

**OGDENSBURG BOROUGH BOARD OF EDUCATION**  
**Minutes: February 5, 2019**

The Special Session of the Ogdensburg Board of Education is called to order at 6:30 p.m. in the Library of the Ogdensburg School, 100 Main Street, Ogdensburg, New Jersey, 07439.

**OPEN PUBLIC MEETING NOTICE:** Read by Ms. Corban

"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, and be posted at the Ogdensburg Elementary School and the school website, setting forth the time, date, and location of this meeting."

**FLAG SALUTE**

**THE AMERICAN'S CREED**, by William Tyler Page, 1917

**ROLL CALL:**

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

Also attending: Superintendent/Principal, David Astor and Business Administrator, Rich Rennie

**PRESENTATIONS:**

Ms. Kathy Helewa - NJ School Boards Association (Superintendent Evaluation and District Goals)

**OPEN SESSION #1**

Ms. Cooke discussed Teacher / Para of the year, and the nomination process. She also praised the student in Student Council and pointed out how responsible they are

**COMMITTEE REPORTS/DISCUSSIONS**

**Board Business:** being voted on this meeting  
**Personnel/Program:** being voted on this meeting  
**Facilities/Finance:** being voted on this meeting

**ADMINISTRATIVE REPORTS**

Thanks to Ms. Winton for helping to locate furniture for the preschool program. The 8th grade challenge day was successful, and thanks to Lakeland Bank for allowing employees to attending as helpers. The district has its mid-year review at the County office. Had the air quality in some rooms tested, and results came back fine. Longer term, we will need to address issues with the roof. We will be scheduling a special board meeting in March to address the budget.

**CORRESPONDENCE**

- COR 01:** Letter from the Boy Scouts of America dated Jan 9, 2019
- COR 02:** Letters to the teachers who were nominated this year for the Educator of the Year Award
- COR 03:** Correspondence about 2018-2019 School Health Insurance Fund Meeting and dividend

**BOARD BUSINESS**

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

**BB 01:** Approval of Minutes

- Reorganization and Regular Session Minutes of 1/2/19 meeting

**BB 02:** Appointments

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

Delegate                      Toni Corban  
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                      Ms. Donegan  
Alternate                      Ms. Dolan

d. Appointment, by the President, Board members to serve a one-year term on following Board standing committees:

Personnel/Program:      Ms. Dolan, Ms. Donegan, Ms. Gough  
Facilities / Finance:      Mr. Donegan, Mr. Conklin, Ms. Walsh  
Negotiations:              Ms. Corban, Ms. Walsh, Ms. Dolan

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

**PERSONNEL/PROGRAM**

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

**P/P - 05** First reading of District Policy & Regulation 2417 Student Response to Intervention Services

**P/P – 06** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, affirms the Superintendent’s Harassment, Intimidation and Bullying Report for January as presented on February 5, 2019 with Board options to affirm, reject or modify the report.

**P/P – 07** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves submission to the Sussex County Executive Superintendent of Schools to waive the requirements for SEMI participation based on the evidence that the District will have 23 Medicaid eligible classified students for the 2019/2020 School Year.

**P/P – 08** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the Memorandum of Agreement between Ogdensburg Elementary School and the Ogdensburg Police Department, approved by the Attorney General and the Commissioner of Education and which is required in N.J.A.C. 6A:16-62(b)13-15; which states the mutual concern and commitment to students, and to the level of cooperation and understanding described in this agreement, the Chief School Administrator, Chief of Police and President of the Board of Education do hereby affirm and agree by the standards, procedures, principles and policies set forth in this document with their signatures on February, 5 2019. (Attached)

**P/P – 09** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, appoints the following staff members in positions which are represented by the Ogdensburg Education Association, for the 2018-2019 school year. Part time schedules to be determined, hire pending licences review, fingerprint/ background check clearance:

FIRST	LAST		STEP	SALARY
Janet	Chardavoyne	Bus / Van Driver	Hourly	\$15.00
Gail	Stagg	Bus / Van Driver	Hourly	\$15.00

**P/P – 10** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the hiring of Eric Gonzalez at the hourly rate of \$13.86 to perform custodial work on an as needed basis contingent upon criminal history background clearance as required by P.O., 1986, C.116

**P/P – 11** RESOLVED, based upon recent eligibility guidelines provided by the NJ DOE Division of Early Childhood Education, that school administrators are not able to hold the position of Pre-K Intervention & Referral Team Chair. Ms. Skye Patete, Assistant Principal will no longer hold the position or receive the stipend that was approved at the November 6, 2018 Board Meeting.

**P/P – 12** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves Ms. Skye Patete, receive a School Security/Safety stipend of \$3,300 for the 2018-2019 school year.

**P/P - 13** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves Taylor Jacqueline as a substitute teacher for the 2018-2019 school year at the rate of \$75.00 per day.

**P/P – 14** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the following class trip(s):

Grade(s)/Class	Destination	Date(s)
6-8th	Wallkill Valley High School: rehearsal for Multidistrict Concert	1/29/19
Pre-School	Space Farms	5/15/19 with rain date of 5/16/19
Girl's Basketball Team	Rutger's Basketball Game	2/10/19 with rain date of 2/24/19

**P/P – 15** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the following Community Based Instruction (CBI) trips for the 2018/2019 School Year:

Grade/Class	Destination	Date
MD Class (Stagg)	WalMart, Franklin	TBD
MD Class (Stagg)	ShopRite, Sparta	TBD
MD Class (Stagg)	Weis Market, Franklin	TBD
MD Class (Stagg)	Dollar Tree, Franklin	TBD

MD Class (Stagg)	Libraries; Sparta & Franklin	TBD
MD Class (Stagg)	Laundromat, Franklin	TBD
MD Class (Stagg)	Post Office(s): Sparta & Ogdensburg	TBD
MD Class (Stagg)	YMCA, Hardyston	TBD
MD Class (Stagg)	Valley View Nursing Home	TBD

**P/P – 16** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the attached Data Security and Privacy Policy (February 2019).

**P/P – 17** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approve the attendance at the workshop “Creating Digital Portfolios in the Classroom“ (Friday, April 5, 2019) for Ms. Maegan Olsen. Total estimated cost of the workshop is \$85.00, with additional for travel/mileage.

**P/P – 18** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approve the attendance at the workshop “ISTE 2019 Conference“ (6/23/19 -6/29-19) for Ms. Val Reeth. Total estimated cost of the workshop is \$626.88

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

**FACILITIES/FINANCE**

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

**F/F – 07** RESOLVED, that the Ogdensburg Board of Education approves the January 2019 Check Register for checks from 001181 through 014453 with January Payroll transfers of \$295,028.23 and accounts payable of \$239,102.29 for a total of \$534,130.52

**F/F –08** RESOLVED that Ogdensburg Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c), accepts that as of December 31, 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 December 31, 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 –09** RESOLVED, that the Ogdensburg Board of Education accepts, in compliance with NJSA 18A: 22-8.1, line item transfers for the month of January 2018, to ensure that no line items are over-expended (attached).

**F/F –10** RESOLVED, that the Ogdensburg Board of Education approves the following check registers for fourth quarter (Dec 2018, attached):

Activities Account	\$29,139.12
Athletics Account	\$2,434.17
Cafeteria Account	\$9,657.20
Unemployment	\$81,187.03

**F/F – 11** RESOLVED, that the Ogdensburg Board of Education, approves the attached Use of School Facilities form for The Wellness Committee (Darren Marquart) to use the gym on the following afternoons: 2/8, 2/22, 3/1 and 3/8 (attached).

**F/F – 12** RESOLVED, that the Ogdensburg Board of Education, approves the attached Use of School Facilities form for the PTO to host a Planetarium Event on April 2, 2019 (attached).

**F/F – 13** RESOLVED, that the Ogdensburg Board of Education, approves the Boys Scouts of America to use the parking lot at Ogdensburg School during July and August 2019 as a pick up / drop off for Cub Scouts summer camp.

**F/F – 14** RESOLVED, that the Ogdensburg Board of Education approves the disposal the following nonoperative / non-functioning equipment:

- PowerVault NX200 Tower (Fixed Asset #000420)

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

**F/F - 15** RESOLVED, that upon the recommendation of the Superintendent of Schools, the Ogdensburg Board of Education accepts the following donation courtesy of the Ms. Rusty Culp:

Yamaha Keyboard (estimated value: \$120)

**F/F - 16** RESOLVED, that upon the recommendation of the Superintendent of Schools, the Ogdensburg Board of Education accepts the following donation courtesy of the Iliff Family:

Pre-School supplies and furniture (estimated value: \$15,000)

**F/F - 17** RESOLVED, that upon the recommendation of the Superintendent of Schools, the Ogdensburg Board of Education accepts the attached shared service agreement between the Ogdensburg Board of Education and Sussex County Technical School for Business Services at a yearly contracted rate of \$31,200, which will be pro-rated to \$13,000 for 2/1/19 through 6/30/19.

**F/F - 18** RESOLVED, that the Ogdensburg Board of Education accepts the Comprehensive Annual Financial Report (CAFR) for school year ending June 30, 2018 as presented by Ms. Heidi Wohlleb from Nisivoccia & Company LLP in draft form with final report received on January 31, 2019; and furthermore,

RESOLVED, that the Ogdensburg Board of Education approves The Certification of Implementation of Corrective Action Plan for school year ending June 30, 2018 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 February 5, 2019 TELEPHONE NUMBER (973) 827-7126

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
2- Financial Reporting	Make every effort to ensure that actual Title IV expenditures match approved budget for grant	Review account numbers for expenditures added to state software with accounts listed in CSI software	School Business Administrator	For each grant submission / Ongoing
10 - Status of Prior Year Findings	Make sure the number of low income students reported on ASSA matches OnCourse	Reviewed ASSA submission against OnCourse information	School Business Administrator	Completed - Audit found it was resolved

**F/F - 19** RESOLVED, that the Ogdensburg Board of Education approves the submission of the 2019-2022 PEA (Preschool Education Aid) Grant Application to the NJ Department of Education, Division of Early Childhood Education (Grant application and execute a grant contract with the New Jersey Department of Education for full-day Pre-K).

NOW, THEREFORE, BE IT RESOLVED that the Board formally approves the application

submission for the grant listed above.

BE IT FURTHER RESOLVED that the school administrators are hereby authorized to submit an electronic grant application to the New Jersey Department of Education on behalf of Ogdensburg.

BE IT FURTHER RESOLVED that Superintendent and Business Administrator are hereby authorized to sign the grant agreement on behalf of Ogdensburg and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

**F/F - 20** RESOLVED, that upon the recommendation of the Superintendent of Schools, the Ogdensburg Board of Education graciously accepts an anonymous donation from an Ogdensburg School parent of \$200.00 (to be used to help offset expenses for Ogdensburg families in need).

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

**OPEN SESSION #2**

Ms. Cooke informed the Board that the Union would like to begin negotiation discussions after the Governors address, probably sometime in late March

**EXECUTIVE SESSION - N/A**

**OTHER BOARD BUSINESS – N/A**

**ADJOURN**

MOTION presented by Mr. Conklin, and seconded by Ms. Dolan that the Ogdensburg Board of Education adjourn at 7:05 p.m.

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

Respectfully submitted,

Rich Rennie  
Board Secretary