

HYBRID WORKSHOP/VOTING MEETING MINUTES  
HIGHLAND PARK BOARD OF EDUCATION  
HIGHLAND PARK, NEW JERSEY

January 22, 2024

5:45 p.m. via Zoom (<https://zoom.us/my/highlandparkboe>) and in-person at the Middle School

**AGENDA:**

1. Call to Order
2. Announcement of Notice

Ms. Allison Casal-Dunn, Board President, called the meeting to order at 5:49 p.m. She gave the following notice:

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In compliance with the Open Public Meetings Act, the Highland Park Board of Education has caused notice of this meeting setting forth the time, date, and location to be submitted for publication to the Home News Tribune and Star Ledger and posted on the Board's website at least 48 hours in advance of this meeting. Members of the public who wish to address the Board will be given the opportunity to do so before the Board adjourns for the evening.

3. Roll Call

Members Present: Ms. Allison Casal-Dunn, President; Ms. Marilyn Pruce, Vice President; Dr. Dan Battey; Dr. Sara Pixley; Dr. Ethan Schoolman; Ms. Nicole Stanio; Ms. Ann Vardeman and Ms. Jennifer Voorhees.

Members Absent: Dr. Monique Coleman

Dr. Monique Coleman arrived at 5:50 p.m.

Also Present: Dr. Kristina Susca, Superintendent.  
Mrs. Denise DeRosa, Business Administrator/Board Secretary

Student Representatives Present: Royal Crosbie arrived at 7:00 p.m. Andrew Dalton arrived at 7:35 p.m.

4. Recess to Executive Session

The board recessed at 5:50 p.m.

Be It Resolved, pursuant to the Sunshine Act, N.J.S.A. 10:4-12 and 13, the Highland Park Board of Education will now meet in closed session to discuss a personnel settlement, discuss matters related to HIB and discipline, and a meeting with the Board of Education's attorney. These exemptions are permitted to be discussed in closed session in accordance with N.J.S.A. 10:4-13. Information regarding the Board's closed session discussion will be disclosed to the public as soon as the need for confidentiality no longer exists.

Moved: Allison Casal-Dunn    Seconded: Marilyn Pruce    Vote: 8-0

5. Reconvene To Regular Session

The board reconvened at 7:05 p.m.

Moved: Allison Casal-Dunn    Seconded: Marilyn Pruce    Vote: 9-0

6. Pledge of Allegiance

7. Communications:

Date	Name	Subject
January 8, 2024	Cala Nanda	Lunch quality concerns
January 10, 2024	Angela Hynek	Fair Compensation for Paraprofessionals
January 10, 2024	Anne	A "normal evacuation"?
January 10, 2024	Rob Scott	Re: Important Message from Superintendent: Dismissal Today
January 10, 2024	Erica Ryan	Response to today's bomb threat
January 10, 2024	Elizabeth Weill-Greenberg	Fwd: Important Message from Superintendent: Today's Incident at HS
January 11, 2024	Elizabeth Weill-Greenberg	Re: Important Message from Superintendent: Today's Incident at HS
January 16, 2024	David Copperman	a couple remarkable items from today's news
January 18, 2024	Rebecca Hersh	Please reconsider start time for Bartle

8. Approval of Minutes - Hybrid Regular Public Meeting and Executive Session - December 18, 2023  
Hybrid Regular Reorganization Public Meeting - January 2, 2024

Moved: Allison Casal-Dunn    Seconded: Dan Battey    Vote: 8-0

Absent: Ethan Schoolman

9. Student Representative Report

Irving School:

Irving's first school family meeting of the new year focused on the efforts and determination of Dr. Martin Luther King Jr. among coming together as a whole school. They look forward to having another full-day Global Play Day on February 7th and math night on February 8th. Information will be coming on both events.

Bartle School:

Bartle's E.P.I.C. Game night was on January 18th. Fun was had by all families that attended. They also will have a STEM Night from 5 - 7:15 p.m on January 31st.

Middle School:

The MS would like to thank the MS staff and students for their exceptional conduct and cooperation during our evacuation. Without your help and patience, it would not have been as seamless as it was. Thank you so much!

The MS would like to announce the launch of the use of Smart Pass, a new electronic pass system for middle school. Students can use their Chromebooks to submit a request and, in turn, teachers can instantly approve or decline, as needed. Upon creating the pass and getting the appropriate approval, students will turn their devices out toward the teacher. A timer will begin and the student will have to return to class within the allotted time frame. These details will be reviewed with students at the end of the month and a grace period will be put in place for students to have time to learn and adjust. Also, the next Students Speak Up meeting is on Tuesday, January 23rd afterschool in the MS cafe.

High School:

The district's cafeteria service, Pomptonian published their first ever newsletter which details upcoming specials, and other current news. We encourage all parents, students and teachers to take a look! The HS is very proud of our students and staff for the cooperation shown at the evacuation and reunification on Wednesday, January 10, 2024. Although this incident was not a drill, everyone conducted themselves wonderfully and cooperatively.

From the robotics club, On January 11th, 2024, the Highland Park High School Robotics Club held an outreach at Irving where Kindergarten and first-grade students were able to engage in the design and engineering process. The student learned about tension through a collaborative team activity and through building tension claws. The High School Robotics Team demonstrated their competitive robot and showed how their robot task relies on tension. The Irving students were able to engage in hands-on activities and learn about the engineering and design process in a fun and engaging way! The Robotics Club hopes to inspire young learners interested in STEM through projects like these and more. Lastly, HP DECA had their regional competition on January 4th and had 19 students qualify on a problem solving exercise to go on to the next round at the state competition in Atlantic City in March!

