

OGDENSBURG BOROUGH BOARD OF EDUCATION

Minutes: January 2, 2025

1. CALL TO ORDER: Ivana Gray, Board Secretary

The Reorganization and 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.

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 Ivana Gray, 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 2024

Ms. Ivana Gray, 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:

- Brendan Donegan: 3-year-term
- Alyssa Allen: (won as a write in candidate for 3 year term)
Ms. Allen also won the seat for 2 year term, but accepting 3 year write in term.

- Chris Gorsky: 2-year-term
- Casey Kondik: 2-year-term (received the 3rd most votes for 2 year term, will fill seat vacated by Ms. Allen accepting as write in winner for 3 year term)

ROLL CALL:

AYE: Mr. Donegan, Mr. Mortensen, Ms. Allen, Mr. Gorsky, Ms. Kondik,

ABSENT: Ms. Schinn, Mr. Menendez

Also attending: Superintendent/Principal, David Astor, and Board Secretary, Ivana Gray

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)

Ms. Gray calls for nominations for President:

(1)	Mr. Mortensen	Brendan Donegan	Alyssa Allen
		Moved	Seconded
(2)	N/A	_____	_____
		Moved	Seconded

MOTION to close nominations moved by Brendan Donegan, and seconded by Casey Kondik

AYE: Mr. Donegan, Mr. Mortensen, Ms. Allen, Mr. Gorsky, Ms. Kondik,

ABSENT: Ms. Schinn, Mr. Menendez

ROLL CALL VOTE:

Mr. Mortensen - First Nominee

AYE: Mr. Donegan, Ms. Allen, Mr. Gorsky, Ms. Kondik

ABSENT: Ms. Schinn, Mr. Menendez

ROLL CALL VOTE:

Second Nominee - N/A

Mr. Mortensen 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. Allen | Mr. Donegan | Ms. Kondik |
| | | Moved | Seconded |
| (2) | N/A | | |
| (1) | Ms. Allen | | |
| | First Nominee | | |

ROLL CALL VOTE:

AYE: Mr. Mortensen, Mr. Donegan, Ms. Allen, Mr. Gorsky, Ms. Kondik

ABSENT: Ms. Schinn, Mr. Menendez

Ms. Allen elected as Vice-President.

CODE OF ETHICS

MOTION presented by Mr. Donegan and seconded by Ms. Allen 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.

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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief school administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. 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.

AYE: Mr. Mortensen, Mr. Donegan, Ms. Allen, Mr. Gorsky, Ms. Kondik

ABSENT: Ms. Schinn, Mr. Menendez

2. Appointments and Delegates – TABLED until Feb Board Meeting

MOTION presented by Brendan Donegan, and seconded by Alyssa Allen

AYE: Mr. Mortensen, Mr. Donegan, Ms. Allen, Mr. Gorsky, Ms. Kondik

ABSENT: Ms. Schinn, Mr. Menendez

A. BUSINESS OF THE BOARD

MOTION presented by Mr. Gorsky and seconded by Ms. Kondik to approve the following actions as presented:

1-A. RESOLVED that the Ogdensburg Board of Education designates Provident Bank as the depository of funds and approve the authorized signatures for the following accounts for the ensuing calendar year, 2025:

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	640414972	Business Administrator Treasurer
Student Activities	8000166	Superintendent/Principal Business Administrator
Unemployment Account	640402524	Business Administrator

Summer Savings Account	640414980	Business Administrator Board Treasurer
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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, 2025, and be it further,

3-A. RESOLVED, that the Ogdensburg Board of Education approves Provident Bank and New Jersey Cash Management Fund as depositories for investment purposes for the ensuing calendar year, 2025, and be it further,

4-A. RESOLVED that the Ogdensburg Board of Education approves reimbursement at the prevailing state rate of \$0.67 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 2025. The updated travel reimbursement rate can be used retroactively for requests made during the 24-25 school year (which begins July 1, 2024), 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 2025, 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 2025, 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 2025 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 2025

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

9-A. RESOLVED that the Ogdensburg Borough Board of Education re-appoints Ms. Ivana Gray, as the Board Secretary, for the ensuing calendar year 2025, in accordance with 18A:17-5, and chairs the reorganization meeting to conduct the election, and furthermore,

10-A. RESOLVED that the Ogdensburg Borough Board of Education re-appoints Linda Di Lorenzo, Treasurer and Custodian of School Monies, for the ensuing calendar year 2025, in accordance with 18A:17-31.

