

Agenda Organization Meeting – January 9, 2018
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 8, 2018;

By sending a copy of the meeting notice to the Star Ledger newspaper on January 8, 2018; and

By filing a copy with the Township on January 8, 2018.

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 7, 2017.

FOR A ONE-YEAR TERM

Joel Chapman

FOR A THREE-YEAR TERM

Calvin Lofton

Shalanda Thomas

Angela Menza

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

Oath Administered to Joel Chapman, by Jessika Kleen

Oath Administered to Calvin Lofton, by Jessika Kleen

Oath Administered to Shalanda Thomas, by Jessika Kleen

Oath Administered to Angela Menza, by Jessika Kleen

ROLL CALL:

Allende		Thomas	
Chiles-Bass		Thompson-Epps	
Chapman		Vacant	
Lofton		Vacant	
Menza			

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

Motion by _____, Seconded by _____, _____ is nominated for the President of the Board.

_____ 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 _____, Seconded by _____, _____ is nominated for the President of the Board.

_____ accepts the nomination.

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

ROLL CALL: (closing of nominations)

Allende		Thomas	
Chiles-Bass		Thompson-Epps	
Chapman		Vacant	
Lofton		Vacant	
Menza			

The Business Administrator/Board Secretary will now conduct a Roll Call Vote for _____ for the President of the Board.

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

Allende		Thomas	
Chiles-Bass		Thompson-Epps	
Chapman		Vacant	
Lofton		Vacant	
Menza			

The Business Administrator/Board Secretary will now conduct a Roll Call Vote _____ for the President of the Board.

ROLL CALL: (Vote for president, **second candidate as needed)**

Allende		Thomas	
Chiles-Bass		Thompson-Epps	
Chapman		Vacant	
Lofton		Vacant	
Menza			

The Business Administrator/Board Secretary declares the results of the election of the President of the Board and turns the gavel over to _____ 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 _____, seconded by _____, _____ is nominated for the Vice-President of the Board.

_____ accepts the nomination.

Motion by _____, seconded by _____, _____ is nominated for the Vice-President of the Board.

_____ accepts the nomination.

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

ROLL CALL: (Close the nominations for vice president)

Allende		Thomas	
Chiles-Bass		Thompson-Epps	
Chapman		Vacant	
Lofton		Vacant	
Menza			

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

ROLL CALL: (Vote for Vice-President, **first** candidate)

Allende		Thomas	
Chiles-Bass		Thompson-Epps	
Chapman		Vacant	
Lofton		Vacant	
Menza			

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

ROLL CALL: (Vote for Vice-President, **second** candidate as needed)

Allende		Thomas	
Chiles-Bass		Thompson-Epps	
Chapman		Vacant	
Lofton		Vacant	
Menza			

The President declares _____ the new Vice-President of the Board.

Motion to accept the resignation of Dahlia Vetreese from the Hillside Board of Education, effective immediately after the December 21st, 2017 Open Public Meeting.

Motion: Second:

Allende		Thomas	
Chiles-Bass		Thompson-Epps	
Chapman		Vacant	
Lofton		Vacant	
Menza			

Motion to accept the resignation of George Cook from the Hillside Board of Education, effective immediately after the December 21st, 2017 Open Public Meeting.

Motion: Second:

Allende		Thomas	
Chiles-Bass		Thompson-Epps	
Chapman		Vacant	
Lofton		Vacant	
Menza			

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
2018

JANUARY 18	Thursday	Regular Meeting	Board Meeting room – Saybrook School
FEBRUARY 15	Thursday	Regular Meeting	Board Meeting room – Saybrook School
MARCH 15	Thursday	Regular Meeting	Board Meeting room – Saybrook School
APRIL 19	Thursday	Regular Meeting	Board Meeting room – Saybrook School
MAY 17	Thursday	Regular Meeting	Board Meeting room – Saybrook School
JUNE 21	Thursday	Regular Meeting	Board Meeting room – Saybrook School
JULY 19	Thursday	Regular Meeting	Board Meeting room – Saybrook School

AUGUST 16	Thursday	Regular Meeting	Board Meeting room – Saybrook School
SEPTEMBER 20	Thursday	Regular Meeting	Board Meeting room – Saybrook School
OCTOBER 18	Thursday	Regular Meeting	Board Meeting room – Saybrook School
NOVEMBER 15	Thursday	Regular Meeting	Board Meeting room – Saybrook School
DECEMBER 20	Thursday	Regular Meeting	Board Meeting room – Saybrook School
JANUARY 3, 2019	Thursday	Organization Meeting	Board Meeting room – Saybrook School

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.

ROLL CALL:

Motion: Second:

Allende		Thomas	
Chiles-Bass		Thompson-Epps	
Chapman		Vacant	
Lofton		Vacant	
Menza			

2. Authorization for the Board President to submit standing committee assignments at the January 18, 2018 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: Second:

Allende		Thomas	
Chiles-Bass		Thompson-Epps	
Chapman		Vacant	
Lofton		Vacant	
Menza			

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 #XXXXXXXXX0765	Gayles/Gonzalez/_____ Superintendent/Business Admin./President
Agency Account #XXXXXXXXX0904	Gayles/Gonzalez/_____ Superintendent/Business Admin./President
Unemployment Account #XXXXXXXXX0920	Gayles/Gonzalez/_____ Superintendent/Business Admin./President
Cafeteria Account #XXXXXXXXX0939	Gayles/Gonzalez/_____ Superintendent/Business Admin./President
Athletic Account #XXXXXXXXX0947	Gayles/Gonzalez/_____ Superintendent/ Business Admin./President
Deanna Taylor Banks Scholarship Fund #XXXXXXXXX9042	Gayles/Gonzalez/_____ Superintendent /Bus. Adm. /President
Deanna Taylor Banks Memorial Fund #XXXXXXXXX9056	Gayles/Gonzalez/_____ Superintendent/Bus. Adm./President
Investors Savings Capital Reserve Account #XXXXXXXXX3312	Gayles/Gonzalez/_____ Superintendent/Bus. Adm./President
Escrow Agent, TD Equip. Finance, Inc. Lease #XXXXX4648 Escrow #XXXXX4011	Gayles/Gonzalez/_____ Superintendent/Bus. Adm./President
Hurden Looker School #XXXXXXXXX3000	Wolff/Gonzalez/Milner Principal/Bus. Adm./Secretary
<u>Summer Pay Account</u> <u>#XXXXXXX3596</u>	<u>Gayles/Gonzalez/</u> <u>Superintendent/Bus. Adm./Bd. Secy./President</u>

ROLL CALL:

Motion: Second:

Allende		Thomas	
Chiles-Bass		Thompson-Epps	
Chapman		Vacant	
Lofton		Vacant	
Menza			

- 7. Motion to appoint Darice S. Gonzalez, Business Administrator/Board Secretary as the Public Agency Compliance Officer (PACO) for calendar 2018.

- 8. Motion to appoint Jeanie Ruban as a Teacher on Special Assignment for APM/ECC at a stipend of *\$1,081.00 effective January 5, 2018 through March 15, 2018. (*Subject to negotiations).

- 9. ~~Motion to appoint Julie Jewell as the advisor of the Yearbook/Photography Club for WOK at a stipend of *\$2,557.00 for the 2017-2018 school year. (*Subject to negotiations Replacing K. Stricker).~~

- 10. Motion to appoint Ashley Peters as substitute for the 2017-2018 school year at the rate of \$70/day.

Motion: Second:

	Yes	No	Ab.		Yes	No	Ab.
Allende				Thomas			
Chiles-Bass				Thompson-Epps			
Chapman				Vacant			
Lofton				Vacant			
Menza							

Public Comments on Agenda and Non-Agenda Items.

Motion to close public comments.

ROLL CALL:

Motion: Second:

Allende		Thomas	
Chiles-Bass		Thompson-Epps	
Chapman		Vacant	
Lofton		Vacant	
Menza			

Motion to adjourn.

Motion: Second:

Allende		Thomas	
Chiles-Bass		Thompson-Epps	
Chapman		Vacant	
Lofton		Vacant	
Menza			