the Police Department to rectify (work in progress).
 - Bus line up issue during pickup for the Valley Program is also being addressed.
 - AED (defibrillator) located in the back of the school is confirmed working and fully inspected (5 total units are in the district). The one in back is not always outside when the temperature is low to prevent freezing of gel pads.
 - The school clock tower is working again, our thanks again to the HP 5K RUN for their generous donation to help fund this repair.
 - School lunch period for students is returning back to normal beginning in April.

SUPERINTENDENT’S STATEMENT:

- Dr. Fried thanked the 5K Run for their donation for the repair to the school clock tower and noted that it looks beautiful.
- Softball/baseball tryouts have begun, it is exciting to see the fields being redone to get back in game shape after 2 years of non-use.
- The 6/30/21 audit and preliminary budget is being approved tonight.
- The 2022-23 school calendar will be posted tomorrow and will be formally approved at our April meeting.

STUDENT COUNCIL REPORT: Student Council members Yale Kim and Katie Cho:
Student activity matters

PRESENTATION: none

PUBLIC BE HEARD AGENDA ITEMS ONLY

During each regular meeting, two opportunities are provided for citizens to ask questions and to make comments. During the first opportunity, early on the agenda, comments are invited regarding subjects on this agenda. The second opportunity occurs just prior to adjournment, when citizens may address general questions and comments to the Board,

Persons wishing to speak must, upon being recognized, rise and state their name and address. The Board reserves the right to establish rules for the conduct of its meetings including such matters as the time at which the public will be heard if at all, who may speak, and for how long. All such rules shall be monitored by the presiding officer.

All cell phones must be turned off or be in vibrating or silent ring mode, Persons should leave the meeting room before answering their cell phones.

All comments and questions must be addressed to the Board President or the presiding officer, and shall be limited to school-related issues. If personal remarks or discourteous statements are made, the presiding officer may require the speaker to sit down.

Motion by Vice President Toomin seconded by Trustee Cho to open the meeting to the public.

Voice Vote: Unanimous

Questions or Comments: none

Motion by Vice President Toomin seconded by Trustee Cho to close the meeting to the public.

Voice Vote: Unanimous

ACTION ITEMS

I. APPROVAL OF MINUTES

02/19/22 Work Session Executive Closed Session Regular Public Session

Motion by Vice President Toomin, seconded by Trustee Cho to approve the Minutes of 02/10/22 as listed above.

ROLL CALL: 3-YES 0-NO 2-ABSENT Motion approved

II. ADMINISTRATIVE COMMITTEE

Brenda Cho, Chairperson

Pursuant to the recommendation of the Superintendent, the Administrative Committee recommends the following resolution(s):

A-1 APPROVE THREE YEAR NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP FUND MEMBERSHIP, INDEMNITY AND TRUST AGREEMENT FROM JULY 1, 2022 TO JUNE 30, 2025

BE IT RESOLVED, that the Board of Education approve the three year Northeast Bergen County School Board Insurance Group Fund Membership, Indemnity, and Trust Agreement from 07/01/22 to 06/30/25.

A-2 APPROVE THREE YEAR RESOLUTION TO CONTINUE MEMBERSHIP IN THE NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP FROM JULY 1, 2022 TO JUNE 30, 2025

BE IT RESOLVED, that the Board of Education approve the three year resolution to continue membership in the Northeast Bergen County School Board Insurance Group from 07/01/22 to 06/30/25.

A-3 APPROVE DONATION FROM MS. BONNIE SCHULMAN

BE IT RESOLVED that the Board of Education approve the donation of \$50.00 to the Harrington Park School District to be used for books for the school library from Ms. Bonnie Schulman, for her gratitude for her recent assistance from the HP Administration.

A-4 APPROVE SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT FOR THE 2021-22 SCHOOL YEAR

BE IT RESOLVED that the Board of Education approve the school bus emergency evacuation drill report for the 2021-22 school year.

A-5 APPROVE HOME & SCHOOL ASSOCIATION SPRING 2022 ENRICHMENT PROGRAM

BE IT RESOLVED that the Board of Education approve the Home & School Association Spring 2022 Enrichment Program for the 2021-22 school year as on file in the Superintendent's Office.

