

# **OGDENSBURG BOROUGH BOARD OF EDUCATION**

## **Minutes: June 6, 2023**

The Regular Session of the Ogdensburg Board of Education is called to order at 6:38 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. Mortensen, Ms. Walsh, Ms. Allen, Mr. Donegan

ABSENT: Mr. Menendez

Superintendent/Principal, David Astor

Board Secretary, Rich Rennie (absent)

### **PRESENTATION(S):**

N/A

### **OPEN SESSION #1:**

Ms. Cooke mentioned that the OEA would like to congratulate Ms. Reeth and Ms. Olsyn. The school will certainly miss them. Very thankful that substitute pay is going up, but perhaps we can continue to raise to remain competitive. Also happy that the district is hiring a full time social worker and learning consultant. Art teacher is getting the students' work displayed. And the newspaper club is coming back.

### **COMMITTEE REPORTS/DISCUSSIONS**

#### **Board Business:**

There will be an executive session this evening for the Superintendent Evaluation

**Personnel/Program:** N/A

**Facilities/Finance:** N/A

## **ADMINISTRATIVE REPORTS:**

### **Drills for the previous month:**

- Fire Drill: 5/17
- Lockdown: 5/30
- Van / Bus evacuation: 5/26

Bill naming Franklinite as official state mineral passes Assembly

Appreciation Week: a big thanks to the PTO and Above and Beyond Contracting for their donation to the staff

FBLA Middle Level Chapter hosted a Senior Citizen dinner

Blue Spice Restaurant for their generous donation of \$50 gift cards to FBLA club for the Senior Dinner.

Mr Marion provided a \$20 donation to FBLA

Graduation Award donations:

\$50 donation from Dawne Rowe (Ogdensburg class of 1973!)

\$100 donation from Tom Horuzy

Graduation Ceremony scheduled for June 13th at 7pm

**HIB REPORT** *All policies and procedures have been followed and met; the May report is based on the recommendation of the Superintendent.*

HIB's for the previous month: 1 substantiated HIB with 3 offenders

## **CORRESPONDENCE:**

- **COR 01:** Letter from Gayle Carrick regarding Mr. Rennie's 23-24 contract
- **COR 02:** Letter from Mr. & Mrs. Hornyak
- **COR 03:** Letter from Ms. Gunderman and Ms. Winton (FBLA advisors)
- **COR 04:** Letter from Ms. Bravo, informing District of her decision to not renew 23-24 contract

**BOARD BUSINESS**

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

**BB 01:** Approval of Regular Meeting Minutes: May 2, 2023 Meeting

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

ABSENT: Mr. Menendez

**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 May 2023 as presented on June 6, 2023 with Board options to affirm, reject or modify the report.

**P/P – 02** RESOLVED, that the Ogdensburg Board of Education, upon recommendation of the Superintendent, approves the following appointments as staff/professional services for the Extended School Year (ESY) Program on an ‘as needed basis’ at Ogdensburg School during the summer 2023 with the applicable individual hourly rate based on the agreed upon salary guide. All teachers currently employed by the Ogdensburg Board of Education are allowed to sub during summer programs on an as needed basis.

<u><b>Name</b></u>	<u><b>Position</b></u>	<u><b>Hourly Rate</b></u>
Melissa Carr	Teacher	\$42.39
Deirdre Cooke	Teacher	\$66.82
Cindy Gunderman	Teacher	\$64.14
Gail Stagg	Teacher	\$60.50
Heather Rosier	Teacher	\$41.41
Kaitlyn Trotta	Speech	\$65.00
Lisa Sears	CST	\$53.04
Lauren Conklin	CST	\$65.88
Donna Opilla	Paraprofessional	\$17.19
Janet Chardavoyne	Paraprofessional	\$17.19
Jayne Squier	Paraprofessional	\$17.19

Kayla Inglima	Paraprofessional	\$17.19
Jennifer D'Alessandro	Paraprofessional	\$17.19
Aura O'Connor	Paraprofessional	\$17.19
Elia Yurchak	Paraprofessional	\$17.19
Laura Nasisi	Paraprofessional	\$17.19
Shane Baker	Paraprofessional	\$17.19
Kim Holster	Paraprofessional / Sub	\$17.19
Michele Block	Nurse	\$62.46
Dana Brogneri	PT	\$80
Debbie Grimm	OT	\$77

**P/P – 03** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, appoints Mr. Dave Astor as the district's ESSER II, ESSER III and ESEA Coordinator and Title I Representative for the 2023-2024 school year with no additional compensation.

