

# MINUTES OF REORGANIZATIONAL MEETING

January 2, 2018

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

PRESENT: Charlotte Ambrose (arrived at 7:10 P.M.), June Cade, Mathew Christy, Martina Cuevas, Timothy Gillen, Sheila Frayko, Vice President, Robert Jones, President

1 Member of the Public

ABSENT: Sandra Cunningham, Jennifer Davis

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 7 November 2017 Annual School Election as listed on **DOCUMENT A**.

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

### **Three year term [2018, 2019, & 2020]:**

Robert Jones, June Cade, Jennifer Davis\*

\*It was noted that Mrs. Jennifer Davis would be sworn in at a later date.

### **ROLL CALL:**

The Board Secretary asked for nominations for President.

Mr. Gillen nominated Mr. Jones for President with no other nominations Mr. Jones was unanimously elected President by roll call vote.

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The meeting was turned over to Mr. Jones.

Mr. Jones asked for nominations for Vice President.

Mr. Christy nominated Mrs. Frayko for Vice President with no other nominations Mrs. Frayko was unanimously elected Vice President by roll call vote.

**PRESENTATION TO THE BOARD – None**

## 2018 ANNUAL DESIGNATIONS

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, approved the following 2018 Annual Designations [A through D]:

A. Designated the following banks as 2018 depositories:

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

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

| <u>General/Cap. Reserve/Flex Spend &amp; 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.

## 2018 ANNUAL MEETING SCHEDULE

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, approved the 2018 Annual Meeting Schedule as depicted on DOCUMENT B.

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## 2018 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the following 2018 Miscellaneous Annual Adoptions/Appointments [A through F]:

- 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).

## CORRESPONDENCE

Mrs. Ambrose arrived at 7:10 P.M.

Mr. Jones read a letter that he was copied on from Franklin's Business Administrator, William J. Sabo that informed the Franklin Borough Board of Education of his retirement date of 1 July 2018 with his last day of employment being 30 June 2018. A discussion ensued.

## OPEN TO THE PUBLIC

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by voice vote, opened the meeting to the public for comment at 7:17 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 for comment at 7:17 P.M.

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## 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 – No report.

Negotiations & Personnel – No report.

Finance Committee – No report.

## OLD BUSINESS

No old business.

## NEW BUSINESS

No new business.

## BOARD SECRETARY'S REPORT

The Board Secretary reviewed the Board member training requirements, as a result of the Accountability Regulation and discussed Board members being responsible for their own training requirements.

## SUPERINTENDENT'S REPORT

On motion by Mrs. Frayko, seconded by Mr. Christy and carried unanimously by roll call vote, approved **Sandy Hoover, teacher, to attend Techspo 2018 on January 25 & 26, 2018 in Atlantic City at a cost of \$425 plus related travel & mileage and a one night hotel at \$99 for 25 January 2018.**

Mr. Jinks discussed the Pay For It, PaySchool cafeteria on line payment portal, which would allow parents to make payments using their credit cards. It was the consensus of the Board to go forward with the on-line portal.

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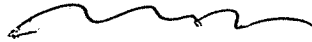
Mr. Jones stated that he recently ran into the math teacher from the Wallkill Valley Regional High School who commented how well prepared the Hamburg students are. A brief discussion ensued.

## EXECUTIVE SESSION

No Executive Session.

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by voice vote, **that the Board adjourned the meeting at 7:22 P.M.**

Respectfully submitted,



William J. Sabo  
Business Administrator/  
Board Secretary