

MINUTES OF REORGANIZATIONAL MEETING

January 8, 2019

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

PRESENT: Charlotte Ambrose, June Cade, Mathew Christy, Sandra Cunningham, Timothy Gillen, Brian Tobachnick, Sheila Frayko, Vice President, Robert Jones, President

ABSENT: Jennifer Davis

3 Members of the Public

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

Mr. Mistretta read the results for the School Board Election held on November 6, 2018.

Results:

Total Votes Cast	1,870
Mrs. Cunningham	931
Mr. Christy	787
Mr. Tobachnick	75 (write in)

Mr. Mistretta reviewed with the Board the Statement of Determination of the 6 November 2018 Annual School Election as listed on **DOCUMENT A**. He also administered the oath and swore in newly elected Board members as follows:

Three-year term [2019, 2020, & 2021]:

Mrs. Cunningham, Mr. Christy and Mr. Tobachnick

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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.

The meeting was turned over to Mr. Jones.

Mr. Jones asked for nominations for Vice President.

Mrs. Cunningham nominated Mrs. Frayko for Vice President and Ms. Cade nominated Mr. Christy. Mrs. Frayko was elected Vice President with the following roll call vote:

Yes	-	7
No	-	Ms. Cade
Absent	-	Mrs. Davis
Abstain	-	0

PRESENTATION TO THE BOARD – None

2019 ANNUAL DESIGNATIONS

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, approved the following 2019 Annual Designations [A through D]:

A. Designated the following banks as 2019 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 & 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			

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- 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.

2019 ANNUAL MEETING SCHEDULE

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, approved the 2019 Annual Meeting Schedule to be held in the Board Conference Room as depicted on DOCUMENT B.

2019 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, approved the following 2019 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

Mr. Cardinale stated correspondence was in the Board packet.

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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 7:12 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 7:12 P.M.

COMMITTEE REPORTS

State & County School Boards – Mr. Jones stated he will attend meetings. He also invited other Board members to attend.

Sussex County Educational Services Commission – Mrs. Ambrose stated that Strategic Planning meetings were scheduled with the first to be held on February 3. She also stated the Northern Hills Academy had made a donation to the commission. In addition, a new special education class was created along with a dance to learn program. Finally, she gave Mr. Mistretta, the Interim Business Administrator, the charges and hourly rates for 2019-2020 school year.

Liaison with the Hamburg Borough Council – Mrs. Frayko stated that the same officials were sworn in.

Building & Grounds – Mr. Gillen stated the HVAC project for the cafeteria will be bid in either late January or early February.

Education & Policy – Mrs. Ambrose stated a meeting would be scheduled soon.

Negotiations & Personnel – No report.

Finance Committee – No report.

OLD BUSINESS

No old business.

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NEW BUSINESS

Mr. Jones stated he would like to schedule committee meetings the week before the Board meeting.

BOARD SECRETARY'S REPORT

The Board Secretary reviewed the training requirements with the newly elected Board members. He also reviewed the status for the Request for Proposal (RFP) for a Food Service Company.

SUPERINTENDENT'S REPORT

No report.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:22 P.M.**

Mr. John Burd, Township liaison person, stated that the school surveillance feed was not working. Mrs. Sigman stated the company had been contacted and is addressing the problem. He also stated Mr. Cardinale had been invited to an Emergency Planning Committee meeting.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:24 P.M.**

EXECUTIVE SESSION

No Executive Session.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, **that the Board adjourned the meeting at 7:25 P.M.**

Respectfully submitted,



Anthony Mistretta
Interim Business Administrator/
Board Secretary