A-6 APPROVE MATERNITY/CHILD REARING LEAVE OF ABSENCE REQUEST FROM EMPLOYEE #4699

BE IT RESOLVED that the Board of Education approve the maternity/child rearing leave request from employee #4699 from an anticipated start date of April 28, 2022 through December 5, 2022, and an extended unpaid leave of absence request from December 6 to January 2, 2023, with a return to work date of January 3, 2023.

A-7 APPROVE CO-CURRICULAR POSITION ASSIGNMENTS AND ISSUANCE OF CONTRACTS FOR BRIGHT FROM THE START PROGRAM FOR THE WEEKS OF 08/15/22 AND 08/22/22

BE IT RESOLVED that the Board of Education approve co-curricular assignments and contracts for the Bright From The Start Program for the weeks of 08/15/22 and 08/22/22 at the rate of \$38.00 per hour to the staff listed below for the 2022-23 school year:

| | |
|------------------|---------------|
| Allison Bradbury | Lara McGinley |
| Ann Capazzi | Trista Merkle |

A-8 APPROVE CO-CURRICULAR BASEBALL POSITION ASSIGNMENT AMENDMENT FOR BASEBALL COACH FOR THE 2021-22 SCHOOL YEAR

BE IT RESOLVED that the Board of Education approve the co-curricular baseball position assignment amendment for baseball coach for the 2021-22 school year as follows:

Baseball coach split position - Patrica Sabo \$1,867.08
Baseball coach split position - James Iafate \$1,867.08

A-9 APPROVE TO AMEND SPRING AFTER SCHOOL ENRICHMENT PROGRAM

BE IT RESOLVED that the Board of Education approve to amend the dates of Spring After School Enrichment, which was originally approved on the August 27, 2021 HG-40 to April 08, 2022 to June 3, 2022.

Addendum:

A-21 APPROVE APPOINTMENT AND ISSUANCE OF INSTRUCTIONAL AIDE CONTRACT TO EMILY PABST WITH AN INTERNAL TRANSFER TO LEAVE REPLACEMENT TEACHER

BE IT RESOLVED that the Board of Education approve the appointment and issuance of an Instructional Aide contract to Emily Pabst, with an approximate start date of 04/25/22 to 06/30/22 at the annual salary of \$31,102.50 (\$21.75 per hour) (to be prorated based on start date), with benefits and prorated personal illness and personal days, and with an internal transfer to the position of a Leave Replacement Elementary Teacher, pending paperwork approval.

Motion by Trustee Cho, seconded by Vice President Toomin to approve resolutions A-1 through A-9 and addendum A-21

ROLL CALL: 4-YES 0-NO 1-ABSENT Motion approved

III. FINANCE AND AUDIT COMMITTEE

Stephen Hahm, Chairperson

Pursuant to the recommendation of the Superintendent, the Finance and Audit Committee recommends the following resolution(s):

FA-10 APPROVE PRELIMINARY 2022-23 BUDGET

BE IT RESOLVED that the Harrington Park Board of Education approve the Preliminary 2022-23 Budget as follows:

| | <u>Budget</u> | <u>Local Tax Levy</u> |
|----------------------------|----------------|-----------------------|
| Total General Fund | \$14,842,285 | \$13,050,179 |
| Total Special Revenue Fund | 130,492 | 0 |
| Total Debt Service Fund | <u>310,541</u> | <u>204,957</u> |
| Totals: | \$15,283,318 | \$13,255,136 |

BE IT FURTHER RESOLVED that the 2022-23 Preliminary Budget includes a withdrawal of \$200,000 from Capital Reserve to the General Fund for construction services - parking lot paving.

BE IT FURTHER RESOLVED to approve the filing of the Preliminary Budget by the School Business Administrator with the Bergen County Executive Superintendent of Schools.

FA-11 APPROVE MAXIMUM TRAVEL ALLOTMENT AMOUNT IN THE 2022-23 BUDGET

WHEREAS, the maximum travel allotment amount in the 2021-22 school year is \$10,000.00 and expenses as of March 01, 2022 were \$162.86;

BE IT RESOLVED that the Board of Education approve that the maximum travel allotment amount in the 2022-23 school year be \$10,000.00 and all travel reimbursements be made in accordance with district policy and state guidelines.

FA-12 APPROVE ACCEPTANCE OF COMPREHENSIVE ANNUAL FINANCIAL REPORT AND AUDITOR'S MANAGEMENT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2021

BE IT RESOLVED that the Board of Education approve the acceptance of the Comprehensive Annual Financial Report and the Auditor's Management Report for the fiscal year ending June 30, 2021.

FA-13 APPROVE ACCEPTANCE OF CORRECTIVE ACTION PLAN FOR THE AUDITOR'S MANAGEMENT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2021

BE IT RESOLVED that the Board of Education approve the acceptance of the Corrective Action Plan for the Auditor's Management Report for the fiscal year ending June 30, 2021 as follows:

| Recommendation Number | Correction Action Approved by the Board | Method of Implementation | Person Responsible for Implementation | Completion Date of Implementation |
|--|--|---|---------------------------------------|-----------------------------------|
| 1. Financial Planning Accounting and Reporting | Year end purchase orders for tuition be classified as accounts payable rather than encumbrances at year end. | Open purchase orders for tuition be reviewed and properly classified at year end. | Business Administrator | Implemented and ongoing |
| 2. School Purchasing Programs | State contract purchases in excess if the bid threshold be approved in minutes. | Vendors for state contract purchases in excess of the bid threshold be approved in minutes, | Business Administrator | Implemented and ongoing |

FA-14 APPROVE BILLS LIST

BE IT RESOLVED that the Board of Education approve the payment of expenditures in the amount of \$138,510.00 dated 03/24/22 as based upon the computer listing dated 03/24/22 and the payroll of \$371,362.04 dated 03/15/22, all of which are on file in the office of the Board of Education.

In accordance with N.J.A.C. 6A:23-2:11(b), C 3, and C 4:

Approval that all bills as examined, audited and certified by the Business Administrator/Board Secretary and presented to the Board of Education shall, if found to be correct, be ordered paid by the Board of Education. Any exceptions noticed tonight, on the record, will be reexamined by the Business Administrator/Board Secretary and the appropriate committee chairperson and if found to be correct, be ordered paid by the Board of Education. Prior to payment, the inquiring board trustee will be duly notified by the Business Administrator/Board Secretary, in reference to satisfaction of the submitted concern. the appropriate committee chairperson and if found to be correct, be ordered paid by the Board of Education. Prior to payment, the inquiring board trustee will be duly notified by the Business Administrator/Board Secretary, in reference to satisfaction of the submitted concern.

FA-15 APPROVE BOARD SECRETARY REPORT FOR JANUARY, 2022

BE IT RESOLVED that the Board of Education approve the Board Secretary Report for the month ending 01/31/22.

CERTIFICATION OF FUNDS

In accordance with N.J.A.C.6A:23-211 (b), (c), and (c)4:

The Business Administrator/Board Secretary certifies that no line item account has encumbrances and expenditures which in total exceed the line item appropriation. The Board of Education certifies that no major account or fund has been over-expended. Furthermore, the Board of Education And the business Administrator/Board Secretary certify that current expense, special revenue and debt service fund balances have not been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

FA-16 APPROVE MONTHLY TRANSFER REPORT FOR JANUARY, 2022.

BE IT RESOLVED that the Board of Education approve the monthly Transfer Report for the month ending 01/31/22.

FA-17 APPROVE TREASURER'S REPORT FOR JANUARY, 2022

BE IT RESOLVED that the Board of Education approve the Treasurer's Report for the month ending 01/31/22.

