

OGDENSBURG BOROUGH BOARD OF EDUCATION

Minutes: January 4, 2022

1. **CALL TO ORDER: Rich Rennie, Board Secretary**

The Regular Session of the Ogdensburg Board of Education is called to order at 5:30 p.m. in the Library of the Ogdensburg School, 100 Main Street, Ogdensburg, New Jersey, 07439.

2. **FLAG SALUTE**

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

"I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed, a democracy in a republic, a sovereign Nation of many sovereign States; a perfect union, one and inseparable; established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes.

I therefore believe it is my duty to my country to love it, to support its Constitution, to obey its laws, to respect its flag, and to defend it against all enemies."

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 – from November 2021**

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:

- (3-year term): Mr. Brendan Donegan
- (3-year term): Ms. Lisa Lamonica - Moved out of town, seat is open
- (1-year term): Ms. Heather Schinn

ROLL CALL:

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Ms. Schinn

ABSENT: Mr. Conklin

Also attending: Superintendent/Principal, David Astor, and Business Administrator, 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)	Mr. Donegan	Ms. Walsh_____	Ms. Donegan_____
		Moved	Seconded
(2)	N/A	_____	_____
		Moved	Seconded

MOTION to close nominations moved by Ms. Donegan, and seconded by Ms. Walsh

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Ms. Schinn

ABSENT: Mr. Conklin

ROLL CALL VOTE:

(1) Mr. Donegan

First Nominee

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

ABSENT:

ROLL CALL VOTE:

(2) N/A _____
Second Nominee

Mr. Donegan 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)	Ms. Corban	Ms. Donegan	Ms. Schinn
		Moved	Seconded
(2))N/A	_____	_____
		Moved	Seconded
(1)	Ms. Corban		
	First Nominee		

ROLL CALL VOTE:

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Ms. Schinn

ABSENT: Mr. Conklin

Ms. Corban elected as Vice-President.

MOTION presented by Ms. Donegan and seconded by Ms. Gough 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 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.
- 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 – TABLED until Feb Board Meeting

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 2022, 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 2022, in accordance with 18A:17-31

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Ms. Schinn

ABSENT: Mr. Conklin

A. BUSINESS OF THE BOARD

MOTION presented by Mr. Conklin and seconded by Ms. Lamonica 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, 2022:

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
Summer Savings Account	#1314	Business Administrator Board Treasurer

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, 2022, 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, 2022, and be it further,

4-A. RESOLVED that the Ogdensburg Board of Education approves reimbursement at the prevailing state rate of \$0.35 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 2022, 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 2022, 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 2022, 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 2022 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 2022

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

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Ms. Schinn

ABSENT: Mr. Conklin

B. POLICY, PROCEDURES, REFERENCES

MOTION presented by Mr. Donegan and seconded by Ms. 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, 2022.

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 2022:

3-B. RESOLVED, that the Ogdensburg Board of Education adopts the textbooks (Attachment #1) to be used for the ensuing calendar year 2022, 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 2022:

- 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 2022:

- ACES Energy Cooperative
- ACTS Communications Technology Services
- Educational Services of Morris County
- Hunterdon County Educational Services Commission
- Educational Services Commission of NJ
- New Jersey School Board Association
- New Jersey Association of School Business Officials
- 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 4, 2022 Reorganization
February 1, 2022
March 1, 2022
April 5, 2022
May 3, 2022 *Public Hearing/Reappointment
June 7, 2022
July 5, 2022
August 2, 2022
September 6, 2022
October 4, 2021
November 1, 2022
December 6, 2022
January 3, 2023 Reorganization

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, Ms. Schinn

ABSENT: Mr. Conklin

PUBLIC QUESTIONS (#1) AND COMMENTS

ADJOURNMENT of Annual Reorganization Meeting

With no further action or discussion required of the Ogdensburg Board of Education at this time, a motion was presented by Ms. Corban, and seconded by Mary Donegan, to adjourn the meeting at 5:42 p.m.

REGULAR SESSION OF THE OGDENSBURG BOARD OF EDUCATION

PRESENTATIONS: N/A

OPEN SESSION #1:

COMMITTEE REPORTS/DISCUSSIONS

Board Business: N/A

Personnel/Program: N/A

Facilities/Finance: N/A

ADMINISTRATIVE REPORTS

Mr. Astor offered congratulations to all BOE members, and thanked all of the staff for their extremely hard work.

Drills for the previous month:

- Fire Drill: 12/14/21
- Shelter: 12/2/21
- Lockdown: 12/9/21

HIB's for the previous month: 0

CORRESPONDENCE

- COR 01: Correspondence from Dan Mortensen
- COR 02 Correspondence from Alyssa Allen

BOARD BUSINESS

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

BB 01: Regular Session Minutes of December 7, 2021

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Ms. Schinn

ABSENT: Mr. Conklin

PERSONNEL/PROGRAM

MOTION presented by Ms. Schinn and seconded by Mr. Donegan 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 2021 as presented on January 5, 2022 with Board options to affirm, reject or modify the report.

P/P – 02 Second Reading and adoption of the following District Policy P 7480 MOTOR VEHICLES ON SCHOOL PROPERTY

P/P - 03 WHEREAS, pursuant to law, District employees may generally not be hired or appointed except by a majority vote of the full membership of the Board after recommendation by the Superintendent, except in situations where the Board provides otherwise; and

WHEREAS, the Board recognizes that there may be certain instances in which the Chief School Administrator may be required to hire staff in order to fill unforeseen vacancies or on an emergent basis to address student and District needs prior to the next scheduled Board meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Ogdensburg Board of Education hereby authorizes the Superintendent to recommend and appoint a person to fill a sudden vacancy which occurs by reason of unforeseen circumstances or due to emerging District needs, when such vacancy or need arises between scheduled Board meetings, subject to notification of such action to the Board President and ratification of that action by the Board at the next Board meeting; and be it further

RESOLVED, that the Board of Education also authorizes the Superintendent to appoint, at his discretion, substitute teachers as necessary to achieve these goals, subject to the above requirements; and be it further

RESOLVED, that this authority shall remain in effect until the end of the 2021-2022 school year and shall be approved on an annual basis by the full board.

P/P - 04 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the following trip(s):

Grade(s)	Destination	Date(s)
Chorus & Band Members	Wallkill Valley High School	January 31, 2021

P/P - 05 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, appoints Jennifer D’Alessandro as a paraprofessional staff member, in a position represented by the Ogdensburg Education Association, for the 2021-2022 school year. The 21-22 Hourly rate is \$16.24. Part time schedule to be determined. (New personnel employment appointments are contingent upon the required state and federal criminal history background checks - in accordance with N.J.S.A. CH 116, P.L. 1986 - and completion of required employee paperwork, including pre-employment verification).

P/P - 06 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, appoints Ivana Gray as a paraprofessional staff member, in a position represented by the

Ogdensburg Education Association, for the 2021-2022 school year. The 21-22 Hourly rate is \$16.24. Part time schedule to be determined. (New personnel employment appointments are contingent upon the required state and federal criminal history background checks - in accordance with N.J.S.A. CH 116, P.L. 1986 - and completion of required employee paperwork, including pre-employment verification).

P/P – 07 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves substitute custodians for the 2021/2022 school year at the hourly rate of \$13.86, as follows: Brianna Inglima, Shawn Kielty and Todd Brunner

All hires would be contacted on an ‘as needed basis’. New personnel employment appointments are contingent upon the required state and federal criminal history background checks - in accordance with N.J.S.A. CH 116, P.L. 1986 - and completion of required employee paperwork, including pre-employment verification.

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Ms. Schinn

ABSENT: Mr. Conklin

FACILITIES/FINANCE

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

F/F – 01 RESOLVED, that the Ogdensburg Board of Education approves the attached December 2021 Check Register for checks from 016333 through 040052 for a total of \$475,175.11

F/F – 02 RESOLVED that Ogdensburg Board of Education, pursuant to N.J.A.C. 6A:23A-16.10, accepts that as of November 2021 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 - 03 RESOLVED that the Ogdensburg Board of Education accepts the Board Secretary’s and Treasurer’s monthly financial reports for November 2021

F/F – 04 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 November 2021, 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 – 05 RESOLVED, that the Ogdensburg Board of Education approves the submission of the 2021/2022 school year encumbrances disposition to the County Business Administrator, that as of December 1, 2021 there were the following open purchase orders outstanding from the prior school year over \$5,000: PO# 100284 Weilgus & Sons (\$5,400)

F/F –06 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 AVID EXCHANGE, 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 \$4.00 per bill

NOW THEREFORE BE IT RESOLVED that this resolution takes effect immediately on January 4, 2022 through January 5, 2023

F/F – 07 RESOLVED, that the Ogdensburg Board of Education accepts the ARP IDEA Funds for the 2021/2022 school year and ARP IDEA Preschool Grant Funds as follows:

ARP IDEA			
200-300	Behaviorist / OT/PT:		\$12,171
	Total:		\$12,171
ARP IDEA Preschool			
200-300	OT/PT:		\$1,036
	Total:		\$1,036

F/F – 08 RESOLVED, that the Ogdensburg Board of Education accepts the CRRSA Consolidated, EESER II, Learning Acceleration and Mental Health Funds (project period: 3/13/2020 - 9/30/2023) as follows:

CRRSA-ESSER II

400-731	Building:	\$108,238
	Total:	\$108,238

Learning Acceleration

Instruction

100-100	Salaries:	\$12,200
100-600	Instructional Supplies	\$4,470

Support Services

200-100	Salaries:	\$1,200
200-200	Benefits	\$5,360
200-400	Prof & Tech Serv	\$1,500
	Total:	\$25,000

Mental Health

Instruction

100-300	Purchased Services:	\$3,300
100-600	Instructional Supplies	\$25,000

Instruction

200-400	Prof & Tech Serv	\$10,000
200-600	Supplies & Materials	\$7,000
	Total:	\$45,000

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Ms. Schinn

ABSENT: Mr. Conklin

OPEN SESSION #2

Ms. Cooke - reminded the Board that it's a negotiation year, probably hear from the Union around Feb or March. Will try to make things simple and painless for both sides.

EXECUTIVE SESSION - N/A

OTHER BOARD BUSINESS

BB 02

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

RESOLVED that the Ogdensburg Borough Board of Education appoints Dan Mortensen as a BOE member from January 4, 2022 through December 2022, in accordance with N.J.S.A. 18A: 12-15 (2013 NJ Revised Statutes Title 18A - Education Section 18A:12-15 - Filling vacancies).

BB 03

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

RESOLVED that the Ogdensburg Borough Board of Education appoints Alyssa Allen as a BOE member from January 4, 2022 through December 2022, in accordance with N.J.S.A. 18A: 12-15 (2013 NJ Revised Statutes Title 18A - Education Section 18A:12-15 - Filling vacancies).

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Ms. Schinn

ABSENT: Mr. Conklin

ADJOURN

MOTION presented by Ms. Donegan, and seconded by Ms. Schinn that the Ogdensburg Board of Education adjourn at 5:58 p.m.

AYE: Ms. Corban, Ms. Donegan, Ms. Walsh, Mr. Donegan, Ms. Schinn, Mr. Mortensen, Ms. Allen

ABSENT: Mr. Conklin

Respectfully submitted,

Rich Rennie
Board Secretary