

**Minutes Agenda Organization Meeting – January 3, 2023**  
**7:00 p.m., Saybrook School**

CALL TO ORDER. 7:00 pm

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 December 1, 2022;

By sending a copy of the meeting notice to the Star Ledger newspaper on December 1, 2022 ;  
and

By filing a copy with the Township on December 1, 2022.

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, 2022.

**FOR A THREE-YEAR TERM**

LAQUANA BEST  
DONALD HOWARD  
PINCHAS SHAPIRO

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

Oath Administered to Laquana Best, by Mr. Hamlin

Oath Administered to Donald Howard, by Mr. Hamlin

Oath Administered to Pinchas Shapiro, Mr. Hamlin

**ROLL CALL:**

Allende	P	Howard	P
Best	P	Lofton	P
Cillo	P	Shapiro	P
Cook	P	Simmons	P
Givens	P		

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

Motion by Joyce Simmons, Kimberly Cook is nominated for the President of the Board.

Kimberly Cook 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 Calvin Lofton, Laquana Best is nominated for the President of the Board.

Laquana Best declines the nomination.

Motion by Calvin Lofton, Donald Howard is nominated for the President of the Board.

Donald Howard declines the nomination.

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

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

Allende	N	Howard	N
Best	Y	Lofton	N
Cillo	Y	Shapiro	Y
Cook	Y	Simmons	Y
Givens	N		

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

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

Allende	N	Howard	N
Best	Y	Lofton	Abstention
Cillo	Y	Shapiro	Y
Cook	Y	Simmons	Y
Givens	N		

The Business Administrator/Board Secretary declares the results of the election of the President of the Board and turns the gavel over to Kimberly Cook 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 Jo-Ann Horton-Givens, Donald Howard is nominated for the Vice-President of the Board.

Donald Howard accepts the nomination.

Motion by Pinchas Shapiro, Laquana Best is nominated for the Vice-President of the Board.

Laquana Best accepts the nomination.

Motion by Joyce Simmons, Juan Allende is nominated for the Vice-President of the Board.

Juan Allende accepts the nomination.

There being no further nominations, motion by Calvin Lofton, seconded by Jo-Ann Horton-Givens, that nominations for the Office of Vice-President of the Board are ordered closed.

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

Allende	Y	Howard	Y
Best	Y	Lofton	Y
Cillo	Y	Shapiro	Y
Cook	Y	Simmons	Y
Givens	Y		

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

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

Allende	N	Howard	Y
Best	Y	Lofton	N
Cillo	N	Shapiro	Y
Cook	Y	Simmons	N
Givens	N		

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

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

Allende	N	Howard	Y
Best	Y	Lofton	Y
Cillo	Y	Shapiro	Y
Cook	Y	Simmons	N
Givens	Y		

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

**ROLL CALL:**

Allende	Y	Lofton	N
Best	N	Shapiro	N
Cillo	Y	Simmons	Abstention
Horton-Givens	N	Cook	N
Howard	Y		

The President declares Donald Howard 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 6:30 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**  
**2023**

<b>JANUARY 26, 2023</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>FEBRUARY 23, 2023</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>MARCH 23, 2023</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>APRIL 20, 2023</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>MAY 25, 2023</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>JUNE 29, 2023</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>JULY 27, 2023</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>AUGUST 24, 2023</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>SEPTEMBER 21, 2023</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>OCTOBER 26, 2024</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>NOVEMBER 30, 2023</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>DECEMBER 21, 2023</b>	<b>Thursday</b>	<b>Regular Meeting</b>	<b>Board Meeting room – Saybrook School</b>
<b>JANUARY 2 , 2024</b>	<b>Tuesday</b>	<b>Organization Meeting</b>	<b>Board Meeting room – Saybrook School</b>

All board meetings are scheduled to start at 6:30 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: Lofton Second: Howard

Allende	Y	Howard	Y
Best	Y	Lofton	Y
Cillo	Y	Shapiro	Y

Cook	Y	Simmons	Y
Givens	Y		

2. Motion to authorize the Board President to submit standing committee assignments.
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: Simmons Second: Lofton

Allende	Y	Howard	Y
Best	Y	Lofton	Y
Cillo	Y	Shapiro	Y
Cook	Y	Simmons	Y
Givens	Y		

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	Glover/Eichenholtz/ Superintendent/Business Admin./President
Agency Account #XXXXXXXXX0904	Glover/Eichenholtz/ Superintendent/Business Admin./President
Unemployment Account #XXXXXXXXX0920	Glover/Eichenholtz/ Superintendent/Business Admin./President
Cafeteria Account #XXXXXXXXX0939	Glover/Eichenholtz/ Superintendent/Business Admin./President
Athletic Account #XXXXXXXXX0947	Glover/Eichenholtz/ Superintendent/ Business Admin./President
Deanna Taylor Banks Scholarship Fund #XXXXXXXXX9042	Glover/Eichenholtz/ Superintendent /Bus. Adm. /President
Deanna Taylor Banks Memorial Fund #XXXXXXXXX9056	Glover/Eichenholtz/ Superintendent/Bus. Adm./President
Investors Savings Capital Reserve Account	Glover/Eichenholtz/ Superintendent/Bus. Adm./President



#XXXXXXXX3312

Escrow Agent, TD Equip.  
Finance, Inc.  
Lease #XXXX4648  
Escrow #XXXXX4011

Glover/Eichenholtz/  
Superintendent/Bus. Adm./President

Summer Pay Account  
#XXXXXX3596

Glover/Eichenholtz  
Superintendent/Bus. Adm./Bd. Secy./President

**ROLL CALL:**

Motion: Lofton    Second: Best

Allende	Y	Howard	Y
Best	Y	Lofton	Y
Cillo	Y	Shapiro	Y
Cook	Y	Simmons	Y
Givens	Y		

7.        Motion to appoint Dr. David Eichenholtz, Business Administrator/Board Secretary as the Public Agency Compliance Officer (PACO) for calendar 2023.

**ROLL CALL:**

Motion: Lofton    Second: Best

Allende	Y	Howard	Y
Best	Y	Lofton	Y
Cillo	Y	Shapiro	Y
Cook	Y	Simmons	Y
Givens	Y		

Motion to adjourn at 7:25 p.m.

Motion: Lofton    Second: Shapiro

Allende	Y	Howard	Y
Best	Y	Lofton	Y
Cillo	Y	Shapiro	Y
Cook	Y	Simmons	Y
Givens	Y		

Respectfully submitted

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Dr. David Eichenholtz  
Business Administrator/Board Secretary