

# **OGDENSBURG BOROUGH BOARD OF EDUCATION**

## **Minutes: December 6, 2022**

The Regular 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 Mr. Donegan

"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. Schinn, Mr. Donegan, Mr. Conklin, Mr. Mortensen, Ms. Walsh

ABSENT: Ms. Allen

Superintendent/Principal, David Astor

Board Secretary, Rich Rennie

### **PRESENTATION(S)**

- Honor Roll Presentation
- Ms. Heidi Wohleb, Partner Nisivoccia LLP - 2021/2022 Comprehensive Annual Financial Report

**OPEN SESSION #1:** N/A

### **COMMITTEE REPORTS/DISCUSSIONS**

#### **Board Business:**

- The November 2022 BOE election results have been calculated for the Ogdensburg Board of Education:

(3-year term): Ms. Heather Shinn

(3-year term): Mr. Daniel Mortensen  
(2-year term): Ms. Alyssa Allen  
(1-year term): Mr. Lazaro Menendez

We are planning to have the school's **reorganization meeting on January 3rd 2023 at 5:30 pm**, and all members of the community are welcomed. Because we need to have the reorganization meeting within the week of the New Year, we would like to announce a 'snow date' of January 5th.

Reminder to all Board members of Mandated Training (which can be taken online):

**Governance I: New Board Members** New Board Member Orientation Conference

**Governance II: Finance** take by board members during 1st Term, 2nd full year of service

**Governance III: Student Achievement** take by board members during 1st Term, 3rd full year of service

**Governance IV: Legal Update** take by re-elected/reappointed board members in the first year of any succeeding term

**Personnel/Program:**

**Facilities/Finance:**

## **ADMINISTRATIVE REPORTS**

Drills for the previous month:

- Fire Drill: 11/28/2022
- Security Drill/Meeting: 11/21/2022
- Bus Evacuation Drill: none (only twice per year)

HIB report for month of November: 0

Student Recognition: Ava Seebach (Christmas Tree)

Ms Cooper / DonorsChoose. Our science program will be receiving science skill books from Amazon and \$100.00 worth of activities from Teachers Pay Teachers

Ogdensburg FBLA students will be participating at the Wallkill Valley Breakfast with Santa alongside the high school chapter of FBLA. This opportunity will bring together middle schoolers and high schoolers to give young children and families a fun and festive morning.

Our students are requested to attend between 7:30-10am to help set up and help run a successful breakfast. Parents will be responsible for dropping off and picking up students at the designated times. Permission slips will be sent home.

Mrs. Gunderman and Miss Winton are looking forward to a strong partnership between schools.

Unified Sports - Dr. Takas

Congratulations to Dr. Takas and Ms. Conklin for Teacher of the Year and Educational Support Staff of the year

## **CORRESPONDENCE**

- **COR 01:** Correspondence from Brielle Hillbert (12/1/22), informing the District of her decision to resign
- **COR 02:** Letter from Orthopedic Institute of NJ dated 11/11/2022

## **BOARD BUSINESS**

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

**BB 01:** Approval of Minutes: November 1, 2022 Regular Meeting

**BB 02:** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the attached submission of the required 6 month updates to the ARP Safe Return Plan. Updates will be sent in via EWEG and posted on the district website.

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

ABSENT: Ms. Allen

## **PERSONNEL/PROGRAM**

MOTION presented by Ms. Corban 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 November 2022 as presented on December 6, 2022 with Board options to affirm, reject or modify the report.

**P/P – 02** Second Reading and Adoption of the following District Regulation; R 3270 LESSON PLANS AND PLAN BOOKS

**P/P - 03** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves Brian Sutherland as a substitute teacher for the 2022-2023 school year at the rate of \$100.00 per day.

**P/P - 04** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves Melissa Biasi as a substitute teacher for the 2022-2023 school year at the rate of \$100.00 per day.

**P/P – 05** RESOLVED that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the following Curriculum (all curriculum can be found on OBBOE.org / Board of Education / Curriculum): OBSD ESL Curriculum

**P/P – 06** RESOLVED that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the attached Annual Custodial/Maintenance Evaluation form

**P/P - 07** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent/Principal, appoints the following stipend positions for the 2022-23 school year.

Position	Name	Salary	Remarks
Athletic Game Coordinator	Lauren Conklin	\$43	Per event
Athletic Game Coordinator	Krysten Bifano	\$43	Per event

**P/P – 08** 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 2022-2023 school year. Part time schedules to be determined:

<u>Last</u>	<u>First</u>	<u>Position</u>	<u>Hourly Rate</u>
Audet	Conrad	Custodian	Part-Time (\$19.76)

**P/P – 09** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves Robert Blair as a substitute custodian for the 2022/2023 school year at the hourly rate of \$15.00 per hour (part time schedule, as needed basis). Hire 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 – 10** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves Brian Sutherland as a substitute custodian for the 2022/2023 school year at the hourly rate of \$15.00 per hour (part time schedule, as needed basis). Hire 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 – 11** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, appoints the following para-professional staff members in positions which are represented by the Ogdensburg Education Association, for the 2022-2023 school year. Part time schedules to be determined:

<u>Last</u>	<u>First</u>	<u>Position</u>	<u>Hourly Rate</u>
Grotsky	JoAnn	Part-Time Aide	\$16.71

**P/P - 12** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent/Principal, appoints the following stipend positions for the 2022-23 school year

3rd & 4th Grade Morning Extra Help	Maegan Olsen	\$34	Max 30 Hours
3rd & 4th Grade Morning Extra Help	Ashley Kratzsch	\$34	Max 30 Hours
3rd & 4th Grade Morning Extra Help	Theresa Nahrwold	\$34	Max 30 Hours

**P/P - 13** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves Melissa Radke as a substitute teacher for the 2022-2023 school year at the rate of \$100.00 per day.

**P/P - 14** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves Nikki Geene as a substitute teacher for the 2022-2023 school year at the rate of \$100.00 per day.

**P/P - 15** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves Ana Concepcion as a substitute teacher for the 2022-2023 school year at the rate of \$100.00 per day.

**P/P - 16** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the operation of the Special Olympics/Unified Club for the 2022-23 school year.

**P/P - 17** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, accepts with regret the resignation request of Brielle Hilbert effective 12/23/2022.

**P/P - 18** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approve the following trip(s) for the 2022-2023 school year:

Third Grade Class (Ms. Olsen)	Sussex County Fairgrounds with local 4H	May 30, 2023
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**P/P - 19** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves Trevor Reilly as a substitute custodian for the 2022/2023 school year at the hourly rate of \$15.00 per hour (part time schedule, as needed basis). Hire 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 - 20** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves Kara Leigh Kovach as a substitute teacher for the 2022-2023 school year at the rate of \$100.00 per day.

**P/P – 21** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the following leave as listed below:

- Name: Debra Olsyn
- Estimated leave date: 1/3/2022
- Estimated return: 6/21/2022

**P/P - 22** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, permits Jennifer Smith (completing courses at Grand Canyon University) to work on completing practicum hours with Pre-K-3 rd grade educators.

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

ABSENT: Ms. Allen

## **FACILITIES/FINANCE**

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

**F/F – 01** RESOLVED, that the Ogdensburg Board of Education approves the attached updated November 2022 Check Register for checks from 017062 through 040104 for a total of \$561,429.05

**F/F – 02** RESOLVED that Ogdensburg Board of Education, pursuant to N.J.A.C. 6A:23A-16.10, accepts that as of October 2022 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 October 2022.

**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 October 2022, 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 2023-2024 Annual Preschool Operational Plan Update to the NJ Department of Education, Division of Early Childhood Education (approves submission of the application and ability to execute a 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 program listed above.

BE IT FURTHER RESOLVED that the school administrators are hereby authorized to submit an electronic 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 appropriate paperwork on behalf of Ogdensburg (including the District Statement of Assurance and District Information Form) and that their signature constitutes acceptance of the terms and conditions of the agreement and approves the execution of the agreement.

**F/F - 06** Approve the following Resolution for Counseling Services and licenced clinicians:

WHEREAS, there exists a need for professional services in the specific area(s) of Counseling, risk assessments and licenced clinicians , for the 2022-2023 school year, and WHEREAS, funds are available for this purpose, and WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et seq.) permits the award of contracts without competitive bids for Professional Services that require licensing and are regulated by law, and WHEREAS, the Public School Contracts Law requires that the Board of Education adopt a resolution awarding such contracts at a public meeting.

Now Be It Resolved, by the Ogdensburg Board of Education, as follows:

1. The appointment of Lakeside Counseling Associates, LLC 350 Sparta Ave, Sparta, NJ 07871
2. This contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Public School Contracts Law because Legal Services are a recognized profession licensed and regulated by law.

- Risk Assessments conducted at Lakeside location (scheduled for same day or within 24 hours): \$175
- Initial Intakes for treatment conducted at Lakeside location: \$150
- Follow-up sessions for treatment conducted at Lakeside location (45 minutes): \$100
- Group therapy sessions conducted at Lakeside location (60 minutes+): \$50
- "Strategies to Stress Less: Part One- The Foundation"

Four scheduled in-service presentations conducted in person at Ogdensburg School location. Each date is invoiced at \$750 per presentation totaling \$3,000. More information regarding this service can be provided by requesting a mutual time for phone consultation.

**F/F – 07** RESOLVED, that the Ogdensburg Board of Education approves the list of recommended Long Range Facilities projects (attached: dated December 2022).

**F/F - 08** RESOLVED, that the Ogdensburg Board of Education approves the disposal of the following nonoperative / non-functioning equipment: Copier, fixed asset # 000463

**F/F – 09** RESOLVED, that the Ogdensburg Board of Education, approves the Use of School Facilities for The Sussex County Stars Softball for the 2022-2023 school year.

**F/F – 10** RESOLVED, that the Ogdensburg Board of Education accepts the Comprehensive Annual Financial Report (CAFR) for school year ending June 30, 2022 as presented by Ms. Heidi Wohlleb from Nisivoccia & Company LLP in draft form with final report received on December 6, 2022.

**F/F - 11** RESOLVED, that the Ogdensburg Board of Education approves The Corrective Action Plan for school year ending June 30, 2022 as follows: N/A

AYE: Ms. Corban, Ms. Schinn (abstain F/F 01), Mr. Donegan, Mr. Conklin, Mr. Mortensen, Ms. Walsh (abstain F/F 01)

ABSENT: Ms. Allen

**OPEN SESSION #2:**

**EXECUTIVE SESSION - N/A**

**OTHER BOARD BUSINESS: N/A**

**ADJOURN**

MOTION presented by Ms. Corban, and seconded by Ms. Schinn that the Ogdensburg Board of Education adjourned at 7:13 p.m.

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

ABSENT: Ms. Allen

Respectfully submitted,

Rich Rennie  
Board Secretary