

**Palisades Park Board of Education
Reorganization Meeting Minutes**

Wednesday, January 8, 2025 – at 6:30 p.m., Early Childhood Center

A. CALL TO ORDER: Board Secretary

B. FLAG SALUTE

C. OPENING STATEMENT

In compliance with the Open Public Meetings Act (Chapter 231, P.L. 1975), Palisades Park Board of Education has provided adequate notice of this reorganization meeting dated December 15, 2024 (date of published notice).

The Meeting Notice has been:

1. Emailed to all staff members at the district's 3 school locations.
2. Communicated to The Record.
3. Filed with the Borough Clerk of Palisades Park.

D. ELECTION RESULTS

Certification of Election Results for Annual School Board – November 5, 2024

Soo Chung - 2,510 votes

Jun T. Yim - 2,216 votes

Sergio Calle - 2,038 votes

E. ROLL CALL

	Present	Absent
Ms. Soo Chung	☒	☐
Ms. Rebekah Lee	☒	☐
Mr. Anthony Kim	☒	☐
Mr. William Kim	☒	☐
Ms. Sookyung Park	☒	☐
Ms. Boyoung Yu	☒	☐
Mr. Aaron Pak	☒	☐
Mrs. Eun Min	☐	☒
Mr. Charlie Shin	☒	☐
Busch Law Group	☒	☐

Aaron Pak arrived at 6:35 p.m.

F. REMARKS BY OUTGOING BOARD MEMBERS

G. OATH OF OFFICE – SWEARING IN NEW BOARD MEMBERS

The Board Attorney, Busch Law Group, will administer the Oath of Office to duly elected members:

- Sergio Calle
- Jun Yim
- Soo Chung

H. ROLL CALL – NEW BOARD

	Present	Absent
Ms. Soo Chung	☒	☐
Ms. Rebekah Lee	☒	☐
Mr. Anthony Kim	☒	☐
Mr. William Kim	☒	☐
Ms. Sookyung Park	☒	☐
Ms. Boyoung Yu	☒	☐
Mr. Aaron Pak	☒	☐
Mr. Jun Yim	☒	☐
Mr. Sergio Calle	☒	☐
Busch Law Group	☒	☐

I. NOMINATION OF PRESIDENT

The Business Administrator/Board Secretary calls for nominations for the position of President of the Board of Education.

Aaron Pak nominated Ms. Soo Chung.

Motion to close nominations for President

Moved by: Aaron Pak

2nd: Soo Chung

All in favor - aye

Motion to vote Soo Chung for President

Moved by: Aaron Pak

Seconded By: Soo Chung

VOTE

Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P
Soo Chung	☒	☐	☐	☐	Boyoung Yu	☒	☐	☐	☐
Sergio Calle	☒	☐	☐	☐	Sookyung Park	☒	☐	☐	☐
Rebekah Lee	☐	☐	☒	☐	William Kim	☒	☐	☐	☐
Anthony Kim	☒	☐	☐	☐	Aaron Pak	☒	☐	☐	☐
Jun Yim	☒	☐	☐	☐					

J. NOMINATION OF VICE PRESIDENT

The elected Board of Education President, Soo Chung, called for nominations for the position of Vice President of the Board of Education.

In response, Soo Chung nominated William Kim for the position.

President Chung called for a motion to vote for William Kim as Vice President.

Moved by: Soo Chung

Seconded By: William Kim

VOTE

Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P
Soo Chung	☒	☐	☐	☐	Boyoung Yu	☒	☐	☐	☐
Sergio Calle	☒	☐	☐	☐	Sookyung Park	☒	☐	☐	☐
Rebekah Lee	☒	☐	☐	☐	William Kim	☒	☐	☐	☐
Anthony Kim	☒	☐	☐	☐	Aaron Pak	☒	☐	☐	☐
Jun Yim	☒	☐	☐	☐					

K. REORGANIZATION BUSINESS – GENERAL ADMINISTRATION

1) ESTABLISHMENT OF BOARD OF EDUCATION MEETING SCHEDULE

RESOLVED, that the Palisades Park Board of Education, pursuant to Chapter 231, Open Public Meetings Act, does hereby establish that Public Meetings for the Board of Education will be held at the Early Childhood Center, 270 First Street, Palisades Park, NJ according to the following schedule:

Work Sessions will commence at 6:30 p.m.

Regular Meetings will begin immediately following the conclusion of the Work Session

Formal Action may be taken at these meetings.

Special or Rescheduled Meetings – As called by the Board of Education

Meeting Date	Time	Location
Wednesday, January 22, 2025	6:30 PM	Early Childhood Center
Wednesday, February 26, 2025	6:30 PM	Early Childhood Center
Wednesday, March 19, 2025	6:30 PM	Early Childhood Center
Wednesday, April 30, 2025	6:30 PM	Early Childhood Center
Wednesday, May 21, 2025	6:30 PM	Early Childhood Center
Wednesday, June 18, 2025	6:30 PM	Early Childhood Center
Wednesday, June 25, 2025 (Close Out)	6:30 PM	Early Childhood Center
TBA	6:30 PM	Early Childhood Center
TBA	6:30 PM	Early Childhood Center
Wednesday, September 17, 2025	6:30 PM	Early Childhood Center
Wednesday, October 15, 2025	6:30 PM	Early Childhood Center
Wednesday, November 19, 2025	6:30 PM	Early Childhood Center
Wednesday, December 17, 2025	6:30 PM	Early Childhood Center

BE IT FURTHER RESOLVED that in order to conduct its meetings properly and efficiently, the Board shall require the following procedures to public participation at Board Meetings:

- Any individual desiring to speak shall give his/her name, address and group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its President, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

FURTHERMORE, BE IT RESOLVED that this Resolution shall be in effect only until the next annual organization meeting of the Board of Education.

2) ADOPTION OF CODE OF ETHICS

BE IT RESOLVED, that the Palisades Park Board of Education in the County of Bergen, New Jersey adopt the Purpose and Role of the Code of Ethics N.J.S.A. 18A:12-24.1.

The members of the Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the Board adopts this code of ethics:

1. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my Board action to policy making, planning and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but together with my fellow Board members, to see that they are well run.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action that may compromise the Board.
6. I will refuse to surrender my independent judgement to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the Chief Administrative officer.
9. I will support and protect school personnel in the proper performance of their duties.
10. I will refer all complaints to the Chief Administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

3) POLICIES, BYLAWS AND REGULATIONS

WHEREAS it is necessary and advisable to conduct the meetings of this Board of Education according to a set of rules and procedures in addition to those established by the law of the State of New Jersey and set forth in Title 18A, and

WHEREAS it is also necessary and advisable that the conduct of this school system, its employees and students, and their relationships with this Board of Education be determined in the best interests of this school district,

THEREFORE BE IT RESOLVED, that the By-Laws and Policies in force at the last regular meeting of the Board of Education of the Borough of Palisades Park, New Jersey be and are hereby adopted as the By-Laws and Policies of this Board of Education as organized at this time.

4) ANNUAL APPOINTMENTS

1. **RESOLVED** that the Palisades Park Board of Education appoints Rullo & Juillet Associates, Inc. Cedar Grove, N.J. as the District's Right-To-Know, PEOSH, and AHERA Consultants. Other services include Updating Hazardous Substance Fact Sheets, Filing State Required Surveys, Compiling the 3-Year Asbestos Management Plan, R-T-K training and Blood-Borne Pathogens training. Annual Fee: \$8,000.00
2. **RESOLVED** that the Palisades Park Board of Education approves the appointment of Joanna Hali, Child Study Team Director, as the district's 504 Coordinator. (No Stipend)
3. **RESOLVED** that the Palisades Park Board of Education approves the appointment of the (3) Building Principals to act as the Affirmative Action Officers and Integrated Pest Management (IPM) Officers for their respective school buildings. (No Stipend)

5) DESIGNATION OF OFFICIAL NEWSPAPERS

BE IT RESOLVED, that the Palisades Park Board of Education designate "The Record (North Jersey)" and "The Star Ledger" as its official newspapers.

Honorary Media

Korean Times
Korean Daily Central News
Jersey Journal-Dispatch

6) BANKS, WIRE TRANSFERS, & ELECTRONIC BANKING

**PART I
RESOLUTION CONCERNING THE STATUS OF
BOARD OF EDUCATION WITH REFERENCE TO FUNDS IN ITS CUSTODY**

WHEREAS the Board of Education of the Borough of Palisades Park deems it necessary and advisable that the exact status of this Board be fixed with reference to the funds in its custody and in its control now on deposit in PNC Bank and Connect One Bank and hereafter to be deposited in said PNC Bank and Connect One Bank; and

WHEREAS, the said PNC Bank and Connect One Bank are hereby designated as the official depositories for the funds of this Board of Education; and

WHEREAS, that upon and after the adoption of this Resolution, all warrants, checks, or other instruments providing for payment of money hereafter issued by this Board of Education through its Current Account shall be signed by the Board President, Business Administrator/Board Secretary, and Superintendent (with manual or facsimile signature); Unemployment Trust Account and Capital Reserve Account shall be signed by the Business Administrator/Board Secretary and Payroll Coordinator; Food Services Account shall be signed by the Board President and Business Administrator/Board Secretary (with manual or facsimile signature);

WHEREAS, all warrants, checks, or other instruments providing for the payment of money hereafter issued by this Board of Education through its Athletic Account shall be signed by the Director of Athletics and the Business Administrator/Board Secretary; through its Junior/Senior High School Student Activities Account shall be signed by the Business Administrator/Board Secretary and the High School Student Activities Advisor; through its Lindbergh School Student Activities Account shall be signed by the Business Administrator/Board Secretary and the Lindbergh School Student Activities Advisor (with manual or facsimile signature); and

WHEREAS all warrants, checks, or other instruments providing for the payments of money hereafter issued by this Board of Education through its Payroll Account and Agency Account shall be signed by the Board President and Business Administrator/Board Secretary (with manual or facsimile signature);

THEREFORE, BE IT RESOLVED, that a copy of this Resolution, certified to be a true copy by the Board Secretary of this Board of Education, be delivered to the PNC Bank and Connect One Bank within twenty-four hours from and after the adoption thereof.

PART II

WHEREAS, the Board of Education has authorized establishing a savings account in Connect One Bank, Fort Lee, New Jersey for the Student Aid/Scholarship Account, Cultural Enhancement Program Account, and Student Activities Accounts, it is now resolved that this account be authorized to continue as a market rate checking account; and

THEREFORE, BE IT RESOLVED, that all warrants, checks or other instruments providing for the payment of money hereafter issued by the Board of Education through its Student Aid/Scholarship Account, Cultural Enhancement Program Account, shall be signed by the Business Administrator and the Secretary to the Superintendent.

PART III

WHEREAS, the Board of Education of the Borough of Palisades Park deems it necessary and advisable that the exact status of this Board be fixed with reference to the funds in its custody and in its control now and hereafter, to be deposited in the PNC Bank, Palisades Park, NJ and Connect One, Fort Lee, NJ; and

THEREFORE, BE IT RESOLVED, that the PNC Bank, Palisades Park, NJ and Connect One Bank, Fort Lee, NJ are hereby designated as depositories for the funds of this Board of Education.

7) ESTABLISHMENT OF PETTY CASH FUNDS

BE IT RESOLVED, that the Palisades Park Board of Education approves the establishment of the following petty cash accounts commencing on January 1, 2025 through December 31, 2025:

LOCATION	AMOUNT	DESIGNEE
BOE/Superintendent's Office	\$100.00	Amanda Vecharello
Early Childhood Center	\$100.00	Charlene Alpher
Lindbergh School	\$100.00	Sophie Lee
Jr./Sr. High School	\$100.00	Ellen Kim
CST Office (ECC, LS, & PPHS)	\$150.00	Melissa Morin

BE IT FURTHER RESOLVED, that these funds are to be used for **emergency expenditures** only, and not to subvert the intent of the purchase order procedures.

No single expenditure shall exceed \$50.00 and shall not include sales tax. Failure to abide by these regulations will result in the account being closed.

8) TRAVEL LIMITATIONS

WHEREAS the Palisades Park Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$10,000 for all staff and board members.

9) TAX SHELTER ANNUITY COMPANIES

BE IT RESOLVED that the Palisades Park Board of Education approves the following tax-sheltered annuity companies to provide service to the employees of Palisades Park School District until next reorganizational meeting in January 2026 as per N.J.S.A 18A:66-127:

- Mass Mutual/Capstone Financial
- Aspire Financial
- AXA Equitable Insurance Company
- AIG Valic
- Great American Plan Administrators
- Security Benefits Group

10) STATE CONTRACT VENDORS

BE IT RESOLVED that the Palisades Park Board of Education approves the following State Contract vendors utilized by the district:

VENDOR	STATE CONTRACT NO.
Apple Financial Services	70259
Demco	80987
EBSCO	82722
W.W. Grainger	79875
Home Depot	83930
Lakeshore Learning	80991
MRA International	89974
Office Business Systems	83896
Savin (copiers)	40468
Scientific Boiler Water Co.	42246
School Specialty	80986
Staples Advantage	77249
Stewart Business Systems	64041
Verizon	82583
Verizon Wireless	82236
Xerox Corp.	82703

11) ADOPTIONS

1. Chart of Accounts for NJ Public Schools

BE IT RESOLVED, that the Palisades Park Board of Education adopts the chart of accounts as presented by the New Jersey Department of Education.

2. Standard Operating Procedures

BE IT RESOLVED, that the Palisades Park Board of Education adopts the current district Standard Operating Procedures Manual for the 2025 organization year, on file in the Office of the Board of Education.

3. Purchasing Manual

BE IT RESOLVED, that the Palisades Park Board of Education adopts the current Purchasing Manual for the 2025 organization year, on file in the Office of the Board of Education.

12) PAYMENT OF BILLS

BE IT RESOLVED, that the Palisades Park Board of Education appoint Mr. Aleksandar Kondovski, Business Administrator/Board Secretary, the official designee to make payments of bills between Board Meetings on an “as needed” basis for the 2025 organization year.

13) FUND INVESTMENT

BE IT RESOLVED, that the Palisades Park Board of Education appoint Mr. Aleksandar Kondovski, Business Administrator, to invest funds, when available, for 2025 calendar year in Certificates of Deposit, Treasury Bills and/or Savings and Checking Accounts, and approved Investment Funds and report said investments to the Board of Education.

14) TEXTBOOK AND CURRICULA

BE IT RESOLVED, that the Palisades Park Board of Education, in compliance with N.J.S.A. 18A:33-1 adopt the current district textbook and curricula for the 2025 organization year, on file in the Office of the Superintendent and publicly available on the district website.

15) TRANSFER OF FUNDS

BE IT RESOLVED, that the Palisades Park Board of Education appoint Mr. Aleksandar Kondovski, Business Administrator, to approve line item budget transfers between board meetings, and that such transfers shall be reported to the Palisades Park Board of Education to ratify and be duly recorded in the minutes at the next regular board meeting.

16) MEMBERSHIP – NEW JERSEY SCHOOL BOARDS

BE IT RESOLVED, that the Palisades Park Board of Education approve membership in the New Jersey School Boards Association.

17) POLICY PROVIDER SERVICE

BE IT RESOLVED, that the Palisades Park Board of Education appoint New Jersey School Boards Association (NJSBA) as the District’s Policy provider, for the 2025 organization year.

18) ADVERTISE AND RECEIVE BIDS

BE IT RESOLVED, that the Palisades Park Board of Education authorize the Board Secretary to advertise and receive bids for supplies, equipment, and services when required, per the Public School Contracts Law, until the next reorganization meeting in January 2026.

Aaron Pak asked why there are so many options for item #9, noting that it is similar to a 401(k). Dr. Cirillo explained that the Board uses a 403(b) plan.

Move to approve Agenda Items #1-18.

Moved by: Anthony Kim

Seconded By: Sookyung Park

VOTE

Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P
Soo Chung	☒	☐	☐	☐	Boyoung Yu	☒	☐	☐	☐
Sergio Calle	☒	☐	☐	☐	Sookyung Park	☒	☐	☐	☐
Rebekah Lee	☒	☐	☐	☐	William Kim	☒	☐	☐	☐
Anthony Kim	☒	☐	☐	☐	Aaron Pak	☒	☐	☐	☐
Jun Yim	☒	☐	☐	☐					

William Kim – voted yes to #1-18 except for #10, which he abstained.**L. AUDIENCE PARTICIPATION**

Open audience participation – 7:08 p.m.

Motion: Aaron Pak

2nd: Anthony Kim

All in favor – aye

Soo Chung recognized Mayor Paul Kim and a councilman during the meeting. Councilman John Min, serving as the council president of Palisades Park, shared a message with the public. He thanked Mr. Shin for his contributions, emphasizing that any time dedicated to the Board creates meaningful change. He encouraged collaborative efforts to drive reform and improve the district and congratulated the newly elected board members.

Mayor Paul Kim addressed the topic of petty cash, asking if \$100 was sufficient. Dr. Cirillo clarified that no spending could exceed \$50 and explained that such payments are meant for small expenses.

Charlie Shin inquired about item #12, asking if it would be handled on an as-needed basis. Councilman Min mentioned there was trouble paying Borough bills last year, highlighting the importance of proper financial management.

Soo Chung delivered a speech about the critical role Board Members play in the district's success. She also thanked the Board of Education for their confidence in her as Board President for a second term. Mr. Yim, a new Board Member with a background in banking, expressed his honor in joining the Board. Lastly, Mr. Calle thanked everyone for attending the Reorganization Meeting and pledged to remain vigilant while maintaining the quality of the district's education system.

Close audience participation: 7:28 p.m.

Motion: Anthony Kim

2nd: Sookyung Park

All in favor - aye

Moved to reopen Item #12 with the following amendment – Any emergent payment will result in an email communication between the Business Administrator, the Board President, and the Finance Committee. Upon approval in reply by email.

Moved by: Boyoung Yu

Seconded By: Soo Chung

VOTE

Board Member	Yes	No	Abs.	N/P	Board Member	Yes	No	Abs.	N/P
Soo Chung	☒	☐	☐	☐	Boyoung Yu	☒	☐	☐	☐
Sergio Calle	☒	☐	☐	☐	Sookyung Park	☒	☐	☐	☐
Rebekah Lee	☒	☐	☐	☐	William Kim	☒	☐	☐	☐
Anthony Kim	☒	☐	☐	☐	Aaron Pak	☒	☐	☐	☐
Jun Yim	☒	☐	☐	☐					

M. ADJOURNMENT

Motion to adjourn – 7:32 p.m.

Motion: Rebekah Lee

2nd: Anthony Kim

All in favor – aye

Respectfully submitted,



Aleksandar Kondovski
Business Administrator/Board Secretary