

**OGDENSBURG BOARD OF EDUCATION
REORGANIZATION/REGULAR
JANUARY 2, 2019**

Time: 6:31 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 6, 2018**

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:

Sue Dolan	Three (3) Year Term
Brendan Donegan	Three (3) Year Term

ROLL CALL:

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

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. Sue Dolan</u> Moved	<u>Ms. Mary Donegan</u> Seconded
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(2) <u>N/A</u>	Moved	Seconded
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MOTION to close nominations moved by Mr. Donegan, seconded by Ms. Gough.

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> Moved	<u>Ms. Donegan</u> Seconded
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(2) No additional nominees

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, Ms. Dolan
ABSENT: N/A

Mr. Donegan elected as Vic President.

MOTION presented by Ms. Donegan and seconded by Mr. Conklin 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.

TABLED 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 2019, 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 2019, in accordance with 18A:17-31.

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

ABSENT: N/A

A. BUSINESS OF THE BOARD

MOTION presented by Mr. Conklin and seconded by Ms. Donegan 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, 2019, 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, 2019, 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 2019, 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 his designee for office and school related expenditures limited to warrants \$50 or less but not including sales tax, for the ensuing calendar year 2019, 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 2019, 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 2019 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 2019

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, Ms. Dolan
ABSENT: N/A

B. POLICY, PROCEDURES, REFERENCES

MOTION presented by Ms. Donegan and seconded by Ms. Gough 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, 2019.

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 2019:

3-B. RESOLVED, that the Ogdensburg Board of Education adopts the textbooks (Attachment #1) to be used for the ensuing calendar year 2019, 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 2019:

- 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 2019:

- 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

<p>January 2, 2019 Reorganization</p> <p>February 5, 2019</p> <p>March 5, 2019</p> <p>April 2, 2019</p> <p>May 7, 2019 *Public Hearing/Reappointment</p> <p>June 4, 2019</p> <p>July 2, 2019</p> <p>August 6, 2019</p> <p>September 3, 2019</p> <p>October 1, 2019</p> <p>November 5, 2019</p> <p>December 3, 2019</p> <p>January 7, 2020 Reorganization</p>

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, Ms. Dolan
 ABSENT: N/A

PUBLIC QUESTIONS (#1) AND COMMENTS

N/A

Attachment #1

Grade	Content Area	Text Book Name	Publisher	Date
K - 8	Language Arts	Guided Reading	Scholastic	2015
K	Language Arts	Journeys	Houghton Mifflin	2011
	Language Arts	Guiding Readers	Dee Dee Wills	2016
	Math	Envision 2.0	Pearson	2017
1	Language Arts	Journeys	Houghton Mifflin	2011
	Math	Envision 2.0	Pearson	2017
	Science TE only		Scott Foresman	2006
	Health	Totally Awesome Health	Meeks Heit	1999
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	Language Arts	Journeys	Houghton Mifflin	2011
	Writing	Write Source	Houghton Mifflin Harcourt	2012
	Math	Envision 2.0	Pearson	2014
	Science	Scott Foresman Science	Pearson	2006
	Social Studies	Share Our World	Houghton Mifflin	1997
	Health	Health Focus on You	Merrill Publishing	1990
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
		Studies Weekly Social Studies	Studies Weekly	2018
5	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: Making a New Nation	Harcourt	2012
	Health	Totally Awesome Health	Meeks Heit	1999
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 Last yr of online purchase is 2019-20	Holt, Rinehart, Winston	2006
7	Language Arts	Novels (See attached list)		
	Writing	Write Source	Houghton Mifflin Harcourt	2012

	Math	Digits	Pearson	/ 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”
“Milkweed”

7th Grade:

“Hatchet”
“Torn Thread”
“Old Yeller”
“When Zachary Beaver Came to Town”
“Where the Red Fern Grows”
“The Miracle Worker”
“Roll 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”

REGULAR SESSION OF THE OGDENSBURG BOARD OF EDUCATION

PRESENTATIONS

N/A

ADMINISTRATIVE REPORTS

- Mr. Astor reported that there no HIB incidents for December 2018
- First day of full day pre-school went great
- Looking forward to a great 2019

CORRESPONDENCE

- COR 01: Message from Mr. Nelson Alvarez thanking the BOE for the opportunity to share information about the FitClub program during the December meeting.
- COR 02: Letter from Mrs & Mr. Palmer

BOARD BUSINESS

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

- Regular Session Minutes of December 4, 2018

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

PERSONNEL/PROGRAM

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

P/P – 01 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, affirms the Superintendent’s Harassment, Intimidation and Bullying Report for December 2018 as presented on January 2, 2019; with Board options to affirm, reject or modify the report.

P/P – 02 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the following class trip(s):

Grade(s)	Destination	Date(s)
3rd	Shoprite: Young Consumer Program	May 23rd 2019

P/P – 03 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, appoints the following paraprofessional staff members in positions which are represented by the Ogdensburg Education Association, for the 2018-2019 school year (date of hire January 3, 2019). Part time schedules to be determined, hire pending fingerprint/ background check clearance:

FIRST	LAST		STEP	SALARY	LONGEVITY	TOTAL SALARY
Christina	Bradley	Cafeteria Aide	Hourly	\$14.93		

P/P – 04 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves a student teaching placement for Eric Gonzalez, who is a student currently attending Grand Canyon University.

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

FACILITIES/FINANCE

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

F/F – 01 RESOLVED, that the Ogdensburg Board of Education approves the December 2018 Check Register for checks from 001174 through 014382, including voided check(s), with December payroll electronic funds transfers of \$287,570.12 and accounts payable of \$160,587.68 for a total of \$448,157.80.

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, 2018 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, 2018 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 2018, 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 2018/19 school year Encumbrances disposition, that as of October 1, 2018 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 2, 2019 through January 5, 2020.

F/F – 06 RESOLVED, that the Ogdensburg Board of Education approves the disposal the following nonoperative / non-functioning equipment:

- TV from Red Building / Fixed Asset Number 00413

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, Ms. Dolan
ABSENT: N/A

OPEN SESSION #2

Charlotte Gough asked about adding information regarding Melanie Bailey's day to the website / online calendar

EXECUTIVE SESSION - NOT REQUIRED

OTHER BOARD BUSINESS

ADJOURN

MOTION presented by Ms. Dolan, and seconded by Ms. Gough that the Ogdensburg Board of Education adjourn at 6:50 p.m.

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

Respectfully submitted,

Rich Rennie
Business Administrator/Board Secretary