**P/P – 04** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, appoints Dr. Leanne Paolazzi, as the Federal IDEA and the N.J. State Extraordinary Aid program coordinator with no additional compensation effective through June 30, 2024.

**P/P – 05** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, reappoints Mr. Rich Rennie as Business Administrator from July 1, 2023 through June 30, 2024. The Board hereby employs the School Business Administrator at an annual salary of \$95,000. This annual salary will be paid in equal installments in accordance with the Board's regular payroll schedule and it will be prorated for any period of employment constituting less than one year. The attached contract was reviewed, and approved by the Executive County Superintendent of Schools.

**P/P – 06** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, reappoints Ms. Leanne Paolazzi as Supervisor of Special Education/School Psychologist for the 2023-2024 school year at a salary of \$117,899

**P/P – 07** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, appoints Ms. Skye Egan as Assistant Principal/Supervisor of Instruction for the 2023-2024 school year at a salary of \$116,000

**P/P – 08** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, reappoints Ms. Rita Gengaro as Assistant to the Superintendent/Principal for the 2023-2024 school year, at a salary of \$64,072

**P/P – 09** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, reappoints Ms. Lora Zosche as Assistant to the Business Administrator/Board Secretary for the 2023-2024 school year, at a salary of \$62,957

**P/P – 10** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, reappoints Ms. Linda DiLorenzo as Board Treasurer for the 2023-2024 school year, at a salary of \$6,715

**P/P – 11** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, reappoints Krysten Bifano as Child Study Team Secretary for the 2023-2024 school year at a salary of \$46,501

**P/P - 12** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, reappoints Mr. Sean Mac Leod, as the Supervisor of Buildings and Grounds for the 2023-2024 school year, at a salary of \$63,264

**P/P – 13** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the following community based instruction trip(s):

#### COMMUNITY BASED INSTRUCTION

Ms. Stagg's Class will be going to the following locations, as part of the Community Based Instruction Program; Sparta Lanes (Sparta) and Dunkin Donuts (Ogdensburg)

The students will be transported in the Ogdensburg School van.

**P/P – 14** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the following class / walking trip(s) for the 2023 summer program:

<b>Grade(s)</b>	<b>Destination</b>	<b>Date(s)</b>
Classes/Grades participating in ESY program	Trip to Dunkin' Donuts Trip to Fire House Park	Summer 2023 - TBD

**P/P - 15** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the following motion:

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 Chief School Administrator, 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 Board of Education hereby authorizes the Chief School Administrator 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 Chief School Administrator 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 2023-2024 school year and shall be approved on an annual basis by the full board.

**P/P - 16** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent/Principal, appoints the following stipend positions for the 2023-2024 school year.

<b>Position</b>	<b>Name</b>	<b>Salary</b>	<b>Remarks</b>
Athletic Director	John Hornyak	\$2,942	
Athletic Game Coordinator		\$45	Per event
Basketball Coach Boys I	John Fierro	\$2,942	
Basketball Coach Boys II	Ali McGuire	\$2,352	
Basketball Coach Girls I	John Hornyak	\$2,942	
Basketball Coach Girls II	Ashley Kratzsch	\$2,352	
Field Hockey Coach	Ashley Kratzsch	\$2,110	
Cheerleading Coach	Cindy Gunderman	\$2,942	
Soccer Coach I	Michelle Cooper	\$2,110	
Soccer Coach II	Brittney Zagleski	\$1,692	
Track Coach I	John Hornyak	\$2,110	
Track Coach II	Ashley Kratzsch	\$2,110	
Play Director	Ray DeLear	\$2,313	
Play Dance Director	Ray DeLear	\$783	
Play Music Director	Ray DeLear	\$1,222	
Play Sets/Scenery/Costumes	Ray DeLear	\$1,918	
School Store Advisor	Gail Stagg	\$329	
Yearbook Advisor	Brittney Zagleski	\$2,054	
PTO Activity Chaperone		\$72	Per event
PTO Activity Chaperone		\$72	Per event
AM Morning Assistance	Ali McGuire	\$35	Max 30 Hours
AM Morning Assistance	Ashley Kratzsch	\$35	Max 30 Hours
AM Morning Assistance	Megan Olsen	\$35	Max 30 Hours
AM Morning Assistance	Theresa Nahrwold	\$35	Max 30 Hours
Green Team Advisor	Michelle Cooper	\$35	Max 30 Hours
Green Team Advisor	Colette Liberatore	\$35	Max 30 Hours
STEM Club Advisor	Jaime Winton	\$35	Max 30 Hours
STEM Club Advisor	Deirdre Cooke	\$35	Max 30 Hours

Morning Announcement Advisor	Ray DeLear	\$35	Max 30 Hours
Student Council Advisor	Brittney Zagleski	\$35	Max 30 Hours
Newspaper Club Advisor	Deirdre Cooke	\$35	Max 30 Hours
Homework Club Advisor	Deirdre Cooke	\$35	Max 90 Hours
Homework Club Advisor	Gail Stagg	\$35	Max 90 Hours
Math Homework Club Advisor	Ali McGuire	\$35	Max 30 Hours
National Junior Honor Society Advisor	Marisa Baeli	\$275	
Translator	Marisa Baeli	\$529	Stipend will be split if more than one
Pre-K Intervention & Referral Team Chair	Marisa Baeli	\$3,785	Paid as part of the PEEA funding
Community Parent Involvement Specialist	Leanne Paolazzi	\$4,600	Paid as part of the PEEA funding
Preschool Instructional Coach	Marisa Baeli	\$4,900	Paid as part of the PEEA funding
Future Business Leader Association	Cindy Gunderman	\$35	Max 30 Hours
Future Business Leader Association	Jamie Winton	\$35	Max 30 Hours
Summer STEAM Academy	Michelle Cooper	\$35	Max 30 Hours
Summer STEAM Academy	Theresa Nahrwold	\$35	Max 30 Hours

**P/P – 17** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the following in home instruction for Student State ID # 1672560566:

Teacher: Ms. Winton

Hourly Rate: \$52.00

Account # 11-150-100-101

**P/P – 18** RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves a General Field placement (internship) for Nicole Swank-Bergman (who is a student at Louisiana State University, School of Social Work)

## **FACILITIES/FINANCE**

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

**F/F – 01** RESOLVED, that the Ogdensburg Board of Education approves the attached May 2023 Check Register for checks from 017382 through 040130 for a total of \$583,139.63

**F/F – 02** RESOLVED that Ogdensburg Board of Education, pursuant to N.J.A.C. 6A:23A-16.10, accepts that as of April 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 April 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 April 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** RESOLVED that the Ogdensburg Board of Education move that the Business Administrator be authorized to do account transfers that may be needed to close the fiscal year with Board confirmation at the next regular meeting.

**F/F – 06** RESOLVED, that the Ogdensburg Board of Education approves transfer of up to \$50,000 of unanticipated revenue and/or unexpended line-item appropriation amounts anticipated at the end of 2022-2023 school year to Maintenance Reserve.

**F/F – 07** RESOLVED, that the Ogdensburg Board of Education approves transfer of up to \$300,000 of unanticipated revenue and/or unexpended line-item appropriation amounts anticipated at the end of 2022-2023 school year to Capital Reserve.

**F/F - 08** RESOLVED that the Ogdensburg Board of Education designates Lakeland Bank as the depository of funds and approve the authorized signatures for the following accounts:

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 Business Administrator
Scholarships Account	994020791	Business Administrator
Student Activities	8000166	Superintendent/Principal Business Administrator
Unemployment Account	640402524	Business Administrator
Summer Savings Account		Business Administrator Board Treasurer

**F/F - 09** RESOLVED that the Ogdensburg Board of Education presents a motion to authorize the School Business Administrator and Board Secretary to:

- a. Maintain appropriate bonding as required by state statutes
- b. Make telephone, wire, and electronic transactions of board funds
- c. Issue advance payment and/or partial payment to facilitate district requisitions, on an as needed basis.
- d. Audit and approve any account and demand to be paid prior to presentation to the Board. Any such approval shall be presented to the Board for ratification at their next meeting as per NJSA 18A:19-4.1.