Superintendent's Report

A. Student Spotlight - High School - Eliza Boylan, Juliana Cordero-Dent

Dr. Susca commented about two recent district events. First, Dr. Susca wanted to address an article published by NJ 101.5 data reported from 2021 and 2022. Dr. Susca commented that the report was alarming because the middle school is not an unsafe place. She confirmed the number of reported violent incidents were accurate. 70 reports of violence of which 61 were simple threats, 1 was a criminal threat and 8 were fights. Each report is for individual students. Bear in mind if a number of students are part of the threat there would be a report for each student. The team met to review all the information including past and current incidents. The conclusion was that some instances were reported incorrectly in the wrong categories. Dr. Susca is not minimizes to threats or violence;

New Youth Safety Specialist at the Middle School, restorative practices and student assistance counselor. Dr. Susca commented that on January 11, 2024 the High School received a bomb threat. She thanked Mr. Lassiter for following the protocol. She thanked everyone that helped to ensure the safety of our students and our buildings. This is still considered an active investigation. No additional comments will be made about a school safety plan as it is confidential. There was a debriefing after the event with emergency management, HP Boro Police department. Overall,

1. Our reunification sites were not really ready to accommodate us. The District will continue with the owners of the sites to help streamline.
2. Gridlock on the roads which delayed buses and slowed down dismissal. The District will work to gain better communication with transportation departments and offices.
3. Staff will be having conversations with students during advisory
4. Language used during the event was standard notifications to help maintain crowd control.
5. Social media - Caregivers and students should not give out location information as it is confidential information.
6. Student safety is of utmost importance

Dr. Battey commented that all the staff and students were evacuated within 20 minutes. Important for parents and students to know that the Superintendent was very limited in what she could communicate because it has to go through the Office of Emergency Management for approval. Dr. Battey indicated that police stated that parents/caregivers should be very careful of where their children are located especially on social media.

Dr. Susca then turned the microphone over to Mr. Lassister to present the student spotlight. Mr. Lassister apologized for not being in person. When he polled teachers of students that go above and beyond. Two students were nominated.

He spoke of Juliana Cordero-Dent goes above and beyond for our art program. Juliana eagerly tackles the task and finds the opportunity to make things better. She rolls up her sleeves and completes her project. Mr. Lassister indicated that teacher Nicole Hodge nominated and wanted to celebrate Eliza. Eliza goes above and beyond in the HS Choral program. Eliza offered extra help to Mrs. Hodge's students and was nominated. She also shows tremendous school spirit. She shares her spirit each and every day with morning announcements.

#### 10. Auditor's Presentation - Laura Atwell & Jonathan Weiss of Bedard, Kurowicki & Co., CPA's PC

Jonathan Weiss comprehensive audit 3 items requiring of corrective action

1. Staffing of Business Office
2. BSR matching Treasurer

#### 11. Board Committees' Reports and Recommendations

##### A. Curriculum & Instruction

Ms. Casal-Dunn review of Curriculum & Instruction agenda items.

The Committee met on January 11, 2024. The committee discussed high school counseling. Elizabeth Asamoah took part in the committee and spoke of the changes that the department has made under her leadership. She commented that Irving's yoga class has started. She also indicated that Bartle is going to have an after school ESL program for students.

##### B. Equity & Excellence

Ms. Coleman reported on the two meetings in December. Advisory committees at the high school and middle school reported that students are meeting for thirty minute time slots in smaller groups. Future model of advisory at the high school would have juniors and seniors.

At the January 18, 2024 meeting the committee spoke about the NJ101.5 article and Ms. Coleman indicated that Dr. Susca addressed the concerns in her Superintendent's report. Each school is reviewing codes of conduct and reflects District needs and fostering restorative practices. Dr. Coleman reviewed the RISE program at both the high school and middle school. The committee discussed an independent evaluation from R.I.S.E. to evaluate the program. The committee also discussed the policy & code of conduct for substance use. Dr. Schoolman commented that violence in our schools is an equity and excellence issue. He appreciates Dr. Susca's report. Violence in our schools is a really serious issue. Dr. Schoolman supports the independent evaluation of the RISE program.

#### C. Finance & Facilities

Ms. Pruce commented on the January 9, 2024 committee meeting. Ms. Pruce commented that the enrollment in the afterschool program continues to grow. Minicamps will be or have started. The financials are positive due to better management and increase in cost. Challenging to day staff to report to aftercare on half days. Mr. Mackintosh will meet with Irving students in regards to the preschool aftercare program. There will be a website for the BSP/ASP program. Mr. Flanagan reported that the vape detectors were being installed at 5 bathrooms at the middle school and high school. Roof repairs are ongoing at the high school. Ms. DeRosa reported on the audit presentation and the corrective action plan. Bartle playground with fencing and addition of ADA equipment. RFP for Architectural services will be due at the end of the month and a committee will be selected to review. Health Benefits Broker, Brown & Brown will be marketing the district health insurance policies. Review of agenda items.

#### D. Personnel & Communication

Ms. Voorhees reviewed agenda items. Committee met on January 9, 2024. A parent requested hybrid communication for families both paper and electronic. Registration is completely done through Genesis which started during Covid. Kiosks are set up in all buildings with staff to help parents. The committee had a discussion of the hiring process of the new high school Principal.

#### E. Policies & Regulations

Ms. Pruce indicated the committee did not meet. She also indicated that there are many policies for second reading for Title I since all schools are now Title I eligible. The only pending policy is one regarding religion.

#### 12. Public Comment

The Highland Park Board of Education welcomes public participation and has reserved this time for your comments. (Board Policies #0164 and #0167 establish and regulate the right of the public to participate in public meetings.)

Dr. Estelle, Abbott Street - ensuring basic safety. Some parents in town are horrified and considering moving. Dr. Estelle spoke about data and how it impacts towns tax base which affects the funding of the schools. She indicated that the Board should be overseeing the reporting and ensure that it is reported correctly. She appreciates the new Board members and their commitment to the community.

Abby Stern Cardinale, Harper Street - commented on the Pomptonian newsletter that she didn't see it. The student mentioned the Middle School pass program.

Principal job posting. Mr. Lassiter has big shoes to fill but the position was only posted for one week. Commented on the audit and wanted to see how to improve the budget.

Preschool program to find ways to expand programs. She commented on the play structure at Irving with the Kushner funds.

Shemeka Jenkins, Walter Avenue - commented on school safety and academics in regards to Bartle. She commented on the 24/25 school calendar and if another snow day is needed June 19th would not be taken away like it is for the 23/24 calendar.

### 13. Board Action Items

#### **A. CURRICULUM & INSTRUCTION**

##### 1. Approval of Field Trip Requests

I move that the Board of Education accept the recommendation of the superintendent to approve the Field trips, as per the attached.

Moved: Allison Casal-Dunn    Seconded: Sara Pixley    Vote: 9-0

##### 2. Approval of HIB Reports

I move that the Board of Education accept the recommendation of the superintendent to approve the HIB Incident Report for the month of December, 2023. This report was disseminated to the Board of Education and reviewed by the Superintendent for the January 22, 2024, Hybrid Regular Public Board of Education Meeting. The Board reserves the right to discuss this matter in executive session should any Board Member need additional information before voting on the HIB report.

- a. Incident Report - BS2324-07
- b. Incident Report - MS2324-04
- c. Incident Report - HS2324-03A
- d. Incident Report - HS2324-03B
- e. Incident Report - HS2324-03C
- f. Incident Report - HS2324-03D
- g. Incident Report - HS2324-03E
- h. Incident Report - HS2324-03F

Moved: Allison Casal-Dunn    Seconded: Sara Pixley    Vote: 9-0  
Abstain: 2e Nicole Stanio

##### 3. Approval of Home Instruction

I move that the Board of Education accept the recommendation of the superintendent to approve the home instruction for the following students. Instruction will be provided by district approved staff:

Student ID No.	Start Date	End Date
2324003	December 18, 2023	On-Going
2324004	December 11, 2023	On-Going
2324005	December 11, 2023	December 22, 2023
2324006	December 13, 2023	On Going
2324007	December 21, 2023	On Going
2324008	January 4, 2024	On Going

Moved: Allison Casal-Dunn    Seconded: Sara Pixley    Vote: 8-0  
Abstain: Ann Vardeman

#### 4. Approval of University Graduates/Students for Teaching Internships/Junior Practicum/Observation

I move that the Board of Education accept the recommendation of the superintendent to approve the following University Graduates/Students for Teaching Internships/Junior Practicum/Observation for the 2023-2024 school year:

Student	University	Subject	School	Staff	Dates of Placement
Arevalo, Alexa	Rutgers	Five-Year Elementary/P3	Irving	Curtin, Susan	Jan 2024 - April 2024
Mackin, Chelsea	Rutgers	Post-Bacc Elementary	Bartle	Roselli, Emily	Jan 2024 - April 2024
Gellerstein, Allison	Rutgers	English	High	Paxton, Michelle	Jan 2024 - April 2024
Shi, Harrison	Rutgers	English	Middle	Botvinick, Dara	Jan 2024 - April 2024
Akba, Maheeba	Rutgers	Social Emotional Learning Lab	Bartle	Maiden, Tracey Young, Tara	Jan 2024 - May 2024 14 hours per week
Cruz, Jennifer	Rutgers	Social Emotional Learning Lab	Bartle	Maiden, Tracey Young, Tara	Jan 2024 - May 2024 14 hours per week

Matlock, Ciera	Rutgers	Social Emotional Learning Lab	Bartle	Maiden, Tracey Young, Tara	Jan 2024 - May 2024 14 hours per week
Mustacchi, Rachel	Rutgers	Social Emotional Learning Lab	Bartle	Maiden, Tracey Young, Tara	Jan 2024 - May 2024 14 hours per week
Pereira, Allison	Rutgers	Social Emotional Learning Lab	Bartle	Maiden, Tracey Young, Tara	Jan 2024 - May 2024 14 hours per week
Schneider, Briana	Rutgers	Social Emotional Learning Lab, Restorative Practices	Bartle	Maiden, Tracey Young, Tara	Jan 2024 - May 2024 14 hours per week
Sade, Wellington	Rutgers	Social Emotional Learning Lab, Restorative Practices and Mentoring	Bartle	Maiden, Tracey Young, Tara	Jan 2024 - May 2024 14 hours per week

Moved: Allison Casal-Dunn    Seconded: Sara Pixley    Vote: 9-0

#### 5. Approval of Curriculum Writing

I move that the Board of Education accept the recommendation of the superintendent to approve the following staff members for curriculum writing for 2023-2024 school year at a rate of \$39.80 per hour, GAAP Code #11-000-221-104-050-31-11, as follows:

Name	School	Subject	Hours
Tennenbaum, Emily	High	Revise Chemistry Curriculum for Semester 2	20.0

Moved: Allison Casal-Dunn    Seconded: Sara Pixley    Vote: 9-0

#### 6. Approval of Sidebar

I move that the Board of Education accept the recommendation of the superintendent to approve a Sidebar Agreement between the Highland Park Board of Education and the Highland Park Education Association adding two new positions, International Club at the Middle School and Buddy Ball at the High School, to the Schedule B Agreement, for the 2024-2025 school year, as per the attached.

Moved: Allison Casal-Dunn    Seconded: Sara Pixley    Vote: 9-0

### **B. EQUITY & EXCELLENCE**



## **C. FINANCE AND FACILITIES**

### **1. Approval of Bill List**

I move that the Board of Education accept the recommendation of the superintendent to approve the attached bill list for December 16, 2023 - December 31, 2023 in the amount of \$446,274.45.

Moved: Marilyn Puce    Seconded: Allison Casal-Dunn    Vote: 9-0

### **2. Approval of Bill List**

I move that the Board of Education accept the recommendation of the superintendent to approve the attached bill list for January 1, 2024 - January 22, 2024, in the amount of \$1,331,694.71.

Moved: Marilyn Puce    Seconded: Allison Casal-Dunn    Vote: 9-0

### **3. Approval of Revised Treasurer's Reports**

I move that the Board of Education accept the recommendation of the superintendent to approve revised Reports of the Treasurer of School Monies for the months of July, 2023 through October, 2023.

Moved: Marilyn Puce    Seconded: Allison Casal-Dunn    Vote: 9-0

### **4. Approval of Treasurer's Reports**

I move that the Board of Education accept the recommendation of the superintendent to approve the Report of the Treasurer of School Monies as of November 30, 2023.

Moved: Marilyn Puce    Seconded: Allison Casal-Dunn    Vote: 9-0

### **5. Approval of Revised Board Secretary's Reports**

I move that the Board of Education accept the recommendation of the superintendent to approve the revised Reports of the Secretary of the Board of Education for the months of July, 2023 through October, 2023, and acknowledge the following certification of the Board Secretary:

Pursuant to N.J.A.C. 6A:23-2-11(c)2, I, Denise M. DeRosa, certify that for the months of July, 2023 through October, 2023 the revised reports no budgetary line item has been overextended in violation of N.J.A.C. 6A:23-2-11(a).

Moved: Marilyn Puce    Seconded: Allison Casal-Dunn    Vote: 9-0

### **6. Approval of Board Secretary's Report**

I move that the Board of Education accept the recommendation of the superintendent to approve the Report of the Secretary of the Board of Education as of November 30, 2023 and acknowledge the following certification of the Board Secretary:

Pursuant to N.J.A.C. 6A:23-2-11(c)2, I, Denise M. DeRosa, certify that as of November 30, 2023, on this report no budgetary line item has been overextended in violation of N.J.A.C. 6A:23-2-11(a).

Moved: Marilyn Puce    Seconded: Allison Casal-Dunn    Vote: 9-0

7. Board of Education Certifications

I move that the Board of Education, pursuant to N.J.A.C 6A:23-2-11(c)4, accept the recommendation of the superintendent to certify that as of November 30, 2023, after review of the Board Secretary's monthly finance report (appropriate section), and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-1-11(b), and sufficient funds are available to meet the district's financial obligations for the remainder of the year.

Moved: Marilyn Puce    Seconded: Allison Casal-Dunn    Vote: 9-0

8. Approval of Budget Transfers

I move that the Board of Education accept the recommendation of the superintendent to approve the list of transfers to the 2023-2024 school district budget, for the month of November 30, 2023.

Moved: Marilyn Puce    Seconded: Allison Casal-Dunn    Vote: 9-0

9. Approval of Travel and Related Expense Reimbursements Report

I move that the Board of Education accept the recommendation of the superintendent to approve the attached list of Travel and Related Expense Reimbursements, in accordance with N.J.A.C. 6A:23B-1.1 et seq.

Moved: Marilyn Puce    Seconded: Allison Casal-Dunn    Vote: 9-0

10. Approval of Annual Comprehensive Financial Report

I move that the Board of Education accept the recommendation of the superintendent to accept the findings presented in the audit report entitled "Annual Comprehensive Financial Report for the Fiscal Year Ending June 30, 2023" (ACFR), submitted by BKC, Certified Public Accountants, PC, of Flemington, New Jersey.

Moved: Marilyn Puce    Seconded: Allison Casal-Dunn    Vote: 9-0

11. Approval of Submission of the Corrective Action Plan

I move that the Board of Education accept the recommendation of the superintendent to approve the submission of the Corrective Action Plan, as noted in the "Annual Comprehensive Financial Report for the Fiscal Year Ending June 30, 2023", submitted by BKC, Certified Public Accountants, PC, of Flemington, New Jersey to the Middlesex County Department of Education as per the attached.

Moved: Marilyn Puce    Seconded: Allison Casal-Dunn    Vote: 9-0

12. Approval of Contractors for Professional Services

I move that the Board of Education accept the recommendation of the superintendent to approve the

following for professional services for the 2023-2024 school year:

<b>Name</b>	<b>Nature of Award</b>	<b>Contract Period</b>	<b>Contract Amount</b>
Bergen County Special Services School District	Educational Enterprises Division, Sound Solutions Teacher of the Deaf Consultation	1/22/2024 - 6/30/2024	Not to exceed \$330.00

Moved: Marilyn Pruce Seconded: Allison Casal-Dunn Vote: 9-0

### 13. Approval of Contracts for Professional Development

I move that the Board of Education accept the recommendation of the superintendent to approve the following contracts to provide professional development in the district for the 2023-2024 school year:

<b>Name of Company</b>	<b>Nature of Award</b>	<b>Contact Amount</b>
Innovamat Education Inc.	Professional Development for Bartle Elementary School	\$1,250.00
Mad Science of West New Jersey	Hosting a S.T.E.M. Night for Bartle Elementary School	\$950.00
Mad Science of West New Jersey	After School Program called NASA for Bartle School 8 sessions from March 4, 2024 - May 7, 2024	\$2,500.00 for 20 students at \$125.00 each
Jana Lee Consulting LLC	Individual Planning Sessions for Cohort 1 Participants on 2/22/24, 3/26/24, 5/9/24	\$1,350.00 each for a total of \$4,050.00
Jana Lee Consulting, LLC	Leadership Team Training in August 2024	\$2,200.00
Talent Stock, LLC	CPR/AED and First Aid Certification Training and Two Year Emergency Care and Safety Institute Certifications	\$1,350.00 for 30 participants
Inspired Instruction, LLC	Success Academy Lesson Plans Inspired Instruction will provide access to NJSLA Success Academy Mathematics Lesson Plans for Grades 3-8.	\$2,100.00 for 6 plans
Inspired Instruction, LLC	½ Day Workshop on February 16,	\$1,500.00 for workshop

	2024 for Grade 4-5	
Inspired Instruction, LLC	½ day Workshop on February 16, 2024 for Kindergarten and Grade 1 ½ day Workshop on February 16, 2204 K-5 Special Area	\$1,500.00 for workshop  \$1,500.00 for workshop
Philly Children’s Movement	Radical Morning Meeting Workshop for Bartle & Irving on February 16, 2024 In-Service Day	\$0 costs
Dr. Chu	School Refusal and Chronic Absenteeism for Teen Center, Tween Center and School Counseling	\$0 costs
Dr. Curran	Assessment and working with Immigrants, Refugee, and Asylum Seeking Students with Dr. Curran	\$500.00
Inspired Learning	Harmonizing Classroom Dynamics: Building a Supportive Culture for Enhanced Learning  Specialists: Instructional Strategies and Assessment Practices for Teaching ALL Learners for Irving Primary School	\$3,000.00

Moved: Marilyn Pruce    Seconded: Allison Casal-Dunn    Vote: 9-0  
Abstain: Allison Casal-Dunn - Inspired Instruction, LLC

#### 14. Approval of Contract with Circle Care Services

I move that the Board of Education accept the recommendation of the superintendent to approve the contract with Circle Care Services to provide a Registered Behavioral Technician or Behavioral Technician and/or Licensed Board Certified Behavior Analyst to student #01464 during the school day at no cost to the district (services payable by parent’s insurance).

Moved: Marilyn Pruce    Seconded: Allison Casal-Dunn    Vote: 9-0

#### 15. Approval of Bedside Instruction

I move that the Board of Education accept the recommendation of the superintendent to approve the following for bedside instruction:

- a. One (1) student, case no. 2324B07 to attend Rutgers Health University Behavioral Health Care, Piscataway, NJ, at a tuition rate of \$70.00 per hour, effective December 18, 2023.
- b. One (1) student, case no. 2324B08 to attend LearnWell Education at Penn Medicine Princeton House, North Brunswick, NJ, at a tuition rate of \$60.00 per hour, effective December 19, 2023.

Moved: Marilyn Pruce    Seconded: Allison Casal-Dunn    Vote: 9-0

#### 16. Approval of the execution and delivery of the Grant Agreement

I move that the Board of Education accept the recommendation of the superintendent to approve the execution and delivery of the Grant Agreement as approved by the New Jersey Department of Education-Office of School Facility Projects for the following projects:

- a. Irving School - Tower Section Roof Replacement  
State Project # 2150-070-23-R501  
State Share \$ 57,860.00  
Local Share \$ 86,790.00  
Total Project Cost: \$144,650.00
- b. High School - Roof replacement - Section C, D, H  
State Project # 2150-050-23-R501  
State Share \$ 252,818.80  
Local Share \$ 379,228.20  
Total Project Cost: \$632,047.00

Moved: Marilyn Pruce    Seconded: Allison Casal-Dunn    Vote: 9-0

#### 17. Approve delegation of authority to School Business Administrator

I move that the Board of Education accept the recommendation of the superintendent to approve the Delegation of Authority to Denise DeRosa, School Business Administrator, for the supervision of the School Facilities Projects as approved by the New Jersey Department of Education-Office of School Facility Projects for the following projects:

- a. Irving School - Tower Section Roof Replacement  
State Project # 2150-070-23-R501  
State Share \$ 57,860.00  
Local Share \$ 86,790.00  
Total Project Cost: \$144,650.00
- b. High School - Roof replacement - Section C, D, H  
State Project # 2150-050-23-R501  
State Share \$ 252,818.80  
Local Share \$ 379,228.20

Total Project Cost: \$632,047.00

Moved: Marilyn Pruce    Seconded: Allison Casal-Dunn    Vote: 9-0

18. Acceptance of Donation

I move that the Board of Education accept the recommendation of the superintendent to accept a donation of an exercise bike, treadmill, and a smith machine totaling \$2,500.00 from the Highland Park Police Department, to benefit the High School weight room.

Moved: Marilyn Pruce    Seconded: Allison Casal-Dunn    Vote: 9-0

19. Approval of Nonpublic Technology

I move that the Board of Education accept the recommendation of the superintendent to approve the nonpublic school technology purchase for Children's House Montessori, NJ for (2) Boombox Cd/Radio GPX at a total cost not to exceed \$185.32, from School Specialty, Contract Middlesex NJ COOP.

Moved: Marilyn Pruce    Seconded: Allison Casal-Dunn    Vote: 9-0

20. Approval of Contract for Fence Installation

I move that the Board of Education accept the recommendation of the superintendent to approve the following contract with Fox Fence, Clifton NY for installation of the "U" section of fence by the playground at Bartle Elementary School at the cost of \$18,420.00. Co-Op. ESCNJ 20/21-37 Fencing Purchase Installation & Repair. Funded by ARP ESSER grant funds.

Moved: Marilyn Pruce    Seconded: Allison Casal-Dunn    Vote: 9-0

21. Approval of Purchase of the Playground Equipment at the Bartle School

I move that the Board of Education accept the recommendation of the superintendent to approve a contract with Safety Down Under, Inc. of Pittstown, NJ for the installation of a new activity panel at the Bartle School playground in the amount of \$5,130.00, Educational Data Services Bid #12209 of Morris County. Funded by ARP ESSER grant funds.

Moved: Marilyn Pruce    Seconded: Allison Casal-Dunn    Vote: 9-0

22. Approval of Board Member Workshop

I move that the Board of Education accept the recommendation of the superintendent to approve Marilyn Pruce, Vice-President of the Board of Education to attend the NJSBA online Board Leader Masterclass Series of (5) sessions, from January - May 2024, at a cost of \$425.00.

Moved: Marilyn Pruce    Seconded: Allison Casal-Dunn    Vote: 9-0

**D. PERSONNEL & COMMUNICATION**

1. Approval of Personnel

I move that the Board of Education accept the recommendation of the superintendent to approve the settlement between Employee #4171 and the Highland Park Board of Education.

