

MINUTES OF REGULAR MEETING

October 18, 2016

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

PRESENT: Charlotte Ambrose (arrived at 7:12), Mathew Christy, Martina Cuevas, Sandra Cunningham, Jennifer Davis, Stephanie Douglas, Timothy Gillen, Sheila Frayko, Vice President, Robert Jones, President

16 Members of the Public

ABSENT: None

Mr. Jones, President, **opened the meeting at 7:00 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 Mrs. Frayko, seconded by Mrs. Cunningham, and carried by the following voice vote, **approved the 27 September 2016 Regular Meeting minutes:**

Yes	-	8
No	-	0
Abstain	-	0

PRESENTATION TO THE BOARD

- Hamburg Board of Education – 1st Student of the Month honorees were:
Grade PreK - 2 recipient – Abigail Smith
Grade 3 - 5 recipient – Kooper Nicolai
Grade 6 - 8 recipient – Aimee Wunej

Mrs. Ambrose arrived at 7:12 P.M.

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Mr. Josh Thompson, from Parette Somjen Architects, discussed the findings (attached to the minutes) 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]. Considerable discussion ensued among the Board. Also there was a discussion on the type of investigations that would be required for Parette-Somjen to design a new air conditioning system for the new wing, the gymnasium and the cafeteria. Mr. Thompson would get a proposal for the Board to consider at its November 29th meeting. Additionally, Mr. Thompson addressed the recommended repairs to the library air conditioning system to address the humidity in the library. Mr. Thompson answered various questions from the Board. Mr. Thompson left the meeting at 7:45 P.M.

CORRESPONDENCE

The Board Secretary reviewed 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%. A brief discussion ensued.

OPEN TO THE PUBLIC

Mr. Jones read the following statement:

~ 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.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **opened the meeting to the public for agenda items at 7:49 P.M.**

Ms. Hannah Douglas addressed the Board presenting a signed petition for air conditioning of the school.

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 7:51 P.M.**

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COMMITTEE REPORTS

State & County School Boards – No Report.

Sussex County Educational Services Commission – Mrs. Ambrose discussed the recent Sussex County Educational Services Commission's Board meeting held on 5 October 2016.

Liaison with the Hamburg Borough Council – Mrs. Frayko stated the annual Hamburg Borough "Trunk or Treat" is scheduled for 29 October 2016.

Building & Grounds – No Report.

Education & Policy – No Report.

Negotiations & Personnel –

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, after some discussion, approved the Superintendent Merit Goals for the 2016-2017 school year as depicted below:

- 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.

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 September 2016 bills in the amount of \$574,755.70 and the bills from October 1 to October 18, 2016 in the amount of \$563,436.49.
- b. Approved the bills for the Cafeteria Account in the amount of \$0.

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- c. Accepted the Board Secretary's and Treasurer's Reports for 30 September 2016.
- d. Approved the Transfers made by the Superintendent after the 27 September 2016 Board Meeting, with fund 10 debits totaling \$174,300 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 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.



Business Administrator/Board Secretary

30 September 2016
DATE

OLD BUSINESS

Mr. Christy reminded the Board the coffee chat is scheduled for Thursday 20 October 2016 at 7 P.M. in the Library.

NEW BUSINESS

No new business.

BOARD SECRETARY'S REPORT

On motion by Mrs. Frayko seconded by Mrs. Cunningham, and carried unanimously by roll call vote, approved the Comprehensive Maintenance Plan, the Annual Maintenance Budget Amount Worksheet (Form M-1), and the Maximum Capital Reserve Certification as depicted on DOCUMENT B.

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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 Mr. Gillen, and carried unanimously by roll call vote, approved the following with respect to the Front Entry Renovations Project and the contract with Alexander the Great, Inc., as depicted on DOCUMENT C:

- Reported 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.
- 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.
- 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.
 - Change Order #2 in the amount of \$34,597.38.
 - Change Order #3 in the amount of \$ 8,350.00.

On motion by Mr. Christy seconded by Mrs. Cunningham, and carried unanimously by roll call vote, approved the FY 2016-17 Staff Listing as depicted on DOCUMENT D.

On motion by Mr. Gillen seconded by Mrs. Davis, and carried unanimously by roll call vote, approved the FY 2016-17 Improvement Plan for the School Breakfast Program as depicted on DOCUMENT E.

On motion by Mr. Christy seconded by Mrs. Davis, and carried unanimously by roll call vote, accepted the FY 2015-16 Comprehensive Annual Financial Report and the Auditor's Management Report as presented. No Recommendations were cited.

The Board Secretary updated the Board on the requirement for the testing of lead in water by 13 July 2017, stating contractors are being solicited to take and analyze water samples.

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SUPERINTENDENT'S REPORT

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

- **Nicole Swank as part-time classroom aide, 5.5 hours per day inclusive of a ½ hour unpaid lunch effective 11 October 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.**

Yes	-	8
No	-	0
Abstain	-	Mrs. Frayko

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

- **The 2016-2017 NJQSAC Statement of Assurance as depicted on DOCUMENT F.**

Yes	-	9
No	-	0
Abstain	-	0

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

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

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Mr. Jinks read the following:

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.

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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 to be 'conflict/inappropriate

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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.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **opened 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.**

No one addressed the Board.

On motion by Mrs. Davis, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **closed 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.**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted 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. Jinks reported the following:

- **Shelter-in-Place Drill – 9/26/16 – 4 min. 21 sec.**
- **Discipline Summary for September 2016:**
 - **ISS – 0**
 - **OSS – 0**
- **HIB Report:**
 - **Zero (0) instances of HIB were reported between 6 September 2016 and 14 October 2016**
- **Presentation of the Spring 2016 PARCC results – DOCUMENT ADM.**

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Mr. Jinks reported that the 8th grade town trash cleanup was held on Sunday 16 October 2016 and besides our current students volunteering, 9 Hamburg graduates came back to help.

OPEN TO THE PUBLIC

Mr. Jones read the following statement:

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On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by voice vote, **opened the meeting to the public at 8:30 P.M.**

Mrs. Amy Breitenbach addressed the Board on the recent Education Fair that was held at the school.

Mr. Brian Tobachnick addressed the Board on the school's website design/usage and on the public emailing Board members directly. It was stated that all e-mail communication should go to Mr. Jinks. A brief discussion ensued.


On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public at 8:40 P.M.**

EXECUTIVE SESSION

No Executive Session.

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:40 P.M.**

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary