

MINUTES OF REGULAR MEETING

September 27, 2016

AT 7:00 P.M. AT THE HAMBURG ELEMENTARY SCHOOL

PRESENT: Charlotte Ambrose, Mathew Christy, Martina Cuevas, Sandra Cunningham, Jennifer Davis, Stephanie Douglas, Timothy Gillen, Sheila Frayko, Vice President, Robert Jones, President

9 Members of the Public

ABSENT: None

Mr. Jones, President, opened the meeting at 7:02 P.M., with the Flag Salute and Pledge of Allegiance, which was followed by the following statement:

"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 N.J. Herald, the Sunday Herald and the Star Ledger."

APPROVAL OF MINUTES

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried by the following voice vote, approved the (corrected) 30 August 2016 Regular Meeting minutes:

Yes	-	7
No	-	0
Abstain	-	Mr. Christy, Mrs. Cunningham

PRESENTATION TO THE BOARD

Mrs. Valerie Dolan, Mrs. Jenna Bauer (Nisivoccia & LLP) and the Board Secretary presented the draft FY 2015-16 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report. It was noted 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. (It is anticipated to happen at the October 18th Board meeting). A brief discussion ensued.

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On motion by Mr. Christy, seconded by Mrs. Frayko, and carried by voice vote, opened the meeting to the public for comment on the Draft FY 2015-16 Comprehensive Annual Financial Report at 7:15 P.M.

No one addressed the Board.

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried by voice vote, closed the meeting to the public for comment on the Draft FY 2015-16 Comprehensive Annual Financial Report at 7:15 P.M.

Mrs. Dolan and Mrs. Bauer left the meeting at 7:15 P.M.

CORRESPONDENCE

The Board Secretary reviewed a letter from New Jersey Schools Insurance Group informing the Board of its award of a \$2,000 Safety Grant for FY 2016-2017.

OPEN TO THE PUBLIC

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, opened the meeting to the public for agenda items at 7:16 P.M.

Mrs. Amy Christy addressed the board on the District Goals.

Mr. Jones and Mr. Jinks responded and some discussion ensued among the Board.

Mr. Brian Tobachnick addressed the Board regarding the transition from what is being taught in the classroom to the questions that the students will face on the standardized test they will take.

Mr. Jinks responded.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, closed the meeting to the public for agenda items at 7:26 P.M.

COMMITTEE REPORTS

State & County School Boards – No Report.

Sussex County Educational Services Commission – Mrs. Ambrose reported that the Northern Hills Academy has 34 students enrolled in its program from 17 school districts.

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Liaison with the Hamburg Borough Council – Mrs. Frayko and Mr. Jinks discussed the bulk trash cost as it relates to recyclable materials, noting that the recycling fee is included in our garbage bill.

Building & Grounds – No Report.

Education & Policy –

On motion by Mrs. Ambrose, seconded by Mrs. Frayko, and carried by the following roll call vote, after a brief discussion, approved 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)

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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

Yes	-	8
No	-	0
Abstain	-	Mrs. Douglas

Negotiations & Personnel – No report.

Finance Committee -

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved, accepted, announced and/or certified the following:

- a. Approved the August 2016 bills in the amount of \$548,034.22 and the bills from September 1 to September 27, 2016 in the amount of \$554,223.16.
- b. Approved the bills for the Cafeteria Account in the amount of \$7,492.00.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 August 2016.
- d. Approved the Transfers made by the Superintendent after the 30 August 2016 Board Meeting, with fund 10 debits totaling \$13,000 as 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 Board 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.



Business Administrator/Board Secretary

31 August 2016
DATE

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OLD BUSINESS

Mr. Jones discussed the memorial for Mrs. Patricia Harby that is being designed by the shop class at Wallkill Valley High School which will house the school's "Liberty Bell". A brief conversation ensued.

Mr. Christy stated that a "coffee chat" is scheduled for Thursday 20 October 2016 at 7 P.M. in the Library and everyone is welcomed.

Mr. Christy discussed the Demographic Study undertaken by the Wallkill Valley Regional Board of Education, specifically the projected enrollment decline projected for Hamburg Elementary School. A brief discussion ensued.

NEW BUSINESS

Mrs. Frayko discussed the Hamburg PTA's annual tricky-tray will be held on Saturday 19 November 2016 at the Wallkill Valley Regional High School.

Mr. Jones commended Mrs. Sigman's, Vice Principal, on her first newsletter.

Mr. Christy inquired on the status of the exterior repair project to the 1900 building. Mr. Jinks responded stating the structural engineer, the environmental consultant and the architect have been on-site and a Board presentation by the architect is scheduled for the October Board meeting.

BOARD SECRETARY'S REPORT

On motion by Mrs. Frayko seconded by Mrs. Ambrose, and carried unanimously by roll call vote, **approve/accepted the revision of the FY 2016-2017 NCLB and IDEA grant application, as depicted on DOCUMENT B [This is a result of staff changes].**

Mr. Jinks and the Board Secretary updated the Board on the Front Entry Upgrade Project at the Hamburg School.

On motion by Mrs. Frayko seconded by Mrs. Cunningham, and carried unanimously by roll call vote, **approved payment request # 3 in the amount of \$33,028.65, as submitted by Alexander the Great, Inc. for the Front Entry Improvement Project at the Hamburg School with payment to be released upon certification by the Board architect.**

The Board Secretary reported that the Borough Planner, Mr. Ken Nelson, approved the proposed digital sign for the Hamburg School and stated the Hamburg Zoning application will be filed in the upcoming weeks and once approved, a purchase order will be issued to purchase the new digital school sign.

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SUPERINTENDENT'S REPORT

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted/approved**:

- The 2016-2017 School Goal Action Plan as depicted on DOCUMENT C.
- Professional Development Visitations as depicted on DOCUMENT D.
- Building Use as depicted on DOCUMENT E.
- Field Trips as depicted on DOCUMENT F.
- The use of a microwave and refrigerator for educational purposes in the Pre-K and Art Room.
- A field trip for kindergarten to Heaven Hill Farm in Vernon on 20 October 2016 at a cost of \$320 plus the cost of the bus.

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted/approved**:

- Substitute List as depicted on DOCUMENT G.
- The resignation of Laura Deutsch as of 8 September 2016.
- To amend the contract for Brittany McKay, classroom aide to read 12:00 – 3:15 for the 2016-2017 school year.
- 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 per hour (annual salary of \$11,310 Pro-rated). This position is not eligible for health benefits.
- 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 per hour (annual salary of \$11,310 Pro-rated). This position is not eligible for health benefits.
- The resignation letter from Heather McDevitt, part-time classroom aide effective 30 September 2016.

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- 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 benefits.
- Ashley Green as a part-time classroom aide, 5.5 hours per day inclusive of a ½ hour unpaid lunch effective 1 October 2016 for the 2016-2017 school year at a rate of \$15.48 per hour (annual salary of \$14,165 Pro-rated). This position is not eligible for health benefits.

Mr. Jinks reported the following drills:

Fire Evacuation Drill – 9/19/16 – 2 min. 41 sec.

Mr. Jinks reported that the Hamburg Board of Education would like to recognize students each month who have been nominated by their teachers for exemplary performance in one or more of the following areas:

- Academics
- Citizenship
- School/Community Service

One student will be selected in each of the following grade levels, Pre K-2, 3-5 and 6-8. Students and their parents will be invited to attend that month's Board meeting where at which time a short description of the child's accomplishment(s) will be shared and the students will be presented with certificates.

Mr. Jinks reported that the Education Fair will be 12 October 2016 and The Optical Academy will be at the school for anyone interested in using their services for eyeglasses and/or contacts.

OPEN TO THE PUBLIC

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by voice vote, opened the meeting to the public at 7:50 P.M.

Mrs. Amy Breitenbach, teacher, addressed the Board and thanked Mr. Jones for addressing the teaching staff at the welcome back luncheon for staff.

Mrs. Pamela Fried addressed the Board regarding the alignment of the Elementary School's grading system to the High School's grading system. Additionally, Mrs. Fried read a letter to the Board not to do the proposed exterior repair project to the 1900 building but to put central air-conditioning in the new wing of the school, the gymnasium and the cafeteria.

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On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, closed the meeting to the public at 8:10 P.M.

EXECUTIVE SESSION

No Executive Session.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, that the Board adjourned the meeting at 8:10 P.M.

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary