

**HAMBURG BOARD OF EDUCATION**  
**REGULAR MEETING**  
**27 September 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. Jones	Mrs. Ambrose	Mr. Christy	Mrs. Cuevas	Mrs. Cunningham	Mrs. Davis	Mrs. Douglas	Mrs. Frayko	Mr. Gillen
PRESENT									
ABSENT									

**B. APPROVAL OF MINUTES**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve the minutes and the Executive Session minutes of the 30 August 2016 Board meeting.**

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

**C. PRESENTATION TO THE BOARD-**

Presentation of the Draft FY 2015-16 Comprehensive Annual Financial Report [CAFR] and the Auditor’s Management Report by Mrs. Valerie Dolan, Nisivoccia & LLP and the Board Secretary. Please note that the Board will act to accept the FY 2015-16 Comprehensive Annual Financial

Report [CAFR] and the Auditor's Management Report when the final report is issued, which will be after the New Jersey Department of Treasury releases the necessary pension data that needs to be included in the CAFR [Note: the presentation handouts are in the front pocket of the Board packet].

Meeting opened to the public for comment on the Draft FY **2015-16** Comprehensive Annual Financial Report at \_\_\_\_\_ P.M.  
**(VOICE VOTE)**

Meeting closed to the public for comment on the Draft FY **2015-16** Comprehensive Annual Financial Report at \_\_\_\_\_ P.M.  
**(VOICE VOTE)**

**D. CORRESPONDENCE**

1. A letter from the New Jersey Schools Insurance Group dated August 2016, informing the Board of the award of a \$2,000 Safety Grant for FY 2016-17.

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

Meeting opened to the public for comment at \_\_\_\_\_ P.M.  
**(VOICE VOTE)**

Meeting closed to the public for comment at \_\_\_\_\_ P.M.  
**(VOICE VOTE)**

**F. COMMITTEE REPORTS**

**State & County School Boards**

**Sussex County Educational Services Commission**

**Liaison with the Hamburg Borough Council**

**Building & Grounds**

## **Education & Policy Regulation**

To approve the following Policies and Regulations as depicted on the Strauss Esmay website:

### **Policy/Regulation**

- P1140 - Affirmative Action Program (M)
- P1220 - Employment of Chief School Administrator (M)
- P1310 - Employment of School Business Administrator/Board Secretary
- P1523 – Comprehensive Equity Plan (M)
- P & R 1530 – Equal Employment Opportunities (M)
- P1550 – Affirmative Action Program for Employment and Contract Practices (M)
- P & R 2220 – Adoption of Courses (M)
- P2260 – Affirmative Action Program for School and Classroom Practices (M)
- P & R 2411 – Guidance Counseling (M)
- R2414 – Programs and Services for Students in High Poverty and in High Need School Districts (M)
- P & R2423 – Bilingual and ESL Education (M)
- P2610 – Educational Program Evaluation (M)
- P2622 – Student Assessment (M)
- P3111 – Creating Positions
- P3124 – Employment Contract
- P3125 – Employment of Teaching Staff Members (M)
- P3125.2 – Employment of Substitute Teachers
- P & R3126 – Induction Program for Provisional Teachers
- P3141 – Resignation
- P & R3144 – Certification of Tenure Charges
- P3159 – Teaching Staff Member/School District Reporting Responsibilities
- P3231 – Outside Employment of Athletic Coach
- P & R3240 – Professional Development for Teachers and School Leaders (M)
- P4159 – Support Staff/School District Reporting Responsibilities
- P5305 – Health Services Personnel
- R5330 - Administration of Medication (M)
- P5339 – Screening Dyslexia (M)
- P & R5350 – Student Suicide Prevention
- P5750 – Equal Educational Opportunity (M)
- P5755 – Equity in Educational Programs and Services (M)
- P7481 – Unmanned Aircraft Systems (UAS Also Known as Drones)
- P & R8441 – Care of Injured and Ill Persons (M)
- P8454 – Management of Pediculosis
- P & R8630 – Bus Driver/Bus Aide Responsibility (M)
- 9541 – Student Teachers/Interns

**Negotiations & Personnel**

**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 **\$7,492.**
- c. To accept the Board Secretary’s and Treasurer’s reports for **31 August 2016.**
- d. To approve Transfers made by the Superintendent after the **30 August 2016** Board meeting, with fund 10 debits totaling **\$13,000** 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 **31 August 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. Douglas	Mrs. Frayko	Mr. Gillen
YES									
NO									
ABSTAIN									

**G. OLD BUSINESS**



**J. SUPERINTENDENT'S REPORT**

**a. MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to accept/approve items 1-5:**

1. To approve the 2016-2017 School Goal Action Plan as depicted on **DOCUMENT C.**
2. Professional Development Visitations as depicted on **DOCUMENT D.**
3. Building Use as depicted on **DOCUMENT E.**
4. Field Trips as depicted on **DOCUMENT F.**
5. To approve the use of a microwave and refrigerator for educational purposes in the Pre-K and Art Room

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve items 1-7:**

1. Substitutes List as depicted on **DOCUMENT G.**
2. The resignation of Laura Deutsch as of 8 September 2016.
3. To amend the contract for Brittany McKay, classroom aide to read 12:00-3:15 for the 2016-2017 school year.
4. To approve Nicole LeRose as part-time classroom aide, 5.5 hours per day inclusive of a ½-hour unpaid lunch effective 21 September 2016 for the remainder of the 2016-2017 school year at a rate of \$12.36/hour (annual salary of \$11,310 Pro-rated). This position is not eligible for benefits.
5. To approve Lauren Davis as part-time classroom aide, 5.5 hours per day inclusive of a ½-hour unpaid lunch effective 22 September 2016 for the remainder of the 2016-2017 school year at a rate of \$12.36/hour (annual salary of \$11,310 Pro-rated). This position is not eligible for benefits.

- 6. To accept the resignation letter from Heather McDevitt, part-time classroom aide effective 30 September 2016.
- 7. To approve Heather McDevitt, maternity replacement, full-time elementary school teacher effective 1 October, 2016 through 15 March 2017 at B.A. Step 1, \$56,345 (pro-rated). This position is eligible for health care benefits.

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

- f. **Fire/Evacuation/Safety Drills:**  
Fire Drill – 9/19/16 – 2min. 41 sec.

**K. OPEN TO THE PUBLIC**

Meeting opened to the public for comment at \_\_\_\_\_ P.M. (**VOICE VOTE**)

Meeting closed to the public for comment at \_\_\_\_\_ P.M. (**VOICE VOTE**)

**L. EXECUTIVE SESSION**

- i. **MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ closed the meeting to the public at \_\_\_\_\_ P.M.**

**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);

NOW, THEREFORE, BE IT RESOLVED that the Board of Education shall forthwith enter into closed session to discuss the following matter(s) concerning:

- Matters rendered confidential by state or federal law
- Personnel
- Appointment of a public official
- Matters covered by the attorney-client privilege-
- Pending or anticipated litigation
- Pending or anticipated contract negotiations
- Protection of the safety or property of the public
- Matters which would constitute an unwarranted invasion of privacy
- Matters in which the release of information would impair a right to receive funds from the United States Government
- Matters concerning collective negotiations and/or the negotiation of terms and conditions of employment of employees of the Board of Education
- Possible imposition of a civil penalty or suspension

**BE IT FURTHER RESOLVED** that said discussion may be disclosed to the public when the reasons for discussing and acting upon it in closed session no longer exist.

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to return to Regular Session at \_\_\_\_\_ P.M.**

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

**MOTION TO ADJOURN MEETING**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ that the Board adjourned the meeting at \_\_\_\_\_ P.M. [Voice Vote]**

# *FYI*

- Board & Administrator, September 2016 edition

*Notes*