

**OGDENSBURG BOARD OF EDUCATION
REORGANIZATION/REGULAR
JANUARY 2, 2018**

Time: 6:30 PM Reorganization/Regular Session

Place: School Library/Media Center

- 1. CALL TO ORDER: Rich Rennie, Board Secretary**
- 2. FLAG SALUTE**
- 3. THE AMERICAN’S CREED, by William Tyler Page, 1917**
- 4. OPEN PUBLIC MEETING NOTICE: Read by Rich Rennie, Board Secretary,**

"This is to advise the general public and to instruct that it be recorded in the Minutes that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act”, Ogdensburg Board of Education caused notice of this meeting to be posted at the Office of Ogdensburg Board of Education, mailed to the newspapers circulated in the district and to the Municipal Clerk of the Borough of Ogdensburg, be posted at the Ogdensburg School and its website setting forth the time, date, and location of this meeting."

- 5. SCHOOL ELECTION RESULTS – November 7, 2017**

Mr. Richard Rennie, Business Administrator/Board Secretary, read the election results and gave the Oath of Office to the following new and incumbent board members: Oaths duly sworn and Code of Ethics affirmed by re-elected and current members:

Toni Corban	Three (3) Year Term
Stacy Walsh	Three (3) Year Term
Mary Donegan	Three (3) Year Term

ROLL CALL:

Ms. Corban	_____	Ms. Walsh	_____	Ms. Donegan	_____
Ms. Dolan	_____	Mr. Donegan	_____	Mr. Conklin	_____
Ms. Gough	_____				

Also in attendance:
Superintendent/Principal, Mr. David Astor
Board Secretary, Mr. Rich Rennie

ORGANIZATION MEETING

- 1. The President shall be elected by a public roll call vote of a majority of Board members in attendance. In the event of lack of a majority, those two nominees receiving the greatest number of votes will become the candidates for a second vote. In the event a tie prevents selecting only two nominees, those nominees involved in the tie shall also become candidates for the second vote. Third and successive votes will be cast in the same manner as the second, if necessary,

until one candidate receives the necessary majority. In the event no majority is reached, after thirty days from the beginning of the election, the County Superintendent of Schools shall appoint a president.

The Vice President shall be elected by the same procedure as the President. All votes shall be recorded by the Secretary.

2. Election of Board President (18A: 15-1)

Mr. Rennie calls for nominations for President:

(1) <u>Ms. Toni Corban</u>	<u>Ms. Stacy Walsh</u>	<u>Ms. Sue Dolan</u>
	Moved	Seconded
(2) <u>N/A</u>		
	Moved	Seconded

MOTION to close nominations moved by Mr. Donegan, seconded by Ms. Walsh.
AYE:

MOTION to elect:

(1) Ms. Toni Corban
First Nominee

Roll Call Vote:

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Mr. Conklin, Ms. Gough
ABSENT: N/A

(2) NA
Second Nominee

Ms. Toni Corban elected as President.

THE BOARD PRESIDENT PRESIDES OVER MEETING:

3. Election of Vice-President of the Board:

The President calls for nomination of Vice-President:

(1) <u>Mr. Donegan</u>	<u>Ms. Dolan</u>	<u>Ms. Gough</u>
	Moved	Seconded
(2) <u>No additional nominees</u>		

MOTION to close nominations moved by Ms. Walsh and seconded by Mr. Conklin.

(1) Mr. Donegan
First Nominee

Roll Call Vote:

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Mr. Conklin, Ms. Gough

ABSENT: N/A

MOTION presented by Ms. Corban and seconded by Mr. Donegan to approve:

The Ogdensburg Board of Education Members have the required Board of Ethics Training Session as required under N.J.A.C. 6:3-1.3 and N.J.A.C. 6A:30.

1. RESOLVED, that the new Jersey School Board Association “Code of Ethics” shall be considered the official Code of Ethics of the Ogdensburg Board of Education:

- I will uphold and enforce all laws, rules and regulations of the State Board of education, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- 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.
- I will confine my board action to policymaking, 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.
- I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are run well.
- I will recognize that the authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
- I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the school for personal gain of friends.
- I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the school. But in all 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 school.
- I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief school administrative officer.
- I will support and protect school personnel in proper performance of their duties.
- I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

2. **Appointments and Delegates –**

a. Appointment, by the President, of delegate and alternates to the New Jersey and Sussex County School Board Associations:

Delegate Ms. Corban_____

State Alternate Ms. Gough_____

County Alternate Ms. Gough _____

b. Appointment, by the President, of a Member and one alternate to the Sussex County Educational Services Commission Board of Directors:

Member Mr. Conklin _____

Alternate Ms. Walsh _____

c. Appointment, by the President, of a Member and one alternate to the New Jersey School Board Legislative Delegate:

Member Mr. Donegan _____

Alternate Ms. Dolan _____

3. RESOLVED that the Ogdensburg Borough Board of Education re-appoints Mr. Richard Rennie, as the Business Administrator/Board Secretary, for the ensuing calendar year 2018, in accordance with 18A:17-5, and chairs the reorganization meeting to conduct the election, and furthermore,

4. RESOLVED that the Ogdensburg Borough Board of Education re-appoints Linda Padula, Treasurer and Custodian of School Monies, for the ensuing calendar year 2018, in accordance with 18A:17-31.

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Mr. Conklin, Ms. Gough

ABSENT: N/A

A. BUSINESS OF THE BOARD

MOTION presented by Ms. Donegan and seconded by Mr. Conklin to approve the following actions as presented:

- 1-A. RESOLVED that the Ogdensburg Board of Education designates Lakeland Bank as the depository of funds and approve the authorized signatures for the following accounts for the ensuing calendar year, 2018:

ACCOUNTS	DESCRIPTION	SIGNATORIES
Agency Account	8000239	Business Administrator Board Treasurer
Athletics Account	640404314	Superintendent/Principal Business Administrator
General Fund Account	410005339	Board President Business Administrator Board Treasurer
Milk/Cafeteria Account (Enterprise Fund)	8000174	Superintendent/Principal Business Administrator
Payroll Account	8000212	Board Treasurer
Scholarships Account	994020791	Business Administrator
Student Activities	8000166	Superintendent/Principal Business Administrator
Unemployment Account	640402524	Business Administrator

- 2-A. RESOLVED that the Ogdensburg Board of Education approves the use of facsimile signatures on school warrants and documents when permitted, with the permission of the signatories for the ensuing calendar year, 2018, and be it further,
- 3-A. RESOLVED, that the Ogdensburg Board of Education approves Lakeland Bank and New Jersey Cash Management Fund as depositories for investment purposes for the ensuing calendar year, 2018, and be it further,
- 4-A. RESOLVED that the Ogdensburg Board of Education approves reimbursement at the prevailing state rate of \$0.31 per mile for all administrative and other school personnel for use of their private vehicle while traveling on official school business, for the ensuing calendar year 2018, and furthermore,
- 5-A. RESOLVED, that the Ogdensburg Board of Education approves the renewal of the establishment of a Petty Cash Fund of \$250.00 to be distributed by the Business Administrator or her designee for office and school related expenditures limited to warrants \$50 or less but not including sales tax, for the ensuing calendar year 2018, and furthermore,
- 6-A. RESOLVED, that the Ogdensburg Board of Education appoints the Business Administrator as claims auditor and authorize the Business Administrator and the Superintendent to verify and pay bills as needed between meetings which will be listed as paid at the next board meeting for the ensuing calendar year 2018, and furthermore,

7-A. RESOLVED, that the Ogdensburg Board of Education authorizes the Business Administrator to approve such budget transfers as are necessary between board meetings for the ensuing calendar year 2018 and furthermore,

8-A. RESOLVED that the Ogdensburg Board of Education designates the following newspapers as the official newspapers of the Board, for the ensuing calendar year 2018:

New Jersey Herald, Newton, NJ (Primary Newspaper)
The Star Ledger, Newark, NJ (alternate, as needed)

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Mr. Conklin, Ms. Gough

ABSENT: N/A

B. POLICY, PROCEDURES, REFERENCES

MOTION presented by Ms. Pedersen and seconded by Mr. Donegan to approve the following actions as presented:

1-B. RESOLVED that the Ogdensburg Board of Education approves all existing policies, by-laws, job descriptions, rules and regulations and contracts now in force and effect, in accordance with the Policies and Procedures (Governance Manual) of the Ogdensburg Board of Education prepared by the Strauss Esmay, adopted on October 20, 2009, and include all revisions and additions which were subsequently adopted and in accordance with New Jersey state rules and regulations for the ensuing calendar year, 2018.

2-B. RESOLVED that the Ogdensburg Board of Education adopts the existing courses of study, course guides and curriculum and re-affirms the approval of the five-year schedule for curricula review and revision of textbooks: Counseling, Gifted and Talented, Health and Physical Education, Language Arts Literacy, Library Skills, Mathematics, Preschool Handicapped, Science, Social Studies, Special Education, Speech, Technology Education, Visual and Fine Arts (including music and art), and World Language for the ensuing calendar year 2018:

3-B. RESOLVED, that the Ogdensburg Board of Education adopts the textbooks (**Attachment #1**) to be used for the ensuing calendar year 2018, which have been in effect during the present school year, subject to change by recommendation of the administration and order of the Board of Education:

4-B. RESOLVED, that the Ogdensburg Board of Education approves the establishment of the following Board committees, with members to be assigned by the Board President, for the ensuing calendar year 2018:

Personnel/Program
Negotiations
Facilities/Finance
Board Business

5-B. RESOLVED, that the Ogdensburg Board of Education approves District memberships in the following organizations, for the ensuing calendar year 2018:

- ACES Energy Cooperative
- ACTS Communications Technology Services
- Ed Data Services
- Educational Services of Morris County
- Hunterdon County Educational Services Commission
- Middlesex Regional Educational Services Commission
- New Jersey School Board Association
- Rockaway Township Bidding Consortium
- Educational Services Commission of Sussex County
- Sussex County Regional Cooperative
- Sussex County School Board Association
- US Communities
- PECCM

6-B. RESOLVED that the Ogdensburg Borough Board of Education, in the County of Sussex, in the State of New Jersey, elects to schedule one regular session meeting per month which shall convene at 6:30 p.m. on the first (1st) Tuesday of each month, at the Ogdensburg Elementary School, Library/Media Center, 100 Main Street, Ogdensburg, NJ, 07439, unless otherwise noted, and according to the following schedule:

Regular Session
January 2, 2018 Reorganization
February 6, 2018
March 6, 2018
April 10, 2018 (Second full week)
May 1, 2018 *Public Hearing/Reappointment
June 5, 2018
July 10, 2018 (Second full week)
August 7, 2018
September 4, 2018
October 2, 2018
November 6, 2018
December 4, 2018
January 2, 2019 Reorganization (Wednesday)

In the event that said schedule is hereafter revised, the Board Secretary is hereby instructed to direct notice to the New Jersey Herald and Borough Hall, and post at the Ogdensburg Elementary School and Ogdensburg School District website at least 48 hours before the revised meeting date.

7-B. RESOLVED, that the Ogdensburg Board of Education approves conducting all board sessions utilizing generally accepted parliamentary procedures to conduct board business. The agendas will comprise the following order of business with additional topics to be added when necessary:

Regular Session:	Open Public Meeting Notice
	Flag Salute
	The American's Creed
	Roll Call
	Presentations
	Open Session # 1
	Committee Discussions (work session)
	Administrative Reports
	Correspondence
	Board Business
	Negotiations
	Personnel/Program
	Finance/District Operations
	Open Session # 2
	Executive Session
	Re-enter Public Session
	Other Board Business
	Adjourn

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Mr. Conklin, Ms. Gough
ABSENT: N/A

PUBLIC QUESTIONS (#1) AND COMMENTS

N/A

Attachment #1

Grade	Content Area	Text Book Name	Publisher	Date
K	Language Arts	Journeys	Houghton Mifflin	2011
	Language Arts	Guiding Readers	Dee Dee Wills	2016
	Math	Envision 2.0	Pearson	2017
1				
1	Language Arts	Journeys	Houghton Mifflin	2011
	Math	Envision 2.0	Pearson	2017
	Science	NJ Science	Scott Foresman	2006
	Social Studies	Grow & Change	Houghton Mifflin	1997
	Health	Totally Awesome	Meeks Heit	1999
2				
2	Language Arts	Journeys	Houghton Mifflin	2011
	Writing	Write Source	Houghton Mifflin Harcourt	2012
	Math	Envision 2.0	Pearson	2017
	Science	NJ Science	Scott Foresman	2006
	Social Studies	We the People: Work Together	Houghton Mifflin	1997
	Health	Totally Awesome	Meeks Heit	1999
3				
3	Language Arts	Journeys	Houghton Mifflin	2011
	Writing	Write Source	Houghton Mifflin Harcourt	2012
	Math	Envision 2.0	Pearson	2017
	Science	Scott Foresman Science	Pearson	2006
	Social Studies	Share Our World	Houghton Mifflin	1997
	Health	Health Focus on You	Merrill Publishing	1990
4				
4	Language Arts	Journeys	Houghton Mifflin	2011
	Writing	Write Source	Houghton Mifflin Harcourt	2012
	Math	Envision 2.0	Pearson	2017
	Science	Seeing- Learning in a Whole New Light	Scott Foresman	2006
	Social Studies	Explore Our Land from Sea to Shining Sea	Houghton Mifflin	2002
5				
5	Language Arts	Journeys	Houghton Mifflin	2011
	Language Arts	Novels (See attached list)		
	Writing	Write Source	Houghton Mifflin Harcourt	2012
	Math	Envision 2.0	Pearson	2017
	Science	Scott Foresman Science	Scott Foresman	2005
Social Studies	The United States:	Harcourt	2012	

		Making a New Nation		
Grade	Content Area	Text Book Name	Publisher	Date
6	Language Arts	Journeys	Houghton Mifflin	2011
	Language Arts	Novels (See attached list)		
	Writing	Write Source	Houghton Mifflin Harcourt	2012
	Math	Digits	Pearson	2014
	Science	Holt Science & Technology Earth Science	Holt, Rinehart, Winston	2001
	Social Studies	World History	Holt, Rinehart, Winston	2001
7	Language Arts	Novels (See attached list)		
	Writing	Write Source	Houghton Mifflin Harcourt	2012
	Math	Digits	Pearson	2012/ 2014
	Math	Algebra I	Pearson	2012
	Science	Holt Science & Technology Life Science	Holt, Rinehart, Winston	2001
	Social Studies	Call to Freedom	Holt, Rinehart, Winston	2005
	Music	Music Connection	Silver Burdett/ Ginn Pearson	1995
8	Language Arts	Novels (See attached list)		
	Writing	Write Source	Houghton Mifflin Harcourt	2012
	Math	Algebra I Common Core	Pearson	2012
	Science	Holt Science & Technology Physical Science	Holt, Rinehart, Winston	2001
	Social Studies	Call to Freedom	Holt, Rinehart, Winston	2005
	Music	Music Connection	Silver Burdett/ Ginn Pearson	1995

Language Arts Novel Lists

5th Grade:

“Miraculous Journey of Edward Tulane”
“Sign of the Beaver”
“Maniac Magee”
“Number the Stars”
“Rules”

6th Grade:

“Holes”
“The City of Ember”
“Tuck Everlasting”
“Esperanza Rising”
“The Lightning Thief”

7th Grade:

“Hatchet”
“Torn Thread”
“Old Yeller”
“When Zachary Beaver Came to Town”
“Where the Red Fern Grows”
“The Miracle Worker”
“Rolls of Thunder Hear my Cry”
“The Book Thief”
“The Devil’s Arithmetic”
“Zlata’s Diary”
“Four Perfect Pebbles”
“The Upstairs Room”
“Touching Spirit Bear”
“Adrift”
“Watership Down”

8th Grade:

“Where the Red Fern Grows”
“A Christmas Carol”
“The Diary of Anne Frank”
“The Diary of a Young Girl”
“The Giver”
“The Adventures of Tom Sawyer”
“The Call of the Wild”
“Romeo and Juliet”

REGULAR SESSION OF THE OGDENSBURG BOARD OF EDUCATION

PRESENTATIONS

School Climate Surveys - Mrs. Paolazzi

ADMINISTRATIVE REPORTS

- Mr. Astor reported that there was 1 HIB incident for December 2017
- Reviewed school action plan, and some projects. Projects included: security window film, HD Cameras, Heating issues
- Nurse's Report

CORRESPONDENCE

N/A

BOARD BUSINESS

MOTION presented by Ms. Corban and seconded by Ms. Pedersen to approve:

- Regular Session Minutes of December 12, 2017

AYE: Ms. Corban, Ms. Gough, Mr. Conklin, Ms. Walsh, Mr. Donegan

ABSENT:

ABSTAIN: Ms. Donegan

PERSONNEL/PROGRAM

MOTION presented by Ms. Dolan and seconded by Ms. Gough to approve:

P/P – 01 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the renewal of offering a tuition-based inclusive general education program for three-four year olds for the 2018/2019 school year. The program will be from 8:00 AM to 11:09 AM, five days a week and will follow the school calendar of 181 days. The tuition rate will remain at \$260 per month for ten months.

P/P – 02 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, affirms the Superintendent's Harassment, Intimidation and Bullying Report for December 2017 as presented on January 2, 2018; with Board options to affirm, reject or modify the report.

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Mr. Conklin, Ms. Gough

ABSENT: N/A

FACILITIES/FINANCE

MOTION presented by Mr. Donegan and seconded by Mr. Conklin to approve:

F/F – 01 RESOLVED, that the Ogdensburg Board of Education approves the December 2017 Check Register for checks from 001107 through 013559, including voided check(s), with December payroll electronic funds transfers of \$284,971.77 and accounts payable of \$176,682.75 for a total of \$425,654.52.

F/F – 02 RESOLVED that Ogdensburg Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c), accepts that as of November 30, 2017 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

Pursuant to N.J.A.C. 6A:23-2.14(c) 4, after review of the Board Secretary's and Treasurer's monthly financial reports certify that as of November 30, 2017 and upon consultation with the appropriate district officials, to the best of their knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. and N.J.S.A. 18A:22.8 and 18A:22-8.1 and sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and furthermore,

F/F – 03 RESOLVED, that the Ogdensburg Board of Education accepts, in compliance with NJSA 18A: 22-8.1, line item transfers for the month of November 2017, to ensure that no line items are over-expended (attached).

F/F – 04 RESOLVED, that the Ogdensburg Board of Education approves the submission of the 2017/18 school year Encumbrances disposition, that as of October 1, 2017 there were no open purchase orders outstanding from the prior school year over \$5,000.

F/F – 05 RESOLVED, that the Ogdensburg Board of Education approve the following resolution:

WHEREAS, the Ogdensburg Board of Education desires to control consumption and cost of energy to benefit taxpayers and reduce its carbon footprint thereby helping the environment; and

WHEREAS, the Ogdensburg Board of Education desires to reduce administrative costs and to scrutinize all energy bills to eliminate cover charges or inappropriate fees charged by public utilities;

WHEREAS, the Ogdensburg Board of Education desires to have real time data all energy consumption, for the purpose of improved energy management and educational programming, and reporting of said usage in a simple ready to utilize format when required:

NOW THEREFORE BE IT RESOLVED that the Ogdensburg Board of Education enter into a contract with EnergySolve LLC of Somerset, New Jersey to provide the following services at the listed rates using state contract 73693:

Provide the New Jersey Energy Tracking System which includes setting up of all energy bills in a relational database, reporting from the database utility bill and other information in standard or customer specific reports.

- Processing all utility bills electronically after checking for billing errors.
- Tariff analysis to ensure Ogdensburg Board of Education is being provided the best rates.
- Current rate for service is \$6.30 per bill processed for local distribution Company and 5.70 per bill

for third party suppliers.

NOW THEREFORE BE IT RESOLVED that this resolution takes effect immediately on January 3, 2018 through January 5, 2019.

F/F – 06 RESOLVED, that the Ogdensburg Board of Education accepts the Comprehensive Annual Financial Report (CAFR) for school year ending June 30, 2017 as presented by Ms. Heidi Wohlleb from Nisivoccia & Company LLP in draft form with final report received on December 12, 2017; and furthermore,

RESOLVED, that the Ogdensburg Board of Education approves The Certification of Implementation of Corrective Action Plan for school year ending June 30, 2017 as follows:

CERTIFICATION OF IMPLEMENTATION OF CORRECTIVE ACTION PLAN

NAME OF SCHOOL Ogdensburg Elementary COUNTY Sussex
 TYPE OF AUDIT CAFR CONTACT PERSON Rich Rennie
 DATE OF BOARD MEETING November 7, 2017 TELEPHONE NUMBER (973) 827-7126

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
6	Make sure that number of students reported as low-income on A.S.S.A is accurate	Reviewed information on Master Eligibility List, OnCourse and NJSMART	School Business Administrator	October 2017, and ongoing

F/F – 07 RESOLVED, that the Ogdensburg Board of Education approves the disposal the following nonoperative / non-functioning equipment:

- InFocus Projector / Fixed Asset Number ##000327

Items approved for disposal by the Board of Education will be removed from the district’s Fixed Asset Inventory list.

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Mr. Conklin, Ms. Gough
 ABSENT: N/A

OPEN SESSION #2

Ms. Cooke discussed the current edition of the school newspaper.
Ms. Gough asked how the interview to replace Ms. Mongon went

EXECUTIVE SESSION - NOT REQUIRED

OTHER BOARD BUSINESS

ADJOURN

MOTION presented by Ms. Donegan, and seconded by Ms. Dolan that the Ogdensburg Board of Education adjourn at 7:14 p.m.

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Mr. Conklin, Ms. Gough

ABSENT: N/A

Respectfully submitted,

Rich Rennie
Business Administrator/Board Secretary