# HAMBURG BOARD OF EDUCATION REGULAR MEETING 18 October 2016 7:00 p.m.

# A. Flag Salute & Pledge of Allegiance

## **STATEMENT----OPEN PUBLIC MEETING**

This meeting is being conducted in compliance with the "Open Public Meeting Act Chapter 231—Public Laws of 1975." Advance written notice of at least 48 hours was given specifying the time, date and to the extent known, the agenda, and stating whether formal action may or may not be taken and has been properly posted at the school, mailed to the Clerk/Administrator, mailed to the New Jersey Herald, the Sunday Herald and the Star Ledger.

#### **ROLL CALL:**

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Cuevas	Cunningham	Davis	Douglas	Frayko	Gillen
PRESENT									
ABSENT									

#### B. APPROVAL OF MINUTES

MOTION BY	SECONDED BY	to approve the minutes
of the 27 Septe	ember 2016 Board meeting.	

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Cuevas	Cunningham	Davis	Douglas	Frayko	Gillen
YES									
NO									
ABSTAIN									

#### c. PRESENTATION TO THE BOARD-

- Hamburg Board of Education Student of the Month Grade PreK-2 recipient – Abigail Smith Grade 3-5 recipient – Kooper Nicolai Grade 6-8 recipient – Aimee Wunej
- Mr. Josh Thompson, from Parette Somjen Architects, to discuss the findings from the structural engineer & the environmental consultant on their assessment of the 1900's Building Envelope Project [replacement of windows, masonry repairs, re-painting and fascia repairs].

#### D. CORRESPONDENCE

A 30 September 2016 letter from The New Jersey Department of Education School Nutrition Programs, regarding a School Breakfast Improvement Plan to try to increase the school's participation rate to 50%.

# E. OPEN TO THE PUBLIC (for discussion of agenda items only)

~ At this time, members of the public are invited to address the Board. Please note that public comments on the agenda items will be made in accordance with Policy 0167 – Public Presentation at Board Meetings. Each statement made by all participants may be limited to three minutes in duration. If you would like to address the Board, please raise your hand to be called upon. Once called, please stand and state your name and address before making your statement to the Board.

MOTION BY	SECONDED BY	opened
the meeting to the publ	lic atP.M.	
Meeting opened t (VOICE VOTE)	to the public for comment at	P.M.
Meeting closed to (VOICE VOTE)	the public for comment at	P.M.

#### F. COMMITTEE REPORTS

## **State & County School Boards**

**Sussex County Educational Services Commission** 

**Liaison with the Hamburg Borough Council** 

**Building & Grounds** 

**Education & Policy Regulation** 

**Negotiations & Personnel** 

MOTION BY	SECONDED BY	to approve the
Superintendent Me	erit Goals for the 2016-2017 s	school year as depicted
helow:		

- Quantitative Goal #1- Provide increased communication with the Hamburg School community through the implementation of a minimum of 4 coffee chats, the installation and implementation of a digital display sign and the deployment of a new district web site. Achievement of this goal will be measured through the scheduling, agenda and sign-in sheets from the coffee chats, the completion of the sign installation and the deployment of the new district web site. Success will be measured by achieving at least a 10% improvement in positive perceptions of the district's communications as measured by means of a pre- and post-survey
- Qualitative Merit Goal #1 Review and revised all Hamburg Board of Education job descriptions to ensure compliance with current performance and evaluation requirements. Achievement of this goal will occur when the Hamburg Board of Education reviews and adopts the modified job descriptions.

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Cuevas	Cunningham	Davis	Douglas	Frayko	Gillen
YES									
NO									
ABSTAIN									

## **Finance Committee**

Discussion of items A through F...

- a. To approve the bills as presented.
- b. To approve bills for the Cafeteria Account in the amount of \$0.
- To accept the Board Secretary's and Treasurer's reports for 30 September 2016.
- d. To approve Transfers made by the Superintendent after the 27

  September 2016 Board meeting, with fund 10 debits totaling \$174,300

  depicted on DOCUMENT A and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2016-17 budget process for various professional services.
- e. Pursuant to N.J.A.C. 6A:23A-16.10, the Business Administrator/Board Secretary certifies that as of 30 September 2016 no budgetary line item account has been over-expended violating N.J.A.C. 6A:23-2.12(a).
- f. Pursuant to N.J.A.C. 6A:23A-16.10, the Board of Education certifies that no major account has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION BY	SECONDED BY	to approve items
a through f.		

	Mr. Jones	Mrs. Ambrose	Mr. Christy	Mrs. Cuevas	Mrs. Cunningham	Mrs. Davis	Mrs. Frayko	Mr. Gillen
YES								
NO								
ABSTAIN								

- G. OLD BUSINESS
- H. NEW BUSINESS

#### I. BOARD SECRETARY'S REPORT

MOTION BY	SECONDED BY	to approve the
Comprehensive Ma	intenance Plan, the Annual	Maintenance Budget Amount
Worksheet (Form N	Л-1), and the Maximum Cap	oital Reserve Certification as
depicted on DOCUI	MENT B.	

	Mr. Jones	Mrs. Ambrose	Mr. Christy	Mrs. Cuevas	Mrs. Cunningham	Mrs. Davis	Mrs. Douglas	Mrs. Frayko	Mr. Gillen
YES									
NO									
ABSTAIN									

To u	pdate the	Board on the	Front Entr	Upgrade P	roject at the	Hamburg School	

<b>MOTION BY</b>	SECONDED BY	${f \_}$ to approve the following
with respect	to the Front Entry Renovations Project	and the contract with
Alexander th	ne Great, Inc., as depicted on DOCUMEN	IT C.

- To report payment request #3 in the amount of \$33,028.65, as submitted by Alexander the Great, Inc. for the Front Entry Renovations Project at the Hamburg School and payment was released upon approval by the architect on 3 October 2016.
- To approve payment request #4 in the amount of \$58,567.39, as submitted by Alexander the Great, Inc. for the Front Entry Renovations Project at the Hamburg School, with the check being released upon architect's approval.
- To approve the following Change Orders with Alexander the Great Inc., for the Front Entry Renovations Project at the Hamburg School:
  - Change Order #1 in the amount of \$23,712.50.
  - o Change Order #2 in the amount of \$34,597.38.
  - o Change Order #3 in the amount of \$ 8,350.00.

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Cuevas	Cunningham	Davis	Douglas	Frayko	Gillen
YES									
NO									
ABSTAIN									

MOTION BY	SECONDED BY	to approve the FY 2016-17
Staff Listing as depicted in	DOCUMENT D.	

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Cuevas	Cunningham	Davis	Douglas	Frayko	Gillen
YES									
NO									
ABSTAIN									

MOTION BY\_\_\_\_\_\_ SECONDED BY \_\_\_\_\_\_ to the FY 2016-17 Improvement Plan for the School Breakfast Program as depicted on DOCUMENT E.

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.		Mrs.	Mr.
	Jones	Ambrose	Christy	Cuevas	Cunningham	Davis	Douglas	Frayko	Gillen
YES									
NO									
ABSTAIN									

MOTION BY\_\_\_\_\_\_ SECONDED BY \_\_\_\_\_\_ to accept the FY 2015-16 Comprehensive Annual Financial Report and the Auditor's Management Report as presented. No Recommendations were cited.

	Mr. Jones	Mrs. Ambrose	Mr. Christy	Mrs. Cuevas	Mrs. Cunningham	Mrs. Davis	Mrs. Douglas	Mrs. Frayko	Mr. Gillen
YES									
NO									
ABSTAIN									

To update the Board on the requirement for the testing of lead in water by 13 July 2017.

#### J. SUPERINTENDENT'S REPORT

a.	MOTION BY	SECONDED BY	to accept/approve
	items 1 - 2:		

- Nicole Swank as a Part-time Classroom Aide, 5.5 hours per day inclusive of a ½ hour unpaid lunch effective 11 October 2016 for the 2016-2017 school year at a rate of \$12.36/hour (annual salary \$11,310 prorated). This position is not eligible for health care benefits.
- 2. The 2016-2017 NJQSAC Statement of Assurance as depicted on **DOCUMENT F.**

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Cuevas	Cunningham	Davis	Douglas	Frayko	Gillen
YES									
NO									
ABSTAIN									

b.	MOTION BY	SECONDED BY	to approve
	items 1-5 <sup>.</sup>		

- Professional Development Visitations as depicted on DOCUMENT G.
- 2. Building Use as depicted on **DOCUMENT H.**
- 3. Field Trips as depicted on **DOCUMENT I.**
- 4. Health and Safety Evaluation of School Buildings Checklist as depicted on **DOCUMENT J.**
- 5. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials as depicted on **DOCUMENT K.**

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Cuevas	Cunningham	Davis	Douglas	Frayko	Gillen
YES									
NO									
ABSTAIN									

C.	MOTION BY	SECONDED BY	to approve
	the Annual Violen	ce and Vandalism Report for	r 2015-2016

# ANNUAL VIOLENCE AND VANDALISM HEARING FOR THE 2015-2016 SY

The week of October 17-21, 2016 is Violence Awareness in New Jersey schools. As part of our obligation to prevent violence in schools, this report details the activities that were conducted during the 2015-2016 school year and those planned for this academic year.

- 1. The Peer Leadership Group provides mentoring and tutoring services and act as role-models for children under the leadership of the school guidance counselor, Mrs. Braccioforte.
- 2. Mrs. Braccioforte conducts Character Education classes for grades K-5 on a weekly basis throughout the school year during the 2015-2016 school year and will continue through the 2016-2017 school year.
- 3. The entire middle school attended the Center for Prevention's Anti-bullying Summit on October 21, 2015. Each year, students from Hamburg School participate in presentations and activities that identify violent or bullying behaviors and learn ways to put an end to and prevent violence and bullying in our school. Again this year, all students in grade 6-8 will be attending the Summit on Wednesday, October 19, 2016 at Sussex County Technical School.
- 4. The New Jersey Child Assault Prevention (CAP) program will hold discussions with students on bullying and anti-bullying measures. During the 15-16 school year, students in grades 3, 5 and 7 participated in the CAP program in January.
- 5. The Health curriculum that is covered each year addresses bullying and violence on several levels.
- 6. During the week of October 5-9, 2015, Hamburg students participated in the New Jersey's Fifth Annual Week of Respect during which special attention and class lessons were given to reinforce the importance of being respectful to each other, themselves and anyone with whom they interact both in school and in their community. Students and staff were encouraged

- to participate in wearing different colors on certain school days to show unity and commitment in preventing bullying. Middle school students also had to opportunity to 'stomp-out' bullying by popping balloons which contained positive messages.
- 7. Red Ribbon week activities to reinforce staying drug free were conducted during the month of November.
- 8. The Hamburg PTA provides assembly programs which support positive messages about being kind towards others and preventing bullying.
- 9. Materials received from the New Jersey Bar Association are implemented during instruction and provide teachers with guidelines on conflict resolution, respect for others and peer mediation.
- 10.Law enforcement is invited into the school to provide school safety and anti-violence discussions to students.
- 11. The school culture and climate committee meets regularly throughout the school year to discuss the positive activities that take place at Hamburg School and plan activities to enhance the educational experience.
- 12. Hamburg Pride assemblies are held throughout each year and focus on themes of respect, trustworthiness, responsibility, fairness, caring and citizenship, the six pillars of good character.

# Violence, Vandalism and Substance Abuse

As per Public Law 6A:16-5.3, each school district shall report incidents of violence, vandalism and substance abuse two times per year. Those incidents shall also be reported to the NJ Department of Education via the department's Electronic Violence and Vandalism Reporting System (EVVRS).

As reported to the Department of Education for the second reporting period of January 1, 2016 through June 30, 2016 of the 2015-2016 school year, there were zero (0) incidents of violence or vandalism which rose to the standards established by the Department of Education.

# Harassment, Intimidation and Bullying

As per Public Law N.J.S.A.18A:7E-3, each school district shall report incidents of harassment, intimidation or bullying two times per year.

