

MINUTES OF REORGANIZATIONAL MEETING

January 3, 2017

AT 7:00 P.M. AT THE HAMBURG ELEMENTARY SCHOOL

PRESENT: Charlotte Ambrose, Mathew Christy, Karen Crosby, Martina Cuevas, Sandra Cunningham, Jennifer Davis, Timothy Gillen, Sheila Frayko, Vice President, Robert Jones, President

4 Members of the Public

ABSENT: None

The Board Secretary **opened the meeting at 7:00 P.M.**, with the Flag Salute and Pledge of Allegiance, which was followed by the following statement:

"This meeting is being conducted in compliance with the Open Public Meeting Act-Chapter 231-Public Laws of 1975. Advance written notice of at least 48 hours was given specifying the time, date, and to the extent known, the agenda and stating whether formal action may or may not be taken and has been properly posted at the school, mailed to the Clerk/Administrator, mailed to the New Jersey Herald and the Sunday Herald and the Star Ledger."

REORGANIZATIONAL MEETING AGENDA

The Board Secretary reviewed with the Board the Statement of Determination of the 8 November 2016 Annual School Election as listed on **DOCUMENT A**.

The Board Secretary administered the oath to and swore in newly elected Board members as follows:

Three year term [2017, 2018, & 2019]:

Charlotte Ambrose, Sheila Frayko, Timothy S. Gillen

One year term [2017]:

Karen Crosby

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ROLL CALL:

The Board Secretary asked for nominations for President.

Mr. Gillen nominated Mr. Jones for President and was carried unanimously by roll call vote.

The meeting was turned over to Mr. Jones.

Mr. Jones asked for nominations for Vice President.

Mrs. Davis nominated Mr. Christy for Vice President and did not carry by the following roll call vote:

Yes	Mr. Christy, Mrs. Cuevas, Mrs. Davis
No	6
Abstain	0

Mrs. Cunningham nominated Mrs. Frayko for Vice President and carried by the following roll call vote:

Yes	Mr. Jones, Mrs. Ambrose, Mr. Christy, Mrs. Crosby, Mrs. Cunningham, Mrs. Frayko, Mr. Gillen
No	2
Abstain	0

2017 ANNUAL DESIGNATIONS

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, **approved the following 2017 Annual Designations:**

A. Designated the following banks as 2017 depositories:

TD Bank, Franklin, NJ
Sussex Bank, Franklin, NJ
Lakeland Bank, Hardyston, NJ
NJ Cash Management Fund, Trenton, NJ

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- B. Designated the following officers to sign against the accounts of the Board of Education as follows:

<u>General/Cap. Reserve/Flex Spend & P/R Deduct</u>	<u>Activities</u>	<u>Food Service</u>	<u>Payroll</u>
President or Vice President	Secretary	Secretary	Treasurer or
Secretary	CSA	Treasurer	Secretary
Treasurer			

- C. Designated AXA/Equitable, Lincoln National Life Insurance Company and Lincoln Investment Planning, Inc. as 403(b)/Tax Shelter vendors/providers.
- D. Designated the New Jersey Herald, the Sunday Herald and the Star Ledger [faxed & asked to publish if no fee] as the official newspaper for advertising and for public notices; the Star Ledger for certain employment ads and/or notices and njhire.com for various employment ads.

2017 ANNUAL MEETING SCHEDULE

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, approved the 2017 Annual Meeting Schedule as depicted on DOCUMENT B.

2017 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, approved the following 2017 Miscellaneous Annual Adoptions/Appointments:

- A. To readopt the existing Board Bylaws and Policy Manual.
- B. To readopt any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.
- C. To review and to adopt the Board Member Code of Ethics [DOCUMENT C] and the individual board members signed an acknowledgement of receipt of the Board Members Code of Ethics.
- D. To adopt the existing Curriculum Guides and Curriculum textbooks.
- E. To establish a Petty Cash Account in the amount of \$200 and to appoint Louise Murphy as Custodian of the Petty Cash Account.
- F. To appoint the Business Administrator/Board Secretary as the Public Agency Compliance Officer (per Affirmative Action requirements).

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CORRESPONDENCE

None.

OPEN TO THE PUBLIC

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, opened the meeting to the public for comment at 7:10 P.M.

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, closed the meeting to the public for comment at 7:10 P.M.

COMMITTEE REPORTS

State & County School Boards – No report.

Sussex County Educational Services Commission - No report.

Liaison with the Hamburg Borough Council – No report.

Building & Grounds – No report.

Education & Policy – Mrs. Ambrose stated that an Education & Policy Committee meeting is scheduled for 24 January 2017 at 4:30 P.M.

Negotiations & Personnel – No report.

Finance Committee – No report.

OLD BUSINESS

No old business.

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NEW BUSINESS

Mrs. Frayko and various Board members commented on how well the students did in their Holiday Show performance.

BOARD SECRETARY'S REPORT

The Board Secretary reviewed a summary report of an asbestos inspection by the New Jersey Department of Health (the on-site inspections occurred on 29 September 2016 and 1 December 2016). As a result of this inspection, the district is soliciting quotes to remove/clean/vacuum debris that is on top of the drop ceiling of the first and second floor hallways of the 1900 building. It was noted that the ceiling was installed 13 plus years ago. A brief discussion ensued.

The Board Secretary reviewed the NJ Department of Health notice of inspections on 9/29/2016 and 12/1/2016.

SUPERINTENDENT'S REPORT

No report.

EXECUTIVE SESSION

No Executive Session.

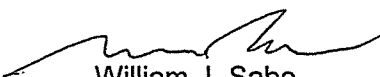
On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **opened the meeting to the public at 7:20 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, **closed the meeting to the public at 7:20 P.M.**

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, **that the Board adjourned the meeting at 7:20 P.M.**

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary