

**OGDENSBURG BOROUGH BOARD OF EDUCATION**  
**Minutes: December 1, 2020**

The Regular Session of the Ogdensburg Board of Education is called to order at 6:31 p.m. via online video conference, originally scheduled for the Media Center 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. Walsh, Ms. Lamonica, Mr. Donegan, Ms. Donegan, Ms. Gough, Mr. Conklin  
ABSENT:

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

**PRESENTATIONS:**

Ms. Patate presenting information regarding the districts HIB self assessment

**OPEN SESSION #1:**

Ms. Reeth discussed social emotional learning competencies

**COMMITTEE REPORTS/DISCUSSIONS**

**Board Business:**

We are planning to have the school's reorganization meeting on January 5th 2021, and all members of the community are welcomed.

**Personnel/Program:** Ms. Donegan provided an updated on the updating the districts Honeywell notification system and OTUS data management system

**Facilities/Finance:**

Mr. Donegan provided the report; the committee met with the district's auditor to review and discuss the findings from the June 2020 audit

**ADMINISTRATIVE REPORTS**

Drills for the previous month:

Fire Drill: 11/19/20

Evacuation Drill: 11/18/2020 (10/26/20 Postponed due to building closure)

Communications Drill: 10/3 Staff, 11/3 Families, 11/14 Staff, 11/15 Families

HIB's for the previous month: none

Mr. Astor provided an update on the status of virtual learning, and the DOH will be providing an update on Friday.

Provided an update on the Food Service program explained that the district will need to use some funds from the 'General Revenue' account this year to offset some expenses.

He thanked all the teachers, and staff for all their work this year. A big thanks to Sean and his team.

**CORRESPONDENCE**

**COR 01:** Email from Family Promise of Sussex County (dated 11/19/20) , thanking the district for the donation of hats, gloves, scarves, and coats valued at \$400.

**BOARD BUSINESS**

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

**BB 01:** Approval of Minutes: November 10, 2020 Regular Meeting

**BB 02:**

Motion to approve the following resolution:

**RESOLUTION**

**WHEREAS,** the Division of Local Government Services has promulgated regulations for

remote public meetings during Government-declared emergencies such as the current public health emergency; and

**WHEREAS**, the regulations require public bodies to adopt by resolution standard procedures and requirements for public comments made both during the meeting and for comments submitted in writing ahead of the meeting; and

**WHEREAS**, the Board hereby adopts this resolution to comply with this mandate;

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby establishes the following procedures for public participation during remote meetings:

1. Members of the public may email or mail to the Board Secretary/Business Administrator any comments /questions they wish to be read aloud during the public participation section of the Board meeting.
  - The email and postal addresses for submitting written comments will be posted on the District website and included in meeting notices.
  - Written comments/ questions must be received by no later than 3:00 p.m. on the day of the meeting.
  - Mailed comments should be prominently marked on the front of the envelope “Public Comment” and the date of the Board meeting for which they are submitted.
  - Written comments, whether emailed or mailed, must include the full name and address of the sender.
  - In order to be considered for public reading, emailed comments must specify in the subject matter heading either “First Public Comment” or “Second Public Comment” and the date of the Board meeting for which they are submitted. The first public comment is for agenda items only, and the email subject line must also include the agenda item(s) for which the first public comments are submitted. The second public comment is for any other matters. Written public comments mailed to the District must include the same information specified above, at the beginning of the comments, as a prerequisite to being read aloud at the meeting.
  - As with all other public comments, written comments will be limited to the Board’s previously established time limits.
  - The presiding officer or Board Secretary may, in his or her discretion, elect not to read duplicative written comments, but shall note them for the record with the content summarized.
2. Along with a link to the virtual Board meeting, the Board will also post on its website a telephone number to allow members of the public to dial into the meeting by telephone to listen or to make public comments during the public comment portions of the meeting. The website posting will include instructions on how to make public comments via telephone, including how to seek recognition and how to unmute at the appropriate time.
3. Members of the public observing the meeting via the internet platform or by telephone may submit public comments during the public comment portions of the meeting by exercising

the platform’s “raise hand” function and will be unmuted (and if necessary asked to unmute) and called on to speak by the presiding officer when their turn comes. The commenter must state his or her name and address at the outset of the comments. The commenter’s microphone will be muted after three minutes.

4. All rules of decorum must be followed by members of the public. If a member of the public fails to follow such rules of decorum and becomes disruptive, the speaker will be warned that continued disruption may result in the person being prevented from speaking during the meeting or removed from the meeting.
5. If a member of the public continues to act in a disruptive manner after having been warned, the individual will be muted while others proceed with questions or comments. If time permits, the disruptive individual will be permitted to speak after all other members of the public have been provided the opportunity to comment. Should the person remain disruptive, he or she will be kept on mute for the remainder of the meeting or removed from the meeting.
6. The applicable portions of Board Policy 9322 regarding public participation in meetings shall remain in effect and shall also apply to remote participation, except for those provisions which solely relate to in-person meetings.

**BE IT FURTHER RESOLVED**, that a copy of this resolution shall be posted on the District’s website where the Board’s meeting agendas are posted.

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

ABSTAIN:

ABSENT:

**PERSONNEL/PROGRAM**

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

**P/P – 117** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, affirms the Superintendent’s Harassment, Intimidation and Bullying Report for October 2020 as presented on December 1, 2020 with Board options to affirm, reject or modify the report.

**P/P - 118** Second reading and adoption of District Policies and Regulations from alert 221:

- P 1620 Administrative Employment Contracts (M) (Revised)
- P 2431 Athletic Competition (M) (Revised)
- R 2431.1 Emergency Procedures for Sports and Other Athletic Activity (M) (Revised)
- P 2451 Adult High School (M) (Revised)

- P & R 5330.05 Seizure Action Plan (M) (New)
- P 6440 Cooperative Purchasing (M) (Revised)
- P & R 6470.01 Electronic Funds Transfer and Claimant Certification (M) (New)
- P & R 7440 School District Security (M) (Revised)
- P 7450 Property Inventory (M) (Revised)
- P & R 7510 Use of School Facilities (M) (Revised)
- P 8420 Emergency and Crisis Situations (M) (Revised)
  
- P 1648 Restart and Recovery Plan (M) (Revised)
- P 1648.02 Remote Learning Options for Families (M) (New)
- P 1648.03 Restart and Recovery Plan – Full-Time Remote Instruction (M) (New)

**P/P – 119** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, affirms the NJ DOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act (July 1, 2019 - June 30, 2020). Attached.

**P/P –120** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, re-appoints the following para-professional staff members in positions which are represented by the Ogdensburg Education Association, for the 2020-2021 school year. Part time schedules to be determined:

				2020-2021			
Name			Step	Per Hour			
Jennifer Hunter	Aide		Hourly	\$15.78			

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

**FACILITIES/FINANCE**

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

**F/F – 98** RESOLVED, that the Ogdensburg Board of Education approves the November 2020 Check Register for checks from 001291 through 015732 with November Payroll transfers of \$301,063.61 and accounts payable of \$150,410.65 for a total of \$451,474.26

**F/F – 99** RESOLVED that Ogdensburg Board of Education, pursuant to N.J.A.C. 6A:23A-16.10, accepts that as of October 2020 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10.

**F/F - 100** RESOLVED that the Ogdensburg Board of Education accepts the Board Secretary’s and Treasurer’s monthly financial reports for October 2020

**F/F – 101** RESOLVED, that the Ogdensburg Board of Education accepts, in compliance with N.J.A.C 6A:23A-16.10, line item transfers for the month of October 2020, to ensure that no line items are over-expended, and the Board acknowledges that this/these transfer(s) may increase / decrease the maximum dollar limit established as part of the budget process for various budget lines.

**F/F – 102** RESOLVED, that the Ogdensburg Board of Education accepts the Comprehensive Annual Financial Report (CAFR) for school year ending June 30, 2020 as presented by Ms. Heidi Wohlleb from Nisivoccia & Company LLP in draft form with final report received on November 30, 2020.

**F/F - 103** RESOLVED, that the Ogdensburg Board of Education approves The Corrective Action Plan for school year ending June 30, 2020 as follows:

**CORRECTIVE ACTION PLAN**

<b>Recommendation Number</b>	<b>Corrective Action Required</b>	<b>Method of Implementation</b>	<b>Person Responsible for Implementation</b>	<b>Planned Completion Date of Implementation</b>
2 - Financial Planning, Accounting and Reporting	County Superintendent approval be obtained for any transfers in excess of 10% to the School Administration line items and for transfers made to the line items for Facilities Acquisition and Construction Services.	Review monthly transfer reports	School Business Administrator	Ongoing: Make sure transfer reports are sent to County BA
10 - Status of Prior Year's Findings/Recommendations	The prior year recommendations regarding the Title IV grant and the number of students reported as low income on the A.S.S.A. were resolved in the current year.		School Business Administrator	Completed

**F/F - 104** RESOLVED, that the Ogdensburg Board of Education approves the following resolution:

RESOLVED that the following Financial Institutions be designated as approved depositories for the creation of the Ogdensburg School District “**Summer Savings Account**”, and that the Financial Institution be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

Lakeland Bank, Franklin, NJ

AND BE IT FURTHER RESOLVED that the following warrant signatures be approved:

Summer Savings Account: (2 signatures) BOE Secretary, Treasurer

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

**OPEN SESSION #2**

Ms. Cooke mentioned that the staff appreciated the admin working with the team to lighten the load, and the staff is feeling less stressed. Communication is key during these trying times, and things will continue to get better.

**EXECUTIVE SESSION**

N/A

**OTHER BOARD BUSINESS – N/A**

**ADJOURN**

MOTION presented by Mr Conklin, and seconded by Ms. Donegan that the Ogdensburg Board of Education adjourn at 6:52 p.m.

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

Respectfully submitted,

Rich Rennie  
Board Secretary