

MINUTES OF REGULAR MEETING

August 30, 2016

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

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

4 Members of the Public

ABSENT: Mathew Christy, Sandra Cunningham

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. Davis, and carried by the following voice vote, **approved the 26 July 2016 Regular Meeting minutes:**

Yes	-	6
No	-	0
Abstain	-	Mrs. Cuevas

PRESENTATION TO THE BOARD

None at this time.

CORRESPONDENCE

The Board Secretary summarized a letter from the Hamburg Land Use Board's attorney regarding the hearing and actions [approval] taken regarding the Capital Facilities Review [Front Entry Improvement Project & a new digital school sign] for the Hamburg School. Some discussion ensued.

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The Board reviewed a letter from Mrs. Carey Roth, second grade teacher, regarding her anticipated leave under New Jersey Family Medical Leave Act.

On motion by Mr. Gillen, seconded by Mrs. Cuevas, and carried unanimously by roll call vote, **approved a maternity/disability leave of absence commencing on or about October 10, 2016 for Mrs. Carey Roth, and using 34 sick days and 3 personal days establishing the date of December 2, 2016 as terminating her disability leave of absence. New Jersey Family Leave Act will commence on December 5, 2016 and end on March 6, 2017.**

OPEN TO THE PUBLIC

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 7:07 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by voice vote, **closed the meeting to the public for agenda items at 7:07 P.M.**

COMMITTEE REPORTS

State & County School Boards – Mr. Jones noted that New Jersey School Boards is sponsoring a fund/raising event(s) to help with the flood victims in Louisiana.

Sussex County Educational Services Commission – Mrs. Ambrose reported that the Northern Hills Academy has hired a new Principal and is starting the school year with thirty-four (34) students.

Liaison with the Hamburg Borough Council – No report.

Building & Grounds – Mr. Jinks updated the Board on the Front Entry Project, stating the contractor was granted an extension to 30 September 2016 to substantially complete the project and the local fire official has given guidance on what needs to be done for children coming to school on 6 September 2016. Specifically, the fire official wants the main entryway and the sidewalk from the road to the main entryway to be complete and unobstructed. This area does not have to be used but if the fire alarm is activated, anyone in the building must exit through the nearest exit. The contractor, Alexander the Great, has advised the architect that this work will be done prior to the first day of school for students.

Mr. Jinks also discussed the temporary student drop off/pickup process as well as the relocation of staff parking on the lot on back of the school by the baseball field (a shuttle services has been contracted for approximately for the month of September). Some discussion ensued among the Board.

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Education & Policy – Mrs. Ambrose stated policy updates will be forthcoming over the next few months.

Negotiations & Personnel – No report.

Finance Committee -

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

- a. Approved the July 2016 bills in the amount of \$479,128.27 and the bills from August 1 to August 30, 2016 in the amount of \$523,586.21.
- b. Approved the bills for the Cafeteria Account in the amount of \$1,553.26.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 July 2016.
- d. Approved the Transfers made by the Superintendent after the 26 July 2016 Board Meeting, with fund 10 debits totaling \$45,700 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 July 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 July 2016
DATE

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OLD BUSINESS

Mr. Jones and Mr. Gillen discussed the recommendations of the Ad Hoc Communications Committee (in the absence of Mr. Christy who chairs this committee), that met on 23 August 2016, as follows:

- Presentations at the Board of Education meeting
- Write press releases for the local news papers
- Develop a "virtual backpack"
- Summarize Board committee meetings at the Board Meeting

Some Board Discussion ensued.

NEW BUSINESS

The Board Secretary reviewed the Demographic Study that was undertaken by the Wallkill Valley Regional Board of Education, dated 23 May 2016. A brief discussion ensued.

Mr. Jones and the Board, discussed and set the Board Goals for the 2016-2017 school year as follows:

- DISTRICT GOAL #1: Implement and assess 1:1 technology initiative for 5th graders
- DISTRICT GOAL#2: Continue to improve communication between all stakeholders
- DISTRICT GOAL#3: Improve district wide language arts growth and achievement among students

BOARD SECRETARY'S REPORT

The Board Secretary confirmed the following individuals attending the Annual New Jersey School Boards Conference in Atlantic City, 25-27 October 2016, lodging for October 25 & 26, workshop registration fees, and reimbursement of mileage & meals, in accordance with Board policy as follows:

- Sandra Cunningham
- Timothy Gillen
- Robert Jones
- Roger Jinks

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On motion by Mrs. Frayko seconded by Mrs. Davis, and carried unanimously by roll call vote, approved the following amounts for the FY 2016-17 school year:

- \$60 per referee- if two referees officiate
- \$120 per referee – if only one referee officiates

On motion by Mrs. Frayko seconded by Mrs. Davis, and carried unanimously by roll call vote, approved payment request # 2 in the amount of \$96,515.25, as submitted by Alexander the Great, Inc. for the Front Entry Improvement Project at the Hamburg School (DOCUMENT A-1).

On motion by Mrs. Frayko seconded by Mrs. Davis, and carried unanimously by roll call vote, approved Change Order #1 in the amount of \$23,712.50 and Change Order #2 in the amount of \$34,597.38 with the Alexander the Great for the Front Entry Renovation Project at the Hamburg School [DOCUMENT B].

The Board Secretary discussed the Department of Education's Facility Application for a project to replace/repair the masonry, the windows, the doors and the fascia of the three-story 1900 wing at the Hamburg School [pictures attached to the minutes]. Considerable discussion ensued.

On motion by Mr. Gillen seconded by Mrs. Davis, and carried by the roll call vote, approved the proposal from Parette Somjen Architects, in the amount of \$5,250, Existing Conditions/Due Diligence Survey and Department of Education Facilities Application for the Exterior Improvements at the Hamburg School [1900 wing] as depicted on DOCUMENT C:

Yes	-	6
No	-	Mrs. Douglas
Abstain	-	0

On motion by Mr. Gillen seconded by Mrs. Frayko, and carried unanimously by roll call vote, adopted the following Resolution:

RESOLVED, that the Hamburg Borough Board of Education, in the County of Sussex, New Jersey, authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the "Exterior Improvements at the Hamburg School-1900 Wing" to serve as an application to the Office of School Facilities and an amendment to the District's Long Range Facilities Plan; and

BE IT FURTHER RESOLVED, this project shall be an "Other Capital" project and the Board of Education is NOT seeking state funding, but will fund the project through a withdrawal from Capital Reserve.

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The Board Secretary discussed the FY2015-16 presentation of the audit, stating that Nisivoccia will be presenting a draft audit at the 27 September 2016 Board meeting, due to the delay by the State of New Jersey in releasing data for the audit.

SUPERINTENDENT'S REPORT

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

- The resignation of Kelly Kocian, part-time classroom aide effective immediately.
- The resignation of Wendy Gable, part-time classroom aide effective immediately.
- Increasing Jacqueline Hoglund from part-time to full-time Special Education Teacher B.A. Step 4 at \$57,630 effective 1 September 2016 for the 2016-2017 school year. This position is eligible for benefits.
- Kate Field as Assistant Soccer Coach, Level 1 \$1,350 and Assistant Boys Basketball Coach, Level 3 @ \$1,688.
- Moving June Tarantino from B.A. to M.A. Step 7 at \$63, 580.
- Approved Sandra Hoover for 25 additional hours @ \$25 per hour for summer tech work.

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

- Professional Development Visitations as depicted on DOCUMENT D.
- Building Use as depicted on DOCUMENT E.
- Substitute List as depicted on DOCUMENT F.

Yes	-	6
No	-	0
Abstain	-	Mrs. Frayko

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On motion by Mrs. Ambrose, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved the School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* as depicted on DOