

**HASBROUCK HEIGHTS BOARD OF EDUCATION
REORGANIZATION MEETING
JANUARY 4, 2023**

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 meetings of public bodies at which business affecting their interest is discussed or acted upon.

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on December 19, 2022.

Said notice was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School, Lincoln Elementary School and Hasbrouck Heights School District Website.

Notice of said meeting was published under legal notice in the Record.
(Read by Mrs. Messery)

1. Meeting called to order by **Board Secretary** at _____.
2. Roll call of continuing members and salute to the flag by **Mrs. Messery**.

Mr. DeLorenzo Mr. Mullins
Mrs. Ferdinand Ms. Russo
Mrs. Krommenhoek Mrs. Terranova
3. **Mrs. Messery** administers required Oath of Office to three (3) elected members.

Mrs. Lori Cintron
Mrs. Kathleen Sausa
Mrs. Helen Tejeda-Ramos
4. New Jersey School Board Members Code of Ethics read by **Mrs. Messery** and request made to adopt it via **motion/second**.
5. **Mrs. Messery**, School Board Secretary, shall act as temporary Chairperson and request **nominations** for Presidency.
6. **Mrs. Messery** requests **motion/second** to close nominations for President.
7. **Motion/second** to **appoint** _____ as President of the Board of Education.
8. Mrs. Messery requests **nominations** for Vice President.
9. **Mrs. Messery** requests **motion/second** to close nominations for Vice President.

10. **Motion/second to appoint** _____ as Vice President of the Board of Education.

11. New Business

Consent Agenda Resolutions Moved by: _____

Resolutions:

Reorganization:

R1-01-23 Be it Resolved that in compliance with the Open Public Meeting Act, P.L. 1975, the public meetings of the Hasbrouck Heights Board of Education for January 2023 through December 2023 are hereby set down and will be held as follows:

In the Board Office Conference Room, 379 Boulevard, commencing at 6:00 p.m. and normally be confined to a work session. Public discussion at these meetings will not be permitted. The second meeting will be an action session and will be held in the MS/HS Auditorium, 365 Boulevard, commencing at 7:30 p.m. Public discussion will be invited at the action session meetings. Notice of the aforesaid meetings and of all other public meetings hereafter scheduled, where revised or additional meeting dates, shall be given in accordance with the terms of the Open Public Meetings Act by posting said notice in the Administration Building by filing with the Borough Clerk and furnishing to The Record which newspaper is hereby designated as having the likelihood of informing the public of such meetings. **(Attachment A)**

Any person who requests that individual notices of meetings be mailed to him or her shall prepay to the School Business Administrator of the Hasbrouck Heights Board of Education, the sum of \$.50 cents for each notice requested, to cover the cost of preparing and mailing same. Request for individual notices made by the media shall be granted without cost.

This resolution shall take effect immediately and shall be subject to superseding resolutions by the public body.

R1-02-23 Be it Resolved that the The Record, Hackensack, NJ and Tapinto be designated as the official newspapers of the Board of Education.

R1-03-23 Be it Resolved that the following are hereby authorized to sign for and on behalf of the Hasbrouck Heights Board of Education, any and all checks, drafts, or other orders with respect to any funds at any time to the credit of this Board with the depositories and/or against any accounts of this Board maintained at any time with the depositories, inclusive of any such checks, drafts, or other orders drawn to cash or bearer or in favor of any of the below designated officers and/or other persons, firms or corporations, and that the depositories be and hereby are authorized without further inquiry, (a) to pay the same to the debit of any accounts of this Board then maintained with them, (b) to receive for deposit to the credit of this Board, and/or for collection for the account of this Board, any and

all checks, drafts, notices or other instruments for the payment of money, whether or not endorsed by this Board, which may be received for it for such deposit and/or collection, it being understood that each item shall be deemed to have been unqualifiedly endorsed by this Board, and (c) to receive, as the act of this Board, reconcilements of accounts when signed by any one or more of the below designated officers and/or persons:

General Fund – 1028847

Any three of the following:

Superintendent of Schools

School Business Administrator/Board Secretary

President of the Board or in their absence, the Vice President of the Board

Payroll Account -1028855

Any two of the following:

Superintendent of Schools

School Business Administrator/Board Secretary

Or in their absence, the President of the Board

Agency Account – 1028863

Any two of the following:

Superintendent of Schools

School Business Administrator/Board Secretary

Or in their absence, the President of the Board

Food Account – 41341430

Any three of the following:

Superintendent of Schools

School Business Administrator/Board Secretary

President of the Board or in their absence, the Vice President of the Board

Construction Account – 41341406

Any three of the following:

Superintendent of Schools

School Business Administrator/Board Secretary

President of the Board or in their absence, the Vice President of the Board

Unemployment Account - 41486455

Any three of the following:

Superintendent of Schools

School Business Administrator/Board Secretary

President of the Board or in their absence, the Vice President of the Board

Summer Pay Escrow Account – 41346181

Any three of the following:

Superintendent of Schools

School Business Administrator/Board Secretary

President of the Board or in their absence, the Vice President of the Board

Flexible Spending Account – 41486625

Any three of the following:

Superintendent of Schools

School Business Administrator/Board Secretary

President of the Board or in their absence, the Vice President of the Board

HS Athletic Fund – 1028952

Any two of the following:

Athletic Director

Principal

Vice Principal

MS/HS Student Activities Account – 1028869

(2 signatures)

Business Administrator

Assistant to the Business Administrator

Euclid School Activities Account – 1028928

(2 signatures)

Business Administrator

Assistant to the Business Administrator

Lincoln School Activities Account – 1028901

(2 signatures)

Business Administrator

Assistant to the Business Administrator

Education:

E1-01-23A Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approves the following:

**School Board Recognition Month in New Jersey
January 2023**

WHEREAS, The New Jersey School Boards Association has declared January 2023 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Hasbrouck Heights Board of Education is one of 581 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Hasbrouck Heights Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Hasbrouck Heights Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2023 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Hasbrouck Heights Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

Personnel:

P01-01-23A Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2022 - 2023 school year:

Retirements:

R. Scholz – as of 5/1/23

M. Bischoff – as of 1/1/23

G. Dubofsky – as of 7/1/23

P01-02-23A Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2022 - 2023 school year:

Job Descriptions:

Assistant to the School Business Administrator
(Attachment B)

- P01-03-23A Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2022 - 2023 school year:

Leaves of Absence:

#0115 – Extend unpaid leave of absence through 6/30/23

#0679 – Extend unpaid child rearing leave through 6/30/23

12. Private Session:

Meeting closed to private session @ to discuss personnel.

PS01-01-23 Whereas, in accordance with provisions of the New Jersey Open Public Meetings Act, the Hasbrouck Heights Board of Education wishes to meet in Private Session for the purposes of discussing matters of confidential nature personnel;

Now, Therefore Be it Resolved, that the Hasbrouck Heights Board of Education adjourn to Private Session for the purpose of discussing such matters, and

Be it Further Resolved, that the public be informed of these matters as soon as the need to remain confidential is no longer necessary at a future date to be determined.

13. Open Public Hearing:

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

14. Adjournment

Schedule of 2023 Committee and Public Board Meetings
Work sessions begin at 6pm in the HHBOE Conference Room
Public Meetings begin at 7:30 pm in the MS/HS Auditorium
***Public Meeting at 7:30 pm in the HS Media Center**

January 26, 2023*
February 16, 2023
March 16, 2023
April 27, 2023
May 18, 2023
June 15, 2023
July 27, 2023
August 24, 2023
September 28, 2023
October 26, 2023
November 16, 2023
December 21, 2023

Schedule for Committee Meetings

Committee meetings begin at 5:00 pm in the HHBOE Conference Room

January 23, 2023	Recreation, Facilities, Technology, Policy, Education, Spec Ed, Finance/Personnel
February 13, 2023	Recreation, Facilities, Technology, Policy, Education, Spec Ed, Finance/Personnel
March 13, 2023	Recreation, Facilities, Technology, Policy, Education, Spec Ed, Finance/Personnel
April 24, 2023	Recreation, Facilities, Technology, Policy, Education, Spec Ed, Finance/Personnel
May 15, 2023	Recreation, Facilities, Technology, Policy, Education, Spec Ed, Finance/Personnel
June 12, 2023	Recreation, Facilities, Technology, Policy, Education, Spec Ed, Finance/Personnel
July 24, 2023	Recreation, Facilities, Technology, Policy, Education, Spec Ed, Finance/Personnel
August 21, 2023	Recreation, Facilities, Technology, Policy, Education, Spec Ed, Finance/Personnel
September 25, 2023	Recreation, Facilities, Technology, Policy, Education, Spec Ed, Finance/Personnel
October 23, 2023	Recreation, Facilities, Technology, Policy, Education, Spec Ed, Finance/Personnel
November 13, 2023	Recreation, Facilities, Technology, Policy, Education, Spec Ed, Finance/Personnel
December 18, 2023	Recreation, Facilities, Technology, Policy, Education, Spec Ed, Finance/Personnel

HASBROUCK HEIGHTS BOARD OF EDUCATION
Hasbrouck Heights, New Jersey

JOB DESCRIPTION: ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR

QUALIFICATIONS:

1. Bachelor's Degree in Accounting
2. Minimum of five to seven years' experience in accounting, audit experience preferred
3. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
4. Knowledge of accepted business practices, laws and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning, or is willing and able to study and attend training to gain this knowledge
5. Demonstrated organizational, communication and interpersonal skills

REPORTS TO: Business Administrator / Board Secretary

JOB GOAL:

To assist the Business Administrator in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

PERFORMANCE RESPONSIBILITIES:

Budget and Finance

1. Assists the business administrator/board secretary in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.
2. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
3. Assists the BA in auditing claims, invoices and demands against the board.
4. Assists the BA in collecting tuition fees and other moneys due to the board not payable directly to the treasurer of school moneys.
5. Assists in processing and maintaining all student and parent transportation contracts.
6. Assists in the procurement of bids for student transportation and acts as liaison between vendors and parents.
7. Assists in keeping accurate and detailed accounts of all student activities accounts.
8. Assists in procurement of supplies and equipment for the district in accordance with law and board policies.
9. Assists in administering the district's insurance/risk management program.
10. Assists in the preparation and processing of official reports (ASSA, DRTRS, Extraordinary Aid, 1099's, etc.)
11. Assists in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing hospitalization, major medical and other types of board-approved employee benefit plans.

12. Assists the BA in keeping records of the investment of board funds in accordance with statute and board policy.

Facilities and Operations

1. Assists the BA in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services. Helps to maintain required reports.
2. Assists the superintendent and the BA in the implementation of the district's multi-year (3-5 years) comprehensive maintenance plan.
3. Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
4. Assists in operation of the student transportation program.
5. Assists in scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
6. Assists in compiling a list with the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check.

Record Keeping/Reporting

1. Assists in developing and updating policies for all aspects of the school business operation.
2. Assists the BA / board secretary in maintaining the records and papers of the board, and makes public records available for public inspection.
3. Maintains a log of general correspondence and drafts responses to inquiries.
4. Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.
5. Assists in preparing and updating the annual list (on or before February 1) of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative
6. Prior to the annual submission to the executive county superintendent, assists in checking that the completed disclosure forms to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.

Board Responsibilities

1. When assigned, attends district school board meetings and speaks on assigned topics.
2. Assists in preparing the official meeting minutes and aids in handling correspondence of the board.
3. Assists in preparing the list of the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.

Miscellaneous

1. Performs such other duties as may be assigned by the business administrator / board secretary.

TERMS OF EMPLOYMENT: Twelve months position with compensation in accordance with the negotiated agreement with the Superintendent.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved: January 4, 2023

Revised:

LEGAL REFERENCES:

Note: Refer to Business Administrator/Board Secretary for a more comprehensive list

<u>N.J.S.A. 18A:4-14</u>	Uniform system of bookkeeping for all school districts
<u>N.J.S.A. 18A:6-7.1-7.5</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:12</u>	School Ethics Act
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:17-1</u>	Removal, etc., of secretaries, assistant secretaries, school business administrators and business managers during terms of office
<u>N.J.S.A. 18A:17-2</u>	Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
<u>N.J.S.A. 18A:17-13</u>	Assistant and acting secretaries; appointment, powers and duties
<u>N.J.S.A. 18A:17-14</u>	Clerks in the secretary's office
<u>N.J.S.A. 18A:18A</u>	Public School Contract Law
<u>N.J.S.A. 18A:19</u>	Expenditure of Funds; Audit and Payment of Claims
<u>N.J.S.A. 18A:22</u>	Budget and Appropriations
<u>N.J.S.A. 18A:33</u>	Facilities in general
<u>N.J.S.A. 18A:39</u>	Transportation to and from schools
<u>N.J.S.A. 19:60</u>	School election
<u>N.J.S.A. 47:1A</u>	Public access to government records
<u>N.J.A.C. 6A:9B-11.7</u>	School business administrator
<u>N.J.A.C. 6A:23A</u>	Fiscal accountability, efficiency and budgeting procedures
<u>N.J.A.C. 6A:26</u>	Educational facilities
<u>N.J.A.C. 6A:26-2</u>	Long range facilities plans
<u>N.J.A.C. 6A:26-3</u>	Capital project review
<u>N.J.A.C. 6A:27</u>	Student transportation
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32</u>	District operations
<u>N.J.A.C. 6A:32-3.2</u>	Requirements for the code of ethics for district board of education members and charter school board of trustees