

**Minutes Organization Meeting – January 3, 2017**  
**7:00 p.m., Saybrook School**

CALL TO ORDER.

FLAG SALUTE.

NOTICE OF MEETING:

Pursuant to the Open Public Meetings Act, adequate notice of this meeting has been provided as follows:

By having the time, date and place of the meeting posted on the bulletin board in the Administration Building on January 6, 2016;

By sending a copy of the meeting notice to the Star Ledger newspaper on January 6, 2016; and

By filing a copy with the Township on January 6, 2016.

The Business Administrator/Board Secretary declares the following persons as duly elected Members of the Hillside Board of Education as a result of the election held on November 8, 2016.

FOR A ONE-YEAR TERM

Angela Menza

FOR A THREE-YEAR TERM

Juan A. Allende

George L. Cook, III

Dahlia Vertreese

The Oath of Office is administered to the newly elected Board Members individually.

Oath Administered to Juan A. Allende, by Jessika Kleen

Oath Administered to George L. Cook, III, by Jessika Kleen

Oath Administered to Angela Menza, by Jessika Kleen

Oath Administered to Dahlia Vertreese, by Jessika Kleen

**ROLL CALL:**

Allende	P	Sileem	P
Chiles-Bass	P	Thompson-Epps	P
Cook	P	Vertreese	P
Hampton-Sosa	P	Watson	P
Menza	P		

At this time, the Business Administrator/Board Secretary will entertain nominations for the Office of President of the Board of Education.

Motion by Dahlia Vertreese, Seconded by Nagy Sileem, Cynthia Hampton-Sosa is nominated for the President of the Board.

Cynthia Hampton-Sosa accepts the nomination.

At this time, the Business Administrator/Board Secretary will entertain other nominations for the Office of President of the Board of Education.

Motion by Rayba Watson, Seconded by Hawaiian Thompson-Epps, Kisha Chiles-Bass is nominated for the President of the Board.

Kisha Chiles-Bass accepts the nomination.

There being no further nominations, motion by Nagy Sileem, seconded by George Cook, that nominations for the Office of President of the Board are ordered closed.

**ROLL CALL: (closing of nominations)**

Allende	Y	Sileem	Y
Chiles-Bass	Y	Thompson-Epps	Y
Cook	Y	Vertreese	Y
Hampton-Sosa	Y	Watson	Y
Menza	Y		

Motion carried. 9 Yes 0 No

The Business Administrator/Board Secretary will now conduct a Roll Call Vote for Cynthia Hampton-Sosa for the President of the Board.

**ROLL CALL:** (Vote for president, **first** candidate)

Allende	Y	Sileem	Y
Chiles-Bass	N	Thompson-Epps	N
Cook	Y	Vertreese	Y
Hampton-Sosa	Y	Watson	N
Menza	Y		

Motion carried. 6 Yes 3 No

The Business Administrator/Board Secretary declares the results of the election of the President of the Board and turns the gavel over to Cynthia Hampton-Sosa to act as the presiding officer of this meeting.

The newly elected Board President will entertain nominations for the Office of Vice-President of the Board of Education.

Motion by Cynthia Hampton-Sosa, seconded by George Cook, Dahlia Vertreese is nominated for the Vice-President of the Board.

Dahlia Vertreese accepts the nomination.

There being no further nominations, motion by George Cook, seconded by Dahlia Vertreese, that nominations for the Office of Vice-President of the Board are ordered closed.

**ROLL CALL:** (Close the nominations for vice president)

Allende	Y	Sileem	Y
Chiles-Bass	Y	Thompson-Epps	Y
Cook	Y	Vertreese	Y
Hampton-Sosa	Y	Watson	Y
Menza	Y		

Motion carried. 9 Yes 0 No

The President will now conduct a Roll Call Vote for Dahlia Vertreese for the Vice-President of the Board.

**ROLL CALL:** (Vote for Vice-President)

Allende	Y	Sileem	Y
Chiles-Bass	Y	Thompson-Epps	Y
Cook	Y	Vertreese	Y
Hampton-Sosa	Y	Watson	Y
Menza	Y		

Motion carried. 9 Yes 0 No

The President declares Dahlia Vertreese the new Vice-President of the Board.

1. Recommend the Board approve the following item:

Open Public Meetings Act – Establish Meeting Dates, Time and Place

RESOLVED that the Hillside Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Hillside Board of Education Meeting Room, Saybrook School, 1100 Woodruff Avenue, at 6:15 p.m., as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the Star Ledger and Union County Local Source as official newspapers to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Hillside Board of Education Administration Office and posted on the District website.

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

**Regular Meeting Schedule**  
**2017**

<b>JANUARY 19</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>FEBRUARY 16</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>MARCH 16</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>APRIL 27</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>MAY 18</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>JUNE 15</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>JULY 20</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>AUGUST 17</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>SEPTEMBER 21</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>OCTOBER 19</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>NOVEMBER 16</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>DECEMBER 21</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>JANUARY 4, 2018</b>	<b>Thursday</b>	<b>Organization Meeting</b>	<b>Board Meeting room – Saybrook School</b>

All board meetings are scheduled to start at 6:15 p.m. (Exceptions will be advertised.)  
The Organization Meeting starts at 7:00 p.m. All meetings are scheduled to be at Saybrook School, Board Meeting room, 1100 Woodruff Avenue, Hillside, NJ.

Unforeseen circumstances may require the rescheduling and/or relocation of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act. All meetings are posted on the district website: [www.hillsidek12.org](http://www.hillsidek12.org).

**ROLL CALL:**

Motion: Menza            Second: Sileem

Allende	Y	Sileem	Y
Chiles-Bass	Y	Thompson-Epps	Y
Cook	Y	Vertreese	Y
Hampton-Sosa	Y	Watson	Y
Menza	Y		

Motion carried.    9 Yes    0 No

2. Authorization for the Board President to submit standing committee assignments at the January 19, 2017 Regular Meeting.
3. Motion that the Board of Education conducts its meetings in accordance with Robert’s Rules of Order.
4. Motion to readopt the existing Bylaws and Policies for the operation of the Board and the school system in full force.
5. Motion to adopt the New Jersey School Board Member Code of Ethics as follows:

RESOLVED, that the New Jersey School Boards Association “Code of Ethics” shall be considered the official Code of Ethics of the Hillside Board of Education:

CODE OF ETHICS

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. 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.
- c. 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.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.

- e. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
- f. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other 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 schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. 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.

**ROLL CALL:**

Motion: Cook      Second: Thompson-Epps

Allende	Y	Sileem	Y
Chiles-Bass	Y	Thompson-Epps	Y
Cook	Y	Vertreese	Y
Hampton-Sosa	Y	Watson	Y
Menza	Y		

Motions 1 to 5 carried.      9 Yes      0 No

6. Motion to declare that Investors Bank shall be the depository for the following accounts, with all signatories per each account as indicated and that all disbursements shall be made by check (reflects only accounts affected due to new president).

<u>Account Name/Number</u>	<u>Signatories</u>
Operating Account #500049900765	Gayles/Weinheimer/Hampton-Sosa Superintendent/Business Admin./President
Agency Account #500049900904	Gayles/Weinheimer/Hampton-Sosa Superintendent/Business Admin./President
Unemployment Account #500049900920	Gayles/Weinheimer/Hampton-Sosa Superintendent/Business Admin./President



Cafeteria Account #500049900939	Gayles/Weinheimer/Hampton-Sosa Superintendent/Business Admin./President
Athletic Account #500049900947	Gayles/Weinheimer/Hampton-Sosa Superintendent/ Business Admin./President
Deanna Taylor Banks Scholarship Fund #300040040275	Gayles/Weinheimer/Hampton-Sosa Superintendent /Bus. Adm. /President
Deanna Taylor Banks Memorial Fund #300040040274	Gayles/Weinheimer/Hampton-Sosa Superintendent/Bus. Adm./President
Investors Savings Capital Reserve Account #500049903312	Gayles/Weinheimer/Hampton-Sosa Superintendent/Bus. Adm./President
Escrow Agent, TD Equip. Finance, Inc. Lease #40124648 Escrow #76-9754011	Gayles/Weinheimer/Hampton-Sosa Superintendent/Bus. Adm./President
Hurden Looker School #500049900963000	Wolff/Weinheimer/Milner Principal/Bus. Adm./Secretary

**ROLL CALL:**

Motion: Thompson-Epps                      Second: Cook

Allende	Y	Sileem	Y
Chiles-Bass	Y	Thompson-Epps	Y
Cook	Y	Vertreese	Y
Hampton-Sosa	Y	Watson	Y
Menza	Y		

Motion 6 carried. 9 Yes    0 No

- Motion to appoint Kenneth R. Weinheimer, Business Administrator/Board Secretary shall be designated the Public Agency Compliance Officer (PACO) for calendar 2017.

8. Motion to approve the following addition to the foods program ala carte menu:

Ala carte slice of Papa John's Pizza                      \$1.25

9. First reading of student Alternative Education policy. (Attachment PO #1-01/03/17)

10. Motion to appoint Anitha Dilip as Chemistry leave replacement teacher for Hillside High School at a rate of \$281.88 per day effective January 4, 2017 through March 3, 2017.

**ROLL CALL:**

Motion: Cook                      Second: Thompson-Epps

Allende	Y	Sileem	Y, No #8 & #10
Chiles-Bass	Y	Thompson-Epps	Y
Cook	Y	Vertreese	Y
Hampton-Sosa	Y, Abstention #8 & #10	Watson	Y, Abstention #8
Menza	Y, No #8 & #10		

Motions 7 to 10 carried.

Motion to review the policy on officers of the board and consider the possible need for a second vice president.

Motion: Menza    Second: Watson

Allende	Y	Sileem	Y
Chiles-Bass	Y	Thompson-Epps	Y
Cook	Y	Vertreese	N
Hampton-Sosa	Y	Watson	Y
Menza	Y		

Motion carried.    8 Yes 1 No

**Public comment**

Cherrena Dale-Rawles commented on the matter of serving Papa John's Pizza. She also stated that the board needs to be familiar with parliamentary procedure and Robert's Rules of Order to help the meeting flow.

Angela Lawler welcomed back Angela Menza to the board and Juan Allende as a new board member. With regard to the pizza service, she asked if local pizza restaurants could be supported and used for pizza.

Dr. Gayles stated that the local businesses are being approached to support the schools.

Board member comments

Ms. Menza thanked people for coming to the meeting and supporting to the board.

Mr. Sileem thanked everyone for coming and offered a Happy New Year to all.

Ms. Chiles-Bass welcomed the new board members.

Mr. Allende thanked everyone and indicated he was looking forward to working with the board.

Ms. Vertreese stated she was excited to serve as vice president. She thanked everyone for their support and counsel and thanked Ms. Hampton-Sosa for taking on the responsibility as president.

Ms. Watson congratulated everyone on their being elected and stated that the children are the first priority.

Ms. Thompson-Epps wished all a Happy New Year and stated last year was positive for the board and the district and congratulated Ms. Hampton-Sosa for being elected president.

Ms. Hampton-Sosa stated she wants the board meetings to be effective noting the importance of the work as people moving into towns for the schools. She stated it is important to that the board works well together and find ways to do things that will make Hillside be the best it can be.

Motion to close public comments.

Motion: Menza          Second: Allende

Motion carried.          Unanimous voice vote.

Motion to adjourn.

Motion: Cook            Second: Menza

Motion carried.        Unanimous voice vote.

Visitors: 20            Time: 8:05 p.m.

Respectfully submitted,



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Kenneth R. Weinheimer  
Business Administrator/Board Secretary