

CHESILHURST SCHOOL DISTRICT  
SHIRLEY B. FOSTER ELEMENTARY SCHOOL  
CHESILHURST, NJ 08089  
BOARD OF EDUCATION MEETING  
Minutes for REORGANIZATION MEETING  
January 7, 2019

**Executive Meeting – (If Needed)**

Reorganization Meeting – 6:30 PM

**1. CALL TO ORDER**

Dr. Frank Badessa, Board Secretary

**2. FLAG SALUTE**

**3. SUNSHINE NOTICE**

*The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meeting of the public Bodies at which any business affecting their interests is discussed or acted upon in accordance with the provisions of this Act, the Chesilhurst Borough Board of Education has caused notice of this meeting to be published by having the date, time and place advertised in the Courier Post and posted at the school and at borough hall.*

**4. OATH OF OFFICE.** Administered to Ronald Harmon and to Joseph Medley Jr. at later date and certified by the Board of Elections to serve three year terms 2021.

**5. Roll Call**

Board Member	Roll Call
Mrs. Littles	Present
Mrs. Barney	Present
Mrs. Saylor	Absent
Mr. Medley	Absent
Mr. Harmon	Present
Mrs. Hirn	Present

Was a quorum established? Yes

Also Present Dr. Frank Badessa, & Wadia Alwan

**6. ELECTION OF OFFICERS**

**A. Nomination and Election of Board of Education President.**

**Motion** to open the floor for nominations for President made by Mr. Harmon, Seconded by Mrs. Littles.

**Motion** to nominate Mrs. Littles for Board President made by Mrs. Barney, Seconded by Mr. Harmon.

**Motion** to close nominations for board President made by Mrs. Barney, Seconded by Mrs. Hirn.

**Motion** to vote on the nomination of Board Member Mrs. Littles for President of the Chesilhurst Board of Education until the 2020 Reorganization Meeting.

Board Member	Motion	Second	Roll Call
Mrs. Littles			Yes
Mrs. Barney			Yes
Mrs. Saylor			
Mr. Medley			
Mr. Harmon	X		Yes
Mrs. Hirn		X	Yes

Motion carried. Mrs. Littles is now **President of the Board of Education.**

### **B. Nomination and Election of Board of Education Vice President**

**Motion** to open the floor for nominations for Vice President made by Mr. Harmon, Seconded by Mrs. Barney.

**Motion** to nominate Mr. Harmon as Vice President, made by Mrs. Barney, Seconded by Mrs. Hirn.

**Motion** to close nominations for board Vice President made by Mrs. Littles, Seconded by Mrs. Barney.

**Motion** to vote on the nomination of Board Member Mr. Harmon for Vice President of the Chesilhurst Board of Education until the 2020 Reorganization Meeting.

Board Member	Motion	Second	Roll Call
Mrs. Littles			Yes
Mrs. Barney		X	Yes
Mrs. Saylor			
Mr. Medley			
Mr. Harmon			Yes
Mrs. Hirn	X		Yes

Motion carried. Mr. Harmon is now **Vice President of the Board of Education.**

## **7. APPROVAL OF MINUTES**

A, Motion to approve the Regular and Executive Minutes for October 15, 2018 Regular and Executive Minutes.

Board Member	Motion	Second	Roll Call
Mrs. Littles			Yes
Mrs. Barney		X	Yes
Mrs. Saylor			
Mr. Medley			
Mr. Harmon	X		Yes
Mrs. Hirn			Yes

**Motion carried.**

**8. FINANCE**

B. Motion to approve the following Financial Reports in items 1 through 6.

1. Payment of Bills  
Approve payment of November and December, 2018 bills as submitted and listed for the minutes
2. Board Secretary Report  
Approve the Board Secretary Report in accordance with 18A:17-36 and 18A:17-9 for the months of September, October and November 2018. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10(c)3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
3. Treasurer’s Report  
Approve the Treasurer’s Reports in accordance with 18A:17-36 and 18A:17-9 for the month of September, October and November 2018. The Treasurer’s Report and Secretary’s Report are in agreement for the month of July and August 2018.
4. Revenue Amount or Revenue Sources  
Approve the Board Secretary’s Revenue report for September, October and November 2018 in accordance with N.J.A.C.6A:23A-16.10(c)2 certifies that there are no changes in anticipated revenue amount or revenue sources.
5. Board of Education Certification  
Approve the Board of Education Certification for September, October and November 2018.pursuant to N.J.A.C.6A:23A-16.10(c)3, we certify that after review of the secretary’s monthly financial report (appropriations section) and to the best of our knowledge, no major account or fund has been over expended and that sufficient funds are available to meet the district’s financial obligation for the remainder of the fiscal year.
6. Budget Transfers  
Approve the Budget Transfers and new account appropriations for December 2018 as attached to theses minutes, and when required, pending the New Jersey Commissioner of Education’s approval as specified in 6A:23A-13.3.

Board Member	Motion	Second	Roll Call
Mrs. Littles			Yes
Mrs. Barney			Yes
Mrs. Saylor			
Mr. Medley			
Mr. Harmon		X	Yes
Mrs. Hirn	X		Yes

**Motion carried.**

**9. CODE OF ETHICS – Read aloud by Maria Littles.**

**A. INFORMATION: Annual Board Discussion of Code of Ethics**

The Chesilhurst BOE discussed the School Ethics Act and Code of Ethics for School Board Members pursuant to NJSA 18A:12-21 et seq. Each was delivered the Acknowledgement of Receipt which will be completed and returned to the Board Secretary.

**B.** Motion to approve Dr. Frank Badessa as the Public Contract Compliance Officer, Qualified Purchasing Agent with a bid threshold of \$40,000, Public Agency Compliance Officer (P.A.C.O.), Custodian of School Records, Indoor Air Quality District Designee, Integrated Pest Management Coordinator, Right To Know Officer, Affirmative Action Officer and the ADA Officer until the next reorganization meeting.

Board Member	Motion	Second	Roll Call
Mrs. Littles	X		Yes
Mrs. Barney		X	Yes
Mrs. Saylor			
Mr. Medley			
Mr. Harmon			Yes
Mrs. Hirn			Yes

Motion carried.

**C.** Motion to set Board of Education Meetings for the third Monday of the month or as otherwise posted until the next reorganization meeting.

Board Member	Motion	Second	Roll Call
Mrs. Littles			Yes
Mrs. Barney		X	Yes
Mrs. Saylor			
Mr. Medley			
Mr. Harmon	X		Yes
Mrs. Hirn			Yes

Motion carried.

**10. Motion to adopt the following resolution:**

WHEREAS, Chapter 231 of the Public Laws of NJ (1975) known as, and hereinafter designated as, the “Open Public Meetings Act” requires notification of meetings of public bodies, as therein defined, in the manner therein set forth, now therefore be it

RESOLVED, that, for purposes of compliance with the Open Public Meetings Act, the Board of Education of the Chesilhurst School District hereby makes the following designations:

- a) The Courier Post and the Journal are hereby designated as the two newspapers to receive notification of meetings as required by any and all sections of the Open Public Meetings Act, it appearing that these newspapers are most likely to inform the local public of such meetings and meet the requirements of the statute. The location for posting of notice of meetings shall be the bulletin board in the Chesilhurst Borough Hall and Board Office located in the school.

BE IT FURTHER RESOLVED: that the following notice be published, posted, mailed and filed with the Borough Clerk pursuant to the provision of said Chapter 231 of the Public Laws of New Jersey (1975).

NOTICE OF SCHEDULED MEETINGS FOR THE YEAR 2019.

PLEASE TAKE NOTICE that the BOE of Chesilhurst, County of Camden, NJ will meet to discuss or act upon public business at 7:00 PM on each of the dates set forth below, in the school cafeteria located in the Shirley B. Foster Elementary School.

February 18, 2019      June 24, 2019  
 March 18, 2019        September 16, 2019  
 April 22, 2019        October 21, 2019  
 May 20, 2019          November 18, 2019  
                                  December 16, 2019

Notice of any additions to the above schedule or changes in the time, date or place of any scheduled meeting will be posted in the locations and mailed to the newspapers designated by resolution of the Chesilhurst BOE, adopted on January 7, 2019 in advance, as required by law.

Board Member	Motion	Second	Roll Call
Mrs. Littles		X	Yes
Mrs. Barney			Yes
Mrs. Saylor			
Mr. Medley			
Mr. Harmon	X		Yes
Mrs. Hirn			Yes

Motion carried.

**11. Motion to establish the Petty Cash Fund in the amount of \$300.00 until the next reorganization meeting.**

Board Member	Motion	Second	Roll Call
Mrs. Littles			Yes
Mrs. Barney	X		Yes
Mrs. Saylor			
Mr. Medley			
Mr. Harmon			Yes
Mrs. Hirn		X	Yes

**Motion carried.**

**12. Motion to cancel the Regular Board Meeting for the months of July and August 2019 and authorize the Business Administrator and Board Secretary to pay bills for those months and any months until the next reorganization meeting as needed.**

Board Member	Motion	Second	Roll Call
Mrs. Littles			Yes
Mrs. Barney	X		Yes
Mrs. Saylor			
Mr. Medley			
Mr. Harmon		X	Yes
Mrs. Hirn			Yes

Motion carried.

**13 Motion to approve Procurement of Goods and Services through State Contract.**

WHEREAS, Title 18A:18A-10 provides that, “A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution, may purchase any goods for services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Shirley B. Foster School has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Chesilhurst BOE desires to authorize its purchasing agent for the 2019-2020 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE, BE IT RESOLVED, that the Chesilhurst BOE hereby authorizes the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors under state contract, compliant with public contract law, provided in the list in the NJ Public Contract website.

Board Member	Motion	Second	Roll Call
Mrs. Littles			Yes
Mrs. Barney	X		Yes
Mrs. Saylor			
Mr. Medley			
Mr. Harmon			Yes
Mrs. Hirn		X	Yes

Motion carried.

**14. Motion that the following delegates/representatives be appointed until the next reorganization meeting.**

- Maria Littles \_\_\_\_\_ Educational Services Commission
- Pearl Saylor \_\_\_\_\_ Alternate to the Educational Services Commission
- Ronald Harmon \_\_\_\_\_ County School Boards Association
- Debra Barney \_\_\_\_\_ Alternate to the County School Boards Association
- Maria Littles \_\_\_\_\_ New Jersey School Board Association
- Ronald Harmon \_\_\_\_\_ Alternate to the New Jersey School Board Association
- Linda Hirn \_\_\_\_\_ Borough Council Liaison
- Joseph Medley \_\_\_\_\_ Alternate to the Borough Council Liaison

Board Member	Motion	Second	Roll Call
Mrs. Littles			Yes
Mrs. Barney	X		Yes
Mrs. Saylor			
Mr. Medley			
Mr. Harmon		X	Yes
Mrs. Hirn			Yes

Motion carried.

**15.** Motion to approve Board Secretary or Business Administrator be designated to approve such line item budget transfers as are necessary between BOE meetings, and that such transfers shall be reported to the BOE, ratified and duly recorded in the minutes of the next regular meeting as provided by N.J.S.A. 18A:22-8.1.

Board Member	Motion	Second	Roll Call
Mrs. Littles			Yes
Mrs. Barney		X	Yes
Mrs. Saylor			
Mr. Medley			
Mr. Harmon	X		Yes
Mrs. Hirn			Yes

Motion carried.

**16.** Motion to approve all current written policies, by-laws and rules/regulations in the official Policy Manual of the Chesilhurst School District be re-adopted for the period from the date of this Organization Meeting until the Organization Meeting in the next calendar year unless modified by the BOE in accordance with those applicable policies, by-laws and/or rules/regulations.

*(Mrs. Littles will request a Standard Policy Manuel from NJ School Boards)*

Board Member	Motion	Second	Roll Call
Mrs. Littles	X		Yes
Mrs. Barney		X	Yes
Mrs. Saylor			
Mr. Medley			
Mr. Harmon			Yes
Mrs. Hirn			Yes

Motion carried.

**17.** Motion to approve a parent transportation contract with Carla Ortiz in the amount of \$250.00 per day for transportation.

Board Member	Motion	Second	Roll Call
Mrs. Littles			Yes
Mrs. Barney			Yes
Mrs. Saylor			
Mr. Medley			
Mr. Harmon	X		Yes
Mrs. Hirn		X	Yes

Motion carried.

**18.** Motion to approve the payment of \$100.00 per day to Carla Ortiz for the transportation for her daughter from November 14<sup>th</sup> to the 21<sup>st</sup> for a total of \$600.00.

Board Member	Motion	Second	Roll Call
Mrs. Littles			Yes
Mrs. Barney	X		Yes
Mrs. Saylor			
Mr. Medley			Yes
Mr. Harmon		X	Yes
Mrs. Hirn			

Motion carried.

**19. Motion to Open the Meeting to the Public – No public present**

Board Member	Motion	Second	Roll Call
Mrs. Littles			
Mrs. Barney			
Mrs. Saylor			
Mr. Medley			
Mr. Harmon			
Mrs. Hirn			

**20. Motion to Close Meeting to the Public**

Board Member	Motion	Second	Roll Call
Mrs. Littles			
Mrs. Barney			
Mrs. Saylor			
Mr. Medley			
Mr. Harmon			
Mrs. Hirn			

**21. ADJOURNMENT**

There being no further business, the Board unanimously approved to adjourn the Reorganization Meeting at 7:36 PM.

Board Member	Motion	Second	Roll Call
Mrs. Littles			Yes
Mrs. Barney		X	Yes
Mrs. Saylor			
Mr. Medley			
Mr. Harmon			Yes
Mrs. Hirn			Yes

Respectfully submitted,

Dr. Frank Badessa, Board Secretary - Next Meeting February 18, 2019 @ 7:00 PM