

**WOODLAND PARK BOARD OF EDUCATION**

853 Mc Bride Avenue  
Woodland Park, N.J. 07424

**DWAYNE ORTIZ, CPA**  
Business Administrator/Board Secretary

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**BOARD OF EDUCATION  
WOODLAND PARK  
NEW JERSEY  
NOTICE OF  
REGULAR MEETING**

**In accordance with the  
Open Public Meetings Act  
P.L. 1975, c. 231, this is to  
Advise that the Woodland Park  
Board of Education will hold a  
Regular Meeting  
November 18, 2024  
The meeting will be held in the  
Municipal Building  
5 Brophy Lane  
Woodland Park, NJ  
at 7:00 PM**

**Formal action may be taken**

**DWAYNE ORTIZ, CPA  
BUSINESS ADMINISTRATOR/BOARD SECRETARY  
WOODLAND PARK BOARD OF EDUCATION**

**THE WOODLAND PARK BOARD OF EDUCATION**  
**REGULAR MEETING**  
**NOVEMBER 18, 2024**

**MONDAY, 7:00 P.M. MUNICIPAL BUILDING**  
**5 BROPHY LANE**  
**WOODLAND PARK, NJ 07424**

- Agenda:**
- 1. Opening of Meeting**
  - 2. Pledge of Allegiance**
  - 3. Roll Call**
  - 4. Public Hearing**
  - 5. Approval of Minutes**
  - 6. Superintendent's Report**
  - 7. Board Attorney's Report**
  - 8. Business Administrator's Report**
  - 9. Committee Reports**
  - 10. Old Business**
  - 11. New Business**
  - 12. Public Hearing**
  - 13. Executive Session**
  - 14. Adjournment**

**Mission**

The Mission of the Woodland Park School District is to provide a well-rounded educational experience which will prepare our students to develop high levels of academic achievement, engage in a lifelong desire to learn and develop a deep respect for life, individuality and diversity in the 21<sup>st</sup> century and our global society.

**Vision**

To work collaboratively in order to foster an environment that supports continuous learning and achievement for all stakeholders in our community.

In order to achieve this, we are committed to continuous job-embedded learning for all educators.

**THE WOODLAND PARK BOARD OF EDUCATION**  
**REGULAR MEETING**  
**NOVEMBER 18, 2024**

**CALL TO ORDER**

**N.J. OPEN PUBLIC MEETINGS LAW**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act the Woodland Park Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted on the door of the Woodland Park Board of Education Administration Building and was provided to the North Jersey Record & Herald News

**FLAG SALUTE**

**ROLL CALL**

Members Present -  
Members Absent –  
Also Present -

**PUBLIC HEARING-AGENDA ITEMS ONLY**

Please remember that this is a public meeting. Anything you say will be public record. As a result, pursuant to law, the Board Members cannot respond to you publicly concerning certain matters, such as those regarding an individual student. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's office. In accordance with Bylaw 0167, statements will be limited to 3 minutes in duration.

**225-170 - APPROVAL OF MINUTES**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the minutes of the October 7, 2024 workshop and the October 21, 2024 regular meetings.

BE IT FURTHER RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the Executive Session minutes of the October 7, 2024 workshop and the October 21, 2024 regular meetings.

Roll Call:

**SUPERINTENDENT'S REPORT**

**BOARD ATTORNEY'S REPORT**

**BUSINESS ADMINISTRATOR'S REPORT**

**CONSENT AGENDA ITEMS**

The following items have been deemed to be non-controversial in a matter of routine business and will be voted on by one motion.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ to accept the recommendation of the Superintendent to approve the following consent agenda numbers 225-171 through 225-.

Roll Call:

**225-171 - SECRETARY/TREASURER REPORTS**

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, receives and accepts the attached reports of the Secretary and Treasurer for the month of September 2024 & Revised August Treasurer's Report "Pursuant to N.J.A.C.6: 20-2.12©, we certify that as of September 30, 2024 the Board Secretary's monthly financial reports (appropriations section) did not reflect any over expenditure in any of the major accounts or funds, and based on the appropriation balances reflected on this report and the advice of district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year"

## **225-172 - TRANSFERS**

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the attached list of transfers for the months of September 2024.

## **225-173 - APPROVAL OF BILL LIST**

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the attached list of bills in the amount of \$548,714.70, approved by finance committee chairperson, MaryAnn Perro.

<u>Bill List No.</u>	<u>Amount</u>
#66	\$461,134.26
#L66	\$ 87,580.44

## **225-174- HIB DECISION**

BE IT RESOLVED THE WOODLAND PARK BOARD OF EDUCATION, hereby affirms the Superintendent's decision in HIB Investigation #2025-05, 2025-07, 2025-08, 2025-09 & 2025-10 for the reasons set forth in the Superintendent's decision to the student's parents.

## **REGULAR AGENDA ITEMS**

The following items will be voted on by separate motion for each item.

### **PERSONNEL:**

#### **225-175-WORKSHOP/TRAVEL REIMBURSEMENT APPROVAL**

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve/ratify approval the attendance of and costs of attendance including registration fees and statutorily authorized travel expenditures for the following listed district employees for the 2024-2025 school year.

Name	Activity	Date	Fee	Travel/Hotel	Total
Titus Ridgway	Behavioral Threat Assessment Training	11/21/24	NA	NA	NA
Donna Murray Joanne LaSala Jeanine Chiaravalotti	WPU Supporting Multilingual Learners in Pre-K	12/13/24	NA	NA	NA
Michael Volpe	2025 NJAHPERD Annual Conference	2/25-2-26 2025	\$350	\$94	\$444
Monica Piedra	Introduction to Gold Training: Assessment for Students	12/9-12/10 2024	NA	NA	NA

### **EDUCATION:**

#### **225-176-DISTRICT IMPROVEMENT PLAN-NJQSAC**

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the NJQSAC District Improvement Plan based on District Performance Review SY 2023-2024.

### **FINANCE:**

#### **225-177-APPROVAL OF SHARED SERVICES AGREEMENT – PUBLIC INFORMATION OFFICER-2024**

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. (the "Act") authorizes that local units, as that term is defined in the Act, may agree to provide jointly, or on behalf of any local unit, any service which the parties to an agreement are empowered to render within its own jurisdiction; and

**WHEREAS**, the parties wish to avail themselves of the educational benefits, economic benefits and increased efficiency which the parties anticipate may be gained through the sharing of services for the benefit of the students and taxpayers whom they serve as permitted under the act, NJSA 18A *et seq.* and Chapter 6A of the New Jersey Administrative Code; and

**WHEREAS**, the Borough has a qualified public information officer available to provide her services to the Woodland Park BOE; and

**WHEREAS**, Woodland Park BOE has requested that public information officer also provide services to the Woodland Park BOE; and

**WHEREAS**, the Borough desires to provide such services to the Woodland Park BOE; and

**WHEREAS**, the parties desire to enter into an Agreement for the provision of said information services; and

**WHEREAS**, the parties desire to set forth in this Agreement the specific terms and conditions of the services to be performed by the public information officer for both entities;

**NOW, THEREFORE**, with the foregoing recitals incorporated herein by reference and in consideration of the mutual covenants contained herein, the parties hereto, intending to be legally bound, hereby agree as follows:

1. **TERM**

The term of this agreement shall commence as of January 1, 2024-December 31, 2024.

2. **COMPENSATION**

The parties agree to both contribute evenly to the salary and benefits for the employee. \$29,985.04 each for salary and \$26,001.46 each for cost of benefits, for a total cost to BOE of \$55,986.50 for calendar year 2024.

**225-178-APPROVAL TO PREPAY ECC LEASE PAYMENTS**

BE IT RESOLVED THE WOODLAND PARK BOARD OF EDUCATION, upon the recommendation of the superintendent, the business administrator be given the authorization to issue payment in advance to Magic Years for lease payments for use of the Early Childhood Center of Woodland Park School District for the 2024-2025 school year.

**225-179-APPROVAL OF 2025-2026 BUDGET CALENDAR**

BE IT RESOLVED BY THE WOODLAND PARK BOARD OF EDUCATION, to approve the 2025-2026 Budget Calendar as follows:

November 4, 2024	Preliminary Discussions with the Superintendent
Week of November 11, 2024	Initial Budget Kick-off Meeting w Administrators & Supervisors
December 4, 2024	Budget Due to Business Office from Administrators & Supervisors
January 6, 2025	Deadline of Budget Submission by Administrators & Supervisors
January 13-17, 2025	Budget Discussions with Administrators & Supervisors (as needed)
December 9, 2024 January 24, 2025	Budget Discussion with Finance/Operations Committee
March 10, 2025	Board Approval of Preliminary Budget
March 21, 2025	Deadline of Submission of Preliminary Budget to County Office
April 20, 2025	Deadline of Approval from County Superintendent
April 28, 2025	Deadline of Notice/Advertise for Public Hearing
May 5, 2025	Public Hearing for SY 25-26 Budget
May 12, 2025	Deadline for a Public Hearing

**BUILDINGS & GROUNDS:**

**225-180- SCHOOL BUS EVACUATION DRILLS FOR 2024-2025 SCHOOL YEAR**

WHEREAS, School Bus Evacuation Drills are to be conducted and documented each school year; and WHEREAS, pursuant to the New Jersey Administrative Code (NJAC 6A:27 – 11.2) School Bus Emergency Evacuation Drills must be organized and supervised by school administrators and conducted twice each school year for all students who are transported to and from school; and WHEREAS, the school bus driver and bus aide shall participate in the emergency exit drills; and WHEREAS, the Woodland Park School District Schools listed below have completed mandated School Bus Evacuation Drills

BE IT RESOLVED that the Woodland Park Board of Education ratifies the action of the Superintendent in approving the implementation and documenting School Bus Evacuation Drills for the 2024-2025 school year pursuant to the New Jersey Administrative Code (NJAC 6A:27- 11.2) where School Bus Emergency Evacuation Drills must be conducted twice each school year.

Drill 1:

**School: Beatrice Gilmore**

Location: 1075 McBride Ave, Woodland Park, NJ 07424

Person overseeing: Ms. Mastropalo

Date: 11/1/24

Time: 8:00 am

Route number: BGT1

Date: 11/6/24  
Time: 8:16 am; Route 2005  
Time: 8:21 am; Route 2906

All students watched the bus evacuation video on 11/6. 5th grade completed it at 12:00pm and 4th grade at 1:10pm.

**School: Charles Olbon**

Location: 50 Lincoln Lane, Woodland Park, NJ 07424  
Person overseeing: Mr. Scholtz

Date: 10/01/24  
Time: 8:40 am; Route Number: 2031  
Time: 8:50 am; Route Number: 2642

Date: 11/6/24  
Time: 8:40 am; Route CO-T1  
Time: 8:45 am; CO-T2

All students watched the bus evacuation video on November 6th at 9:15 am

**School: Memorial**

Location: 15 Memorial Drive, Woodland Park, NJ 07424  
Date: 10/10/24  
Time: 7:59 am  
Route number: MS-T2  
Person overseeing: Ms. Tomback

Date: 11/6/24  
Time: 8:12 am; Route Number: 2643  
Time: 8:15 am; Route Number: 2570  
Person overseeing: Ms. Tomback

Date: 11/6/24  
Time: 8:15 am; Route 3550  
Person overseeing: Ms. DeMarco

All students watched the bus evacuation video during their homeroom periods between October 28-31.

**School: ECC**

Location: 377 Lackawanna Avenue, Woodland Park, NJ 07424  
Person overseeing: Ms. Francisco  
Date: 11/4/24  
Time: 8:37 am  
Route number: 19

All Pre-K4 students at School #1 and ECC watched the bus evacuation video on November 1 at 9:00 am. Pre-K3 students watched it at 9:15.

**COMMITTEE REPORTS**

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC HEARING**

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## **EXECUTIVE SESSION**

### **MOTION TO GO INTO CLOSED SESSION**

The Open Public Meeting Act, authorizes a public body to meet in Executive or Private Session under limited circumstances and WHEREAS said law requires the Board to adopt a resolution at a public meeting before it can meet in such Executive or Private Session. NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF WOODLAND PARK THAT:

- 1) It does hereby determine that it is necessary to meet in Executive Session to discuss a personnel and/or litigation matter or contract matter.
- 2) The matter(s) discussed will be made public when confidentiality is no longer required.
- 3) Meeting will be resumed at conclusion of Executive Session.
- 4) The board does/does not expect to take action after Executive Session.

Motion to go into Executive Session at \_\_\_\_\_ p.m. by \_\_\_\_\_, seconded by \_\_\_\_\_  
Voice Vote:

Motion to return to Regular Session at \_\_\_\_\_ p.m. by \_\_\_\_\_, seconded by \_\_\_\_\_  
Voice Vote:

## **ADJOURNMENT**

Motion to adjourn at \_\_\_\_ p.m. by \_\_\_\_\_, Seconded by \_\_\_\_\_  
Voice Vote:

## **WOODLAND PARK BOARD OF EDUCATION** **EXECUTIVE SESSION**

### **ITEMS DISCUSSED:**