**F/F -10 Resolution for Project Award for Window Replacement**

Whereas, the Board of Education previously advertised and solicited for sealed bids for Window Replacement project at the Ogdensburg School; and

Whereas, in accordance with that advertisement, the bids were received, publicly opened and read aloud in the Office of the Business Administrator on June 1, 2023;

**Bids Received:**

A1 Construction Service:	\$427,000
Cherokee Glass, Inc:	\$448,200
D&E Window Glass, Inc:	\$346,800
Panoramic Window & Door Systems, Inc.:	\$345,000

Whereas, there are no defects, material or otherwise, in the bid submitted by Panoramic Window & Door Systems, Inc. and therefore, it is the lowest responsible and responsive bidder for the project;

NOW, THEREFORE, BE IT:

Resolved, that the Board of Education award the contract for the Project to Panoramic Window & Door Systems, Inc (712 Sergeantsville Road, Stockton, NJ 08559), in the total contract amount of \$345,000, subject to the terms and conditions of a contractual agreement, which the Board President and/or Business Administrator is thereafter authorized to execute on behalf of the Board.

**Funding:**

Fund 12 (23-24 Budget):	\$130,764
Fund 20 (ARP ESSER Encumbrance/Carryover):	\$214,236
Project Total (includes \$20,000 general allowance):	\$345,000

**F/F - 11** Be It Resolved, That the Ogdensburg Board of Education upon the recommendation of the School Business Administrator approves the renewal (Renewal Year 4) of the FSMC base year contract with Maschio's Food Service Management Company for the 2023-2024 school year;

With an annual management fee of \$8,614.39.

The management fee shall be payable in ten (10) monthly installments of \$861.44 per month commencing September 1, 2023, and ending on June 30, 2024. The total cost of the contract is \$100,950.29 for the 2023-2024 school year.

There is no Guarantee.

Now Therefore Be It Resolved, That the Ogdensburg Board of Education approves the 2023-2024 school year lunch prices as recommended by Maschio's Food Services, the district food service management company, after consideration and review by the School Business Administrator. Lunch price is to be \$3.60 and Breakfast price is to be \$2.50. Adult lunch is to be \$4.10.

**F/F - 12** Whereas, the Ogdensburg Board of Education and the FBLA club is the recipient of a donation of \$50 from Blue Spice Restaurant in Hamburg NJ; and

Whereas, these funds provide the FBLA club with the resources to support the Ogdensburg students and community;

Now therefore be it Resolved, that the Ogdensburg Board of Education approves the acceptance of the \$50 of donated gift cards and thanks the Blue Spice Restaurant for their very gracious and kind donation.

**F/F - 13** Resolved that the Ogdensburg Board of Education approves the acceptance of a \$50 donation from Dawne Rowe (Ogdensburg class of 1973). The \$50 gift will be awarded to a student that has shown the greatest enthusiasm, and commitment to the English classes. The Ogdensburg Board of Education thanks Ms. Rowe for her gracious and kind donation.

**F/F - 14** Resolved, that the Ogdensburg Board of Education approves the acceptance of a \$100 donation from Tom Horuzy. The \$100 gift will be awarded to a student that has shown progress in attitude, school spirit and effort. The Ogdensburg Board of Education thanks Mr. Horuzy for his gracious and kind donation.

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

**OPEN SESSION #2:**

N/A

**EXECUTIVE SESSION: N/A**

MOTION presented by Ms. Corban, and seconded by Mr. Mortensen to accept the following declaration of Executive Session as presented @ 6:56p.m.:

BE IT RESOLVED that the Ogdensburg Board of Education adopts the following resolution:

"WHEREAS, The Open Public Meeting Act, Chapter 231, P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, Ogdensburg Board of Education is of the opinion that such circumstances presently exist;

NOW, THEREFORE, BE IT RESOLVED by the Ogdensburg Board of Education, County of Sussex, State of New Jersey that a closed session of this Board of Education, where the public shall be excluded, will be held at this time for the purpose as stated below; and

BE IT FURTHER RESOLVED, that any action in n of the Board with regard to the closed session discussions shall be disclosed to the public at a later date and to the extent that the same is not prejudicial to the interests of the parties involved and would not result in a possible invasion of their right to privacy."

**Topics include:**

- 1) Personnel matter - Superintendent Evaluation (employee was provided Rice Notification)

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

**RE-ENTER PUBLIC SESSION**

MOTION presented by Ms. Corban, and seconded by Ms. Allen, that the Ogdensburg Board of Education returns to Public Session at 7:15 p.m.

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

ABSENT: Mr. Menendez

**OTHER BOARD BUSINESS: N/A**

**ADJOURN**

MOTION presented by Ms. Corban, and seconded by Ms. Allen that the Ogdensburg Board of Education adjourned at 7:16 p.m.

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

ABSENT: Mr. Menendez

Respectfully submitted,

Rich Rennie  
Board Secretary