Moved: Jennifer Voorhees    Seconded: Dan Battey    Vote: 9-0

2. Approval of Leaves:

- a. Employee #1342  
Dates: FMLA: 1/12/24-4/12/24  
Unpaid LOA: 4/12/24-4/19/24  
Return to work 4/22/24
- b. Employee # 5047  
Date: Paid Sick time: 1/22/24-2/16/24  
Unpaid FMLA: 2/20/24-5/21/24  
Unpaid LOA: 5/22/24-6/22/24  
Return to work: 6/24/24

Moved: Jennifer Voorhees    Seconded: Dan Battey    Vote: 9-0

3. Approval of Retirements:

- a. Thomas Sciafani - Physical Education Teacher, High School  
Effective June 30, 2024
- b. Linda Moran, Administrative Secretary, Irving Primary School  
Effective December 30, 2024

Moved: Jennifer Voorhees    Seconded: Dan Battey    Vote: 9-0

4. Approval of Resignations:

- a. Mark LoBianco from Highland Park Middle School Newspaper Advisor  
Effective January 31, 2024
- b. Shawn Harrison from Highland Park Middle School Family School Liaison  
Effective January 31, 2024
- c. Kaitlyn Luzuriaga - Paraprofessional Irving Primary School  
Effective January 19, 2024

Moved: Jennifer Voorhees    Seconded: Dan Battey    Vote: 9-0

5. Approval of New Hire:

- a. Jalisa Hazen - Supervisor of Accounting  
Salary: \$80,000.00  
Effective: Pending Applicable Paperwork Clearance - 2/1/24

Moved: Jennifer Voorhees    Seconded: Dan Battey    Vote: 9-0

6. Approval of Position:

- a. Shawn Harrison as the Family School Liaison for the High School  
Effective February 1, 2024 at a stipend of \$4,250.00 for the remainder of the school year.

Moved: Jennifer Voorhees    Seconded: Dan Battey    Vote: 9-0

7. Approval of Transfer:

- a. Shauna Figueroa - Middle School Paraprofessional to the High School Paraprofessional  
Effective Date - January 16, 2024

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

8. Approval of Teachers for Additional Instructional Assignments Change of Dates

I move that the Board of Education accept the recommendation of the superintendent to approve the following teachers to teach additional instructional assignments as listed below and to be compensated at the contracted rate of 1/5 of their annual guide salary for each additional section change of dates:

Name	Subject Title for Extra Period (6th Period)	Dates *CHANGE OF DATES	Reason	School
Wiater, Taryn	World History ICR	12/20/23 - 4/2/24 6/30/24	Leave replacement	High
Teahl, Kristine	World History ICR	12/20/23 - 4/2/24 6/30/24	Leave replacement	High
Mokracek, James	US II History ICR	12/20/23 - 4/2/24 6/30/24	Leave replacement	High
Mlicka-Anderko, Julia	World History ICR	12/20/23 - 4/2/24 6/30/24	Leave replacement	High
Sikora, Christine	US History II Resource	12/20/23 - 4/2/24 6/30/24	Leave replacement	High

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

9. Approval of Extra Duty Positions for the 2023-2024 School Year Athletics

I move that the Board of Education accept the recommendation of the superintendent to approve the following extra duty positions for the 2023-2024 school year for athletics:

Name	Position	Rate
Bray, Christopher	Security Ticket Taker Basketball Scorekeeper	\$50.00 per game \$60.00 per game \$50.00 per game
Turanski, Alexander	Security	\$50.00 per game
Maiden, Asaad	Security	\$50.00 per game



Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

10. Approval of High School Afterschool ESL Enrichment Program Staff

I move that the Board of Education accept the recommendation of the superintendent to approve the following teacher for the High School Afterschool ESL Enrichment program to run one day a week from January 24, 2024 - May 8, 2024, \$48.00 per hour, not to exceed 15 hours, including a 1 hour training meeting date TBD to be funded by ARP ESSER III Beyond the School Day:

Name	School	GAAP Code#
Shibaeva-Panagos, Elena	High	20-490-100-110-000-11-11

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

11. Approval of Title I Social Emotional Learning Art Enrichment Program

I move that the Board of Education accept the recommendation of the superintendent to approve the following teacher for the Title I Social Emotional Learning Art Enrichment Program to run one day a week, February 2024 - May 2024, \$48.00 per hour, not to exceed 14 hours including a 1 hour training meeting date TBD:

Name	School	GAAP Code#
DeMarco, Michele	Irving	20-231-100-101-070-11-11

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

12. Approval of Title I Social Emotional Learning Yoga Enrichment Program

I move that the Board of Education accept the recommendation of the superintendent to approve the following teacher for the Title I Social Emotional Learning Yoga Enrichment Program to run one day a week, February 2024 - May 2024, \$48.00 per hour, not to exceed 14 hours including a 1 hour training meeting date TBD:

Name	School	GAAP Code#
Asher, Allen	Irving	20-231-100-101-070-11-11

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

13. Approval of Salary Funded by Federal Grant

I move that the Board of Education accept the recommendation of the superintendent to approve the following salary for the 2023-2024 school year, to be funded by Federal Grant, as shown below:

Name of Teacher	Grant/Position	Amount (% Funded)	GAAP Code#
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Michelle Daly	Reading Intervention Teacher, Irving School	\$72,353 (100%)	20-487-100-100 (ARP ESSER)
Catherine Bender	Math Intervention Teacher, Bartle School	\$65,053 (100%)	20-487-100-100 (ARP ESSER)

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

#### 14. Approval of Anticipated Nurse Chaperone

I move that the Board of Education accept the recommendation of the superintendent to approve Karen Kelly as the Anticipated Nurse Chaperone for the field trip to Mexico City Model UN, overnight from March 5, 2024 - March 10, 2024 returning on March 11, 2024 at a stipend of \$1,820.00.

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

#### 15. Approval of Childcare for School Events

I move that the Board of Education accept the recommendation of the superintendent to approve the following staff for childcare at the following school events:

Name	School	Event	Date	Hours	Rate	GAAP Code#
Nastus, Michael	Irving	Family Night	1/11/24, 2/22/24	1.25	\$20.67	20-231-200-110-070-01-11
Rivera, Brianna	Irving	Family Night	1/11/24, 2/22/24	1.25	\$16.00	20-231-200-110-070-01-11
Soroka, Jewel	Central Office	Strategic Planning Night	1/17/24, 2/21/24	3.0	\$22.43	11-000-240-110-000-11-11
Berenguer, Andrew	Central Office	Strategic Planning Night	1/7/24, 2/21/24	3.0	\$18.92	11-000-240-110-000-11-11
Soroka, Jewel	Bartle	Family Night	2/22/24, 3/20/24, 4/18/24	3.0	\$22.43	20-236-200-100-085-02-11-PY

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

#### 16. Approval of Professional Development Presenters and Preparation Hours for the Professional Development Academy

I move that the Board of Education accept the recommendation of the superintendent to approve the following staff for Presenting Professional Development and Preparation hours for the Professional Development Academy. Presenters will be compensated at the hourly rate of \$39.80 for preparation and the hourly rate of \$67.31 for presentation to be funded by Title II:

<b>Name</b>	<b>Date</b>	<b>Topic</b>	<b>Prest.</b>	<b>Prep.</b>	<b>GAAP Code#</b>
Roselli, Emily	2/8/24	Jennifer Seravallo Reading Strategies 2.0	1.0	2.0	20-270-200-110-085-02-11
Gray, Jean	1/31/24	Tips for Using Your Promethean Board	1.0	1.0	20-270-200-110-070-01-11
Lucas, Sara	1/31/24	Tips for Using Your Promethean Board	1.0	1.0	20-270-200-110-070-01-11
Clairmont, Mary	3/13/24	Book Series: Explicit Instruction	1.0	2.0	20-270-200-110-085-02-11
Clairmont, Mary	4/24/24	Book Series: Writing Matters: Developing Sentence Skills in Students of All Ages	1.0	2.0	20-270-200-110-085-02-11
Nelson, Dana	2/13/24	Implementing the New WIDA ELD Standards	1.0	2.0	20-270-200-110-085-02-11
Bender, Catherine	1/29/24	Using Chat GPT for your classroom	1.0	1.0	20-270-200-110-085-02-11
Fernstaedt, Jaclyn	1/29/24	Using Chat GPT for your classroom	1.0	1.0	20-270-200-110-085-02-11
Lucas, Sara	2/7/24	Organizing Your Google Drive	1.0	1.0	20-270-200-110-070-01-11
Gray, Jean	2/7/24	Organizing Your Google Drive	1.0	1.0	20-270-200-110-070-01-11
Clairmont, Mary	2/12/24	Using the Reading Strategies 2.0 Book to Support Your ELA Block	1.0	1.0	20-270-200-110-085-02-11
Salerno, Nicole	2/12/24	Using the Reading Strategies 2.0 Book to Support Your ELA Block	1.0	1.0	20-270-200-110-085-02-11
Gappa, Christine	2/27/24	Screen-Free Brain Breaks and Activities	1.0	2.0	20-270-200-110-070-01-11

		Part 1			
Gappa, Christine	3/15/24	Screen-Free Brain Breaks and Activities Part 2	1.0	2.0	20-270-200-110-070-01-11
Gappa, Christine	3/12/24	Tips, Tricks & Transitions	1.0	2.0	20-270-200-110-070-01-11

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

#### 17. Approval of Staff for Preparation Hours for the February 16, 2024, In-Service Day

I move that the Board of Education accept the recommendation of the superintendent to approve the following staff for preparation hours to present during February 16, 2024 In-Service Day at the hourly rate of \$39.80 to be funded by Title II:

Name	Topic	Prep	GAAP Code#
Brumel, Alexander	Responsive Classroom in the Special Areas	1.0 & 20 minutes	20-270-200-110-085-02-11
Sphatt-McGrath, Holly	Responsive Classroom in the Special Areas	1.0 & 20 minutes	20-270-200-110-070-01-11
Hawthorne, Megan	Responsive Classroom in the Special Areas	1.0 & 20 minutes	20-270-200-110-060-03-11
Maiden, Tracey	SEL Language & the SEL Handbook	1.25	20-270-200-110-085-02-11
Young, Tara	SEL Language & the SEL Handbook	1.25	20-270-200-110-085-02-11

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

#### 18. Approval of Substitute for The Title I Brothers Mentoring Program, Middle School

I move that the Board of Education accept the recommendation of the superintendent to approve Andrew Berenguer as a substitute for the Title I Brothers Mentoring Program at the Middle School on Tuesdays, December 2023 - March, 2024 from 3:05 pm - 4:05 pm at a rate of \$48.00 per hour, GAAP Code# 20-231-100-101-060-03-11, effective January 23, 2024.

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

#### 19. Approval of Substitute for The Title I SIA Bartle Brothers Mentoring Program, Bartle Elementary School

I move that the Board of Education accept the recommendation of the superintendent to approve Tania Gerlach as a substitute Brothers Mentoring Lead Advisor for the Title I SIA Bartle Brothers Mentoring Program at Bartle Elementary School two days a week through April 9, 2024 from 2:20 pm - 3:30 pm at a rate of \$48.00 per hour, not to exceed 21 hours, GAAP Code# 20-236-100-100-085-02-11-PY, effective January 23, 2024.

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

## 20. Approval of the Title I Family Math Night Staff, Irving Primary School

I move that the Board of Education accept the recommendation of the superintendent to approve the following staff for the Irving Primary School's Family Math Nights on February 8, 2024, March 7, 2024, and April 18, 2024 from 5:30pm - 7:30pm at a rate of \$48.00 per hour to be funded by Title I:

Name	Hours	GAAP Code#
Alsager, Mary	Not to exceed <del>3</del> 6 hours	20-231-200-110-070-01-11
Daly, Michelle	Not to exceed <del>3</del> 6 hours	20-231-200-110-070-01-11
Silverman, TerriAnn	Not to exceed <del>3</del> 6 hours	20-231-200-110-070-01-11
Dubrul, Renee	Not to exceed <del>4</del> 2 hours	20-231-200-110-070-01-11
Parham, Nicole	Not to exceed <del>4</del> 2 hours	20-231-200-110-070-01-11
Kausch, Barbara	Not to exceed <del>2</del> 4 hours	20-231-200-110-070-01-11
Curtin, Susan	Not to exceed <del>2</del> 4 hours	20-231-200-110-070-01-11

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

## 21. Approval of the Title I SIA Family Night Staff, Bartle Elementary School

I move that the Board of Education accept the recommendation of the superintendent to approve the following staff for the Bartle Elementary School's Family Nights on February 22, 2024, March 20, 2024, and April 18, 2024, at a rate of \$48.00 per hour to be funded by Title I SIA:

Name	Hours	GAAP Code#
Fernstaedt, Jaclyn	Not to exceed 1 hour	20-236-200-100-085-02-11-PY
Drachtman, Francine	Not to exceed 1 hour	20-236-200-100-085-02-11-PY
McGreevey, Alison	Not to exceed 1 hour	20-236-200-100-085-02-11-PY
Young, Tara	Not to exceed 1 hour	20-236-200-100-085-02-11-PY

Maiden, Tracey	Not to exceed 1 hour	20-236-200-100-085-02-11-PY
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Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

## 22. Approval of Before & After School Staff

I move that the Board of Education accept the recommendation of the superintendent to approve the following staff for the 2023-2024 Before & After School Program:

*\*Hours/schedule pending enrollment*

<b><u>Title</u></b>	<b><u>School</u></b>	<b><u>Name</u></b>	<b><u>Hourly Rate</u></b>
Admin Assistant	Bartle School	Powell, Shane	\$18.25
Site Assistant	Bartle School	Figueroa, Shauna	\$16.25

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

## **E. POLICIES & REGULATIONS**

### 1. Policies and Regulations for Second Reading

I move that the Board of Education accept the recommendation of the superintendent to approve the following policies and regulations for Second reading:

- a. 2415.51 Title I Irving School Family & Engagement (M)
- b. 2415.52 Title I Bartle School Family & Engagement (M)
- c. 2415.53 Title I Middle School Family & Engagement (M)
- d. 2415.54 Title I High School Family & Engagement (M)

Moved: Marilyn Pruce Seconded: Jennifer Voorhees Vote: 9-0

### 14. Board Liaison Reports:

- A. Municipal Drug & Alcohol Alliance - Elizabeth Asamoah
- B. Borough Public Information - Ann Vardeman
- C. Highland Park Education Foundation - Marilyn Pruce
- D. Commission for Universal Access - Dr. Dan Battey
- E. Public Library - Michele Rodrigues
- F. Special Education Parent Advisory Committee - Dr. Sara Pixley  
Spoke about a program
- G. Parents of Students of Color - Dr. Monique Coleman
- H. Human Relations - Nicole Longoria-Stanio
- I. Board of Health - Dr. Ethan Schoolman
- J. Delegate to HP Athletic Boosters - Jennifer Voorhees
- K. Delegate to NJ School Boards - Marilyn Pruce

L. Delegate to MC School Boards - Allison Casal-Dunn

Moved: Marilyn Pruce    Seconded: Jennifer Voorhees    Vote: 9-0

15. President's Report

Ms. Casal-Dunn thanked the high school and middle school staff for their support Strategic planning meeting discussed vision on where the community wants the district in 5 years. All information will be shared on the website.

16. Old Business

Dr. Schoolman commented on the middle school ranking sheet. If 61 were classified as simple threats; however, the total number of threats remained the same. Dr. Susca indicated the report was on prior years data that can no longer be accessed. Dr. Susca indicated that when reviewing the current year's data it appears that some instances were reported inaccurately. The team met and training was provided so that current information is reported correctly.  
Dr. Coleman seeked clarification on the number of simple threats.  
Ms. Casal-Dunn seeked clarification on phone usage during an evacuation.  
Dr. Battey commented on 70 reports and seeked clarification if the number of students involved each count as one incident.  
Andrew Dalton, commented on the peer to peer group from the teen center met last Wednesday. He mentioned the small peer peer group and advisory.

17. New Business

None

18. Public Comment:

The Highland Park Board of Education welcomes public participation and has reserved this time for your comments. (Board Policies #0164 and #0167 establish and regulate the right of the public to participate in public meetings.)

19. Adjournment

The Board of Education adjourned the meeting at 9:10 p.m.

Moved: Allison Casal-Dunn    Seconded: Marilyn Pruce    Vote: 9-0

Respectfully submitted,

Denise M. DeRosa  
Business Administrator/Board Secretary

Acknowledged by:

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Board President

## **Board of Education Goals 2023-2024**

### **Communications/Community Relations**

The Highland Park Board of Education will develop and maintain communication that will inform and engage our school community. The Board will remain aware of and responsive to the community's values and priorities and engage in respectful and timely interactions with the entire community. This shall be attained through the following:

- Engage the community in proactive communication, including through the district website and app, social media platforms and district and school-based communications focused on transparency and relationship building.
- Keep the community informed about the work taking place in our schools, through recognizing the achievements of staff members and highlighting programs that are making a difference in our schools at Board meetings.

### **Planning**

The Highland Park Board of Education will work with the Administration to support the Pathways to Excellence Strategic Plan 2023-2024, guided by discussions with the Central Leadership Team and community, with a focus on academic excellence, and a safe and supportive learning community through ensuring the use of equitable and inclusive practices in instruction and social emotional development.

The Board will participate in a community-wide, year-long strategic planning process to determine long term goals for the district, in partnership with the New Jersey School Boards Association.

The Board will work with the Administration to create a 5-year plan for full day preschool for all 3 and 4 year old students, including developing a plan for a referendum to provide needed facilities expansion.