

OGDENSBURG BOROUGH BOARD OF EDUCATION

Minutes: March 7, 2023

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. Mortensen, Mr. Menendez, Ms. Walsh

ABSENT: Ms. Allen

Superintendent/Principal, David Astor

Board Secretary, Rich Rennie

PRESENTATION(S)

- Honor Roll
- 23-24 Budget

OPEN SESSION #1: N/A

COMMITTEE REPORTS/DISCUSSIONS

Board Business:

Reminder, School Officials and Board Members must file the Personal/Relative and Financial Disclosure Statements pursuant to N.J.S.A. 18A:12-21 et seq. of the School Ethics Act.

Superintendent Evaluation tool should be open soon on NJSBA.org

Personnel/Program: Ms. Corban provided an update of recent Personnel and Program meeting

Facilities/Finance: Mr. Mortensen provided an update of the F&F meeting. Including projects currently being considered as part of the 23-24 budget (windows, univents, etc)

ADMINISTRATIVE REPORTS:

23-24 Budget Discussion: discussed staffing, State Aid, Payroll (CBA), Curriculum / Programs, Capital and Maintenance reserve / projects

Drills for the previous month:

- Fire Drill: 2/15/23
- Lockdown/Evacuation: 2/23/23
- Van / Bus evacuation: 3/2/23

HIB's for the previous month: 1 (substantiated)

Home Depot of Newton donated 30 children's aprons to the art program

Gemma's Country Kitchen - hosted FBLA event

Anonymous Donation into Cafe Account

CORRESPONDENCE:

- **COR 01:** N/A

BOARD BUSINESS

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

BB 01: Approval of Minutes: February 7, 2023 Meeting

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

ABSENT: Ms. Allen

PERSONNEL/PROGRAM

MOTION presented by Ms. Corban and seconded by Ms. Walsh 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 February 2023 as presented on March 7, 2023 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 trip(s):

Grade(s)	Destination	Date(s)
Ms. Stagg's class	Turtle Back Zoo	5/10/2023
Ms. Capriglione's class	Turtle Back Zoo	5/26/2023

P/P – 03 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, retroactively approve the following request for professional development for Ms. Stephanie Byrne, Ms. Melissa Carr and Ms. Heather Rosier: ASCD Pre-K Virtual Conference (March 28, 2023). Total estimated cost: \$675.00

P/P - 04 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the following Extended School Year Program for Summer 2023:

ESY 2023 Dates: July 10 to August 3, 2023

- Preschool (including those entering Kindergarten): 8:30 to 12:00 (Monday through Thursday)
- MD program: 8:30 to 12:00 (Monday through Thursday)
- Grades K-4 (include some students entering 5th grade): 8:30 to 12:00 (Monday through Thursday)
- Grades 5, 6, 7th: 9:00 to 11:00 (Tuesdays and Thursdays)

P/P – 05 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the 2023-2024 school year calendar as attached.

P/P - 06 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves Amanda Peirce as a substitute teacher for the 2022-2023 school year at the rate of \$100.00 per day.

P/P - 07 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves Amber Simm as a substitute teacher for the 2022-2023 school year at the rate of \$100.00 per day.

P/P – 08 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 / Curriculums):

- English as a Second Language
- Gifted and Talented
- Library Media

P/P - 09 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the appointment of the following substitute nurse for the 2022-2023 school year at the rate of \$200.00 per day: Suzanne Potter

P/P – 10 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approve the following request for professional development for Ms. Skye Egan: HIB Investigation Webinar from Magnolia Consulting. (March 9, 2023). Total estimated cost: \$199.00

P/P – 11 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves Anthony Holmes and Kelly Stanziano as substitute custodians for the 2022/2023 school year at the hourly rate of \$15.00 per hour (part time schedule, as needed basis). Hires 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. Schinn, Mr. Donegan, Mr. Mortensen, Mr. Menendez, Ms. Walsh

ABSENT: Ms. Allen

FACILITIES/FINANCE

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

F/F – 01 RESOLVED, that the Ogdensburg Board of Education approves the attached February 2023 Check Register for checks from 017228 through 040117 for a total of \$522,468.26

F/F – 02 RESOLVED that Ogdensburg Board of Education, pursuant to N.J.A.C. 6A:23A-16.10, accepts that as of January 2023 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 January 2023.

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 January 2023, 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 BE IT RESOLVED, that the attached tentative budget be approved for the 2023/2024 School Year using state aid figures and the secretary to the board of education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for the approval in accordance with the statutory deadline (all school district budget statements for revenues and appropriations, and any related attachments being submitted to the County Office, are attached for review by the Board):

Appropriations

General Current Expense	\$5,115,646
Capital Outlay Expense	\$357,032
Charter School Tuition	\$26,000
Grand Total General Fund	\$5,498,678

Pre-School Expenses (Fund 20)	\$814,856
Federal Grants (Fund 20)	\$93,400
Repayment of Debt	\$0.00
Total Special Rev Funds	\$908,256
Total Est. Expenses	\$6,406,934

Revenues

Local Tax Levy	\$2,694,808
Miscellaneous Revenue / Interest	\$5,000
Interest Earned	\$500
Revenue from Local Sources	\$2,700,308

State Sources	
School Choice	\$370,148
Transportation Aid	\$17,372
Special Ed Aid	\$236,702

Equalization Aid	\$1,331,104
Security Aid	\$27,247
Revenue from State Sources	\$1,982,573

Other Sources	
Budgeted Fund Balance	\$365,797
Capital Reserve	\$350,000
Maintenance Reserve	\$100,000
Total Operating Budget	\$5,498,678

Preschool	\$756,652
Revenues from Federal Sources	\$93,400
Transfers from Fund 10 to Preschool	\$58,204

Total Est. Operating Budget	\$6,406,934
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The Budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. and N.J.A.C. title 6 and 6A.

The proposed FY 2023-2024 budget includes the following, including withdrawals from maintenance reserve, and the capital reserve accounts:

- \$365,797 of budgeted fund balance
- \$350,000 of budgeted Capital Reserve (Replace Windows and Univents - newer building)
- \$100,000 of budgeted Maintenance Reserve (Fix windows in older building, maintenance for univents, doors, bridge, cafe, elevator, etc)

F/F – 06 WHEREAS, the Ogdensburg Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district:

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. required Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and,

WHEREAS, a Board of Education may establish, for regular district business travel only, and annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and,

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq. but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms: now,

THEREFORE, be it resolved, that the Ogdensburg Board of Education approves all travel not in compliance with N.J.A.C. 6A23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District and Reimbursement Forms; and

UPDATE: BE IT FURTHER RESOLVED, that the Ogdensburg Board of Education approves travel and related expense reimbursements (object '580') in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$15,000 for all staff members in the General Fund; and, that the school business administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

Current expenditures for travel and related expenses for the 2022/2023 school year as follows:

Expenditures	\$4,269.41
Encumbrances	\$912.07
Funds Available	\$6,006.37

F/F - 07 RESOLVED, that the Ogdensburg Board of Education approves the submission of the 2023-2024 District Enrollment and Planning Workbook 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 submission for the budget workbook and narrative attached.

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 the 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.

F/F - 08 RESOLVED, that the Ogdensburg Board of Education approves a donation of \$511.00 to the Ogdensburg Cafeteria fund, and thanks the anonymous donor for their very gracious and kind donation.

F/F - 09 RESOLVED, that the Ogdensburg Board of Education approves the Use of School Facilities for The Sussex County Stars Softball for softball clinics during June, July and August from 9am to 11am.

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

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. Shinn that the Ogdensburg Board of Education adjourned at 7:05 p.m.

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

ABSENT: Ms. Allen

Respectfully submitted,

Rich Rennie
Board Secretary