Motion by Trustee President Hahm, seconded by Vice President Toomin to approve resolutions FA-10 through FA-17

ROLL CALL: 4-YES 0-NO 1-ABSENT Motion approved

IV. HOUSE & GROUNDS COMMITTEE

Peter Toomion, Chairperson

Pursuant to the recommendation of the Superintendent, the House & Grounds Committee recommends the following resolution(s):

HG-18 APPROVE USE OF SCHOOL FACILITIES - HP RECREATIONAL SOFTBALL

BE IT RESOLVED that the Board of Education approve Use of Facilities for HP Recreational Softball as follows:

| Date | Purpose | Hours | Facility |
|-------------------|----------------|-----------------------|---|
| 04/2022 - 06/2022 | Softball | 5:00 p.m. - 7:00 p.m. | Softball field and use of field as a backup field |

HG-19 APPROVE USE OF SCHOOL FACILITIES - NORTHERN VALLEY SOCCER CLUB

BE IT RESOLVED that the Board of Education approve Use of Facilities for Northern Valley Soccer Club at no charge as follows:

| Date | Purpose | Hours | Facility |
|--|----------------|--|-----------------|
| 04/01/22 - 06/15/22 | Soccer | Mon-Fri 5pm to dark Sat-Sun 8am - 3pm | Soccer field |
| Coordination agreed to be with HP Recreation and HPSD. | | | |

HG-20 APPROVE USE OF SCHOOL FACILITIES - SUMMER MUSIC CAMP

BE IT RESOLVED that the Board of Education approve Use of Facilities for Summer Music Camp from 06/27/22 - 07/22/22 from 8am - 11am in the Music Room and one Classroom at no charge.

Motion by Vice President Toomin, seconded by Trustee Lehmann to approve resolutions HG-18 through HG-20

ROLL CALL: 4-YES 0-NO 1-ABSENT Motion approved

V. POLICY AND LEGISLATION COMMITTEE Matthew Lehmann, Chairperson

Pursuant to the recommendation of the Superintendent, The Policy and Legislation Committee recommends the following resolution(s): (none)

V. TRAVEL/CONFERENCES/OTHER

| | |
|-----------|---|
| Name: | Joanne Dimitriadis |
| Date: | 03/21/22 |
| Location: | Half day school visit to Calais School - Whippany |
| Cost: | \$23.52 - mileage |

| | |
|-----------|---|
| Name: | Joanne Dimitriadis |
| Date: | 03/07/22 |
| Location: | Half day school visit to Windsor School - Pompton Lakes |
| Cost: | \$14.77 mileage |

Motion by Trustee Lehmann, seconded by Trustee Cho to approve resolutions for Travel listed above.

ROLL CALL: 4-YES 0-NO 1-ABSENT Motion approved

PUBLIC BE HEARD - ALL SCHOOL RELATED ISSUES

Motion by Vice President Toomin, seconded by Trustee Cho to open the meeting to the public.

Voice Vote: Unanimous

Questions or Comments:.

1. Jennifer Fisher, 111 South Colonial, Harrington Park, NJ

- Ms. Fisher commented that the parking/traffic situation in the front of school has improved from the last meeting but there are still some issues with repeat offenders as well as cars left unattended/double parked in the afternoon, she suggested that perhaps some further pressure from the Police Department is needed.

2. Kerryanne Flahive, 61 Lee Street, Harrington Park, NJ

- Ms. Flahive commented that email communications are great, but for the current traffic situation during pickup/drop-off many might not be getting the message, such as grandparents who may be driving the kids to school each day. Suggested that during Back To School night, direct communication in-person with parents can be made to address these types of issues.

3. Cricket O'Neil, 52 First Street, Harrington Park, NJ

- Ms. Cricket commented that she hopes our HP School Calendar for 2022-23 matches with the high school calendar.
- Asynchronous Days: Ms. Cricket requested to make sure that optional days are communicated to parents ahead of time for planning purposes.

Dr. Fried responded that the calendars do match and Martin Luther King Day will be a day of service for students next year.

4. Councilwoman Joon Chung, Harrington Park Borough Hall

- Councilwoman Chung commented that Have A Heart Day is such a great event and she thanked everyone for doing these types of events for the community.

Motion by Vice President Toomin, seconded by Trustee Cho to close the meeting to the public.

Voice Vote: Unanimous

ADJOURNMENT

Motion by Vice President Toomin, seconded by Trustee Cho to adjourn from the Public Session meeting at 6:40 p.m.

Voice Vote: Unanimous

Dr. Adam Fried

Dr. Adam Fried
Superintendent/Board Secretary