As reported to the Board of Education at their meetings from February 2016 through July 2016 there was one (1) reported incident of suspected

harassment, intimidation and bullying reported to Meghan Braccioforte, School HIB Specialist, and/or to the District HIB Coordinator.

**Incident 01** - The incident was reported via email by the parent of a third-grade student as "threatening comments" made during recess. The HIB Specialist investigated the incident by interviewing the alleged victim, the accused, students who were reported as witnesses and the adult supervisors who were on the playground. Based on the findings of the investigation, the incident was determined be 'conflict/inappropriate behavior' and the claim to be unsubstantiated. It was also determined that the actions of certain students involved in this incident violated the school code of conduct and appropriate disciplinary measures were enforced.

As reported to the Department of Education, there were zero incidents of harassment, intimidation or bullying during the 2015-2016 school year for the time period of January 1, 2016 through June 30, 2016.

Motion to open the meeting to the public for the discussion of the results of the 2015-2016 Electronic Violence and Vandalism Report and discussion of the bi-annual Report of Harassment, Intimidation and Bullying for the time period of January 1, 2016 through June 30, 2016.

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Cuevas	Cunningham	Davis	Douglas	Frayko	Gillen
YES									
NO									
ABSTAIN									

Motion to accept the results of the 2015-2016 Electronic Violence and Vandalism Report and the bi-annual Report of Harassment, Intimidation and Bullying for the time period of January 1, 2016 through June 30, 2016.

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Cuevas	Cunningham	Davis	Douglas	Frayko	Gillen
YES									
NO									
ABSTAIN									

d.	Fire/Evacuation/Safety Drills:						
	Shelter-in-Place Drill - 9/26/16 - 4min	21sec					

**e.** To report that Zero (0) instances of HIB were reported between 6 September 2016 and 14 October 2016.

#### K. OPEN TO THE PUBLIC

MOTION BY

i.

~ At this time, members of the public are invited to address the Board. Please note that public comments will be made in accordance with Policy 0167 – Public Presentation at Board Meetings. Each statement made by all participants may be limited to three minutes in duration. If you would like to address the Board, please raise your hand to be called upon. Once called, please stand and state your name and address before making your statement to the Board.

MOTION BY	SECONDED BY	opened
the meeting to the public a	tP.M.	
Meeting opened to the pub <b>VOTE)</b>	lic for comment at	P.M <b>. (VOICE</b>
Meeting closed to the publi	ic for comment at	P.M. <b>(VOICE</b>
L. EXECUTIVE SESSION		

closed the meeting to the public at P.M.

SECONDED BY

# **TO EXECUTIVE SESSION**

WHEREAS, pursuant to N.J.S.A. 10:4-12(b), the Board of Education may exclude the public from that portion of a public meeting at which the Board discusses any of the matters described at N.J.S.A. 10:4-12(b)(1)-(9);

					RESOLVED th					_
					sion to discus			natter(s)	concerr	าing:
				d confiden	itial by state c	or fedei	ral law			
	[]	Personne								
	[ ] Appointment of a public official									
	[ ] Matters covered by the attorney-client privilege-									
	[]	_	-	pated litig						
	[]	_	-		tract negotiat					
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		funds fro	m the Ur	nited State	es Governmer	nt				
	[]			_	ive negotiatio			_		ms
					ent of emplo	-		d of Edu	cation	
	[]	Possible	impositio	on of a civ	il penalty or s	uspens	sion			
	lon	ger exist.		,	cussing and a	_				
		TION BY_			SECONDI	ED BY _			_ to ret	urn
	to	Regular Se	ession at	Р.	M.					
	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.	
	Jones	Ambrose	Christy	Cuevas	Cunningham	Davis	Douglas	Frayko	Gillen	
YES										
NO										
ABSTAIN										
	MC	OTION TO	ADJOUR	N MEETIN	IG					
	MOTION BY				SECONDE	D BY _			that 1	the
	Boa	ard adjour	ned the	meeting a	atP.M.	[Voice	Vote]			

# <u> FYI</u>

Board & Administrator, October 2016 edition