

**HACKETTSTOWN PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
REORGANIZATION MEETING**

January 4, 2017

7:00 pm

High School Media Center

MISSION STATEMENT

Building on tradition and success, the mission of the Hackettstown School District is to educate and inspire students through school, family and community partnerships so that all become positive, contributing members of a global society, with a life-long commitment to learning.

PUBLIC AGENDA

Roll Call

Statement of Compliance with Open Public Meeting Act

Flag Salute

Announcement of Election Results

Oath(s) of Office

- 1) Mr. Michael Herbst - 1717
- 2) Ms. Mary Beth Maciag - 1823
- 3) Ms. Michele Wehmeyer - 1857

Public Comment on Agenda Items Only – Shall be limited to 3 minutes (Policy 1120)

A. Business / Finance

1. Election of Officers
 - a. President
2. Election of Officers
 - a. Vice President
3. Adoption of Board Policy Manual and Parliamentary Procedures
4. Establishment of Board Meeting Dates
5. Authorization of Signatures
6. Approve Chart of Accounts
7. Adopt Code of Ethics
8. Budget Transfer Authorization
9. Designate Qualified Purchasing Agent
10. Designate Bid and Quote Thresholds
11. Payment of Bills Between Board Meetings (Pre-Payment Authority)
12. Appoint Board Secretary
13. Approval of Use of Facilities

New Business

Public Comment – Shall be limited to 3 minutes (Policy 1120)

Executive Session

Adjournment

**HACKETTSTOWN PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
January 4, 2017**

BUSINESS

A-1 (open) – Motion to open the nomination for the Office of President of the Hackettstown Board of Education

A-1a Election of Officers: President -- The Board Secretary shall call for floor nominations for the Office of President of the Hackettstown Board of Education.

Motion by	Second by	Nominee
_____	_____	_____
_____	_____	_____
_____	_____	_____

"Are there any further nominations? If not, motion to close the nominations:

Motion by	Second by
_____	_____

A-1 (close) Motion to close the nomination for the Office of President of the Hackettstown Board of Education

Roll Call – Office of the President of the Hackettstown Board of Education

A-2 (open) – Motion to open the nomination for the Office of Vice-President of the Hackettstown Board of Education

A-2a Election of Officers: Vice President -- The newly elected Board President will call for nominations for the office of Vice President of the Hackettstown Board of Education.

Motion by	Second by	Nominee
_____	_____	_____
_____	_____	_____
_____	_____	_____

"Are there any further nominations? If not, motion to close the nominations:

Motion by

Second by

A-2 (close) Motion to close the nomination for the Office of Vice-President of the Hackettstown Board of Education

Roll Call – Office of the Vice President of the Hackettstown Board of Education

- A-3 Adoption of Board Policy Manual and Parliamentary Procedure-- BE IT RESOLVED:** that the Board of Education, hereby adopts all existing board policies and regulations and Roberts Rules of Order as the official parliamentary procedure manual

- A-4 Establishment of Board Meeting Dates, -- BE IT RESOLVED:** that the Board of Education establish that the Hackettstown Board of Education establishes a regular meeting schedule at which regular business will be conducted to be the third Wednesday of each month at 7:00 p.m. in the Hackettstown High School Media Center, unless otherwise specified, as per the attached calendar.

- A-5 Authorization of Signatures-- BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator, authorize the signatures on checking and savings accounts, and further, authorize a resolution for signatories and facsimile signatures.

- A-6 Approve Uniform Chart of Accounts – BE IT RESOLVED:** that the Board of Education approves the Uniform Minimum Chart of Accounts for New Jersey Public Schools.

- A-7 Adopt Code of Ethics – BE IT RESOLVED:** that the Board of Education adopt the New Jersey School Board Member Code of Ethics pursuant to N.J.S.A. 18A:12-24.1, as read.

- A-8 Budget Transfer Authorization – BE IT RESOLVED:** that the Board of Education, pursuant to N.J.S.A. 18A:22-8.1 authorizes the Superintendent in conjunction with Business Administrator/Board Secretary to approve line item transfers as necessary between board meetings and such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

- A-9 Designate Qualified Purchasing Agent – BE IT RESOLVED:** that the Board of Education, upon recommendation by the Chief School Administrator, appoint the Business Administrator/Board Secretary, Gail M. Woickowski, as the district purchasing agent to implement policy and procedure in accordance with Chapter 18A:18A etc., “Public School Contracts Law”.

A-10 Designate Bid and Quote Thresholds –

WHEREAS, the district's appointed temporary purchasing agent, Gail Woickowski, pursuant to N.J.S.A. 40A:11-9(g), and

WHEREAS, if the purchasing agent is qualified, the board of education may establish a bid threshold up to \$40,000, now therefore,

WHEREAS, the quote threshold is 15% of the bid threshold pursuant to N.J.S.A. 18A:18A-
3

BE IT RESOLVED, that the Board of Education designate a bid threshold of \$40,000 and a quote threshold of \$6,000.

A-11 Payment of Bills between Board Meetings – BE IT RESOLVED: that the Board of Education, upon recommendation of the School Business Administrator, pursuant to N.J.S.A. 18A:19-4.1 authorizes the Board Secretary to approve the payment of bills between board meetings. Such approval shall be presented to the board at the next meeting for ratification.

A-12 Appoint Board Secretary-- BE IT RESOLVED: that the Board of Education, hereby appoints Gail M. Woickowski to serve as Board Secretary of the Hackettstown Board of Education for 2017.

A-13 Approval of Use of Facilities for Extra & Co-curricular Activities - BE IT RESOLVED: that the Board of Education, upon recommendation of the School Business Administrator, approve use of Facilities for Extra & Co-Curricular Activities for 2016-2017, as attached by reference.

HACKETTSTOWN BOARD OF EDUCATION
MEETING DATES/LOCATION
2017

Third Wednesday of the month, except as noted, at 7:00 p.m. in the High School Media Center located at 599 Warren Street, Hackettstown, NJ 07840

2017

January 18, 2017
February 15, 2017
March 15, 2017
April 19, 2017
May 3, 2017
June 14, 2017
July 19, 2017
August 16, 2017
September 20, 2017
October 18, 2017
November 15, 2017
December 13, 2017

HACKETTSTOWN BOARD OF EDUCATION - SIGNATURES ON CHECKS/ACCOUNTS
2017

General Account Checks:

President or Vice President and
Board Secretary and
Superintendent of Schools
with three signatures required.

Flexible Spending Account:

Board Secretary with one signature
required

Payroll Account Checks:

President or Vice President or
Board Secretary with one signature required.

Payroll Agency Account:

Board Secretary with one signature required.

SUI Trust Account:

President or Vice President or
Board Secretary; with one signature required.

Cafeteria Account:

President or Vice President or
Board Secretary and Superintendent of Schools
with two signatures required.

Student Activity Account

Individual Building Principal,
Vice Principal (or Authorized
Personnel), Superintendent,
and Board Secretary; with two signatures required.

Scholarship Account

President or Board Secretary with one signature required

HACKETTSTOWN 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 policymaking, 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 behave toward my fellow board members with the respect due their office- demonstrating courtesy, decorum and fair play at all public meetings and in all public statements.
- E. I will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow board members or others on a personal, social, racial or religious basis.
- F. 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.
- G. 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.
- H. 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.
- I. 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.
- J. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief school administrator.
- K. I will support and protect school personnel in proper performance of their duties.
- L. I will refer all complaints to the chief school administrator and will act on such complaints at public meetings only after failure of an administrative solution.