AYE: Mr. Mortensen, Mr. Donegan, Ms. Allen, Mr. Gorsky, Ms. Kondik

ABSENT: Ms. Schinn, Mr. Menendez

B. POLICY, PROCEDURES, REFERENCES

MOTION presented by Mr. Donegan and seconded by Ms. Allen 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, 2025.

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: Language Arts, Math, Social Studies, Science, World Language, Comprehensive Health and Physical Education, Civics, Computer Science and Design Thinking, Career Readiness, Life Literacies, Key Skills, Visual and Performing Arts, Library Media, Gifted and Talented, and Social/ Emotional Competencies for the ensuing calendar year 2025

3-B. RESOLVED, that the Ogdensburg Board of Education adopts the textbooks (Attachment #1) to be used for the ensuing calendar year 2025, 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 2025:

- 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 2025:

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
 NJSBA's Cooperative Pricing System
 NJSBA's Alliance for Competitive Energy Services (ACES)
 New Jersey Association of School Business Officials
 Rockaway Township Bidding Consortium
 The Interlocal Purchasing System (TIPS Buying Cooperative)
 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 2, 2025 Reorganization
February 4, 2025
March 4, 2025
April 1, 2025
May 6, 2025 *Public Hearing/Reappointment
June 3, 2025
July 1, 2025
August 5, 2025
September 2, 2025
October 7, 2025
November 4, 2025
December 2, 2025
*January 6, 2026 Reorganization (Thursday Meeting)

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: Mr. Mortensen, Mr. Donegan, Ms. Allen, Mr. Gorsky, Ms. Kondik

ABSENT: Ms. Schinn, Mr. Menendez

PUBLIC QUESTIONS (#1) AND COMMENTS

Ms. Stagg thanked Admin for Breakfast after break, and looks forward to working with everyone in the new year. Praised the hallway decoration effort by the whole school.

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 Mr. Donegan, and seconded by Ms. Allen to adjourn the meeting at 6:48 p.m.

**REGULAR SESSION OF THE OGDENSBURG BOARD OF EDUCATION
called to order at 6:48 pm**

PRESENTATIONS: N/A

ADMINISTRATIVE REPORTS

Drills for the previous month:

- Fire Drill- 12/9/24
- Security Drill- Evacuation 12/17/24
- Mr. Astor wished everyone a Happy New Year
- Mr. Astor discussed goals for QSAC
- Mr. Astor discussed the importance of attendance and his goal to lower chronic absenteeism, because that results in loss of funding.

HIB's for the previous month: **December- 1 HIB (1 victim with 2 substantiated offenders, 1 unsubstantiated)**

A big thank you to the Karl Family and the Garafano family for supplying food for the staff during the holidays.

CORRESPONDENCE

- **COR 01:**

BOARD BUSINESS

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

BB 01: Regular Session Minutes of December 3, 2024 meeting

BB 02: RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the 2025-2026 School Year Calendar.

OGDENSBURG SCHOOL DISTRICT						
Month	2025-2026 CALENDAR			Student Days	Teacher Days	
Aug	27-28	Wednesday-Thurs	Teacher- In service		2	
Aug	29	Friday	School Closed			
Sept	1	Monday	Labor Day - School/District Closed			
Sept	2-3	Tues- Wed	Early Dismissal	21	21	
Oct	13	Monday	School Closed - Teacher in service	22	23	
Nov	6-7	Thurs- Fri	School Closed - NJEA Conference			
Nov	26	Wednesday	Early Dismissal - Thanksgiving			
Nov	27-28	Thur-Friday	School/District Closed-Thanksgiving	16	16	
Dec	23	Tuesday	Early Dismissal - Winter Recess			
Dec	24-31	Wednesday- Wednesday	School/District Closed - Winter Recess	17	17	
Jan	1-2	Thursday- Friday	School Closed			
Jan	5	Monday	School/District reopens	20	20	
Jan	19	Monday	Early Dismissal - MLK Day			
Feb	16-17	Mon- Tues	School Closed - Pres. Day	18	18	
March	16	Monday	Early Dismissal- Teacher In-Service	22	22	
April	2	Thursday	Early Dismissal- Spring Recess			
April	3-10	Friday-Friday	School Closed/Spring Recess	16	16	
May	25	Monday	School/District Closed - Memorial Day	20	20	
June	11	Thursday	Tentative Last Day	9	9	
June	16	Tuesday	Last Day with 3 Snow Days			
				Total Days	181	
					184	

BB 03: RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the attached Budget Calendar and Dates for 2025 School Election & Budget Procedures for Type II districts with November Elections (attached)

AYE: Mr. Mortensen, Mr. Donegan, Ms. Allen, Mr. Gorsky, Ms. Kondik

ABSENT: Ms. Schinn, Mr. Menendez

PERSONNEL/PROGRAM

MOTION presented by Ms. Allen and seconded by Ms. Kondik 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 2024 as presented on January 2, 2025 with Board options to affirm, reject or modify the report.

P/P - 02 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 January 2026 and shall be approved on an annual basis by the full board.

P/P – 03 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves the submission of the attached NJ Department of Education Equivalency Application to the executive county superintendent (signed by Mr. Astor on 12/17/2024).

P/P - 04 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 2024-2025 school year.

Part time schedules to be determined:

Para-Professionals				
Last	First	Position	Hourly Rate	Longevity
Miller	Ashley	Part-Time Aide	\$18.19	N/A

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.

P/P - 05 RESOLVED, that the Ogdensburg Board of Education, upon the recommendation of the Superintendent, approves Craig Gianinno as a substitute / leave of absence teacher. For the first 20 school days of employment at the rate of \$120.00 per day. Starting with the 21st working day, Mr. Gianinno will be paid the MA Step 1 Daily rate of \$317.58 per day. Estimated leave replacement will run from January 20th through April 15, 2025

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: Mr. Mortensen, Mr. Donegan, Ms. Allen, Mr. Gorsky, Ms. Kondik
 ABSENT: Ms. Schinn, Mr. Menendez

FACILITIES/FINANCE

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

F/F – 01 RESOLVED, that the Ogdensburg Board of Education approves the attached check Register through December 2024 for checks from 018771 through 040213 for a total of \$446,936.04

F/F – 02 RESOLVED that Ogdensburg Board of Education, pursuant to N.J.A.C. 6A:23A-16.10, accepts that as of November 2024 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 2024.

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 2024, 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 accepts the attached Monthly Transfer Report for the month of November 2024.

F/F – 06 RESOLVED, that the Ogdensburg Board of Education accepts the IDEA, Basic Grant Funds for the 2024-2025 school year and IDEA Preschool Grant Funds as follows (original submission was updated as of 12/17/2024):

IDEA Basic

100-500	Purchased Services	\$26,280
200-100	Salaries	\$4,848
200-300	OT/PT	\$54,000
	Total:	\$85,128

IDEA Preschool

200-300	OT/PT:	\$3,727
	Total:	\$3,7,27

AYE: Mr. Mortensen, Mr. Donegan, Ms. Allen, Mr. Gorsky, Ms. Kondik

ABSENT: Ms. Schinn, Mr. Menendez

OPEN SESSION #2

N/A

EXECUTIVE SESSION

MOTION presented by Mr. Donegan, and seconded by Ms. Allen to accept the following declaration of Executive Session as presented @ 6:56 p.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 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: N/A

AYE: Mr. Mortensen, Mr. Donegan, Ms. Allen, Mr. Gorsky, Ms. Kondik

ABSENT: Ms. Schinn, Mr. Menendez

OTHER BOARD BUSINESS

ADJOURN

MOTION presented by Mr. Donegan, and seconded by Ms. Allen that the Ogdensburg Board of Education adjourn at 6:56 p.m.

AYE: Mr. Mortensen, Mr. Donegan, Ms. Allen, Mr. Gorsky, Ms. Kondik

ABSENT: Ms. Schinn, Mr. Menendez

Respectfully submitted,

Ivana Gray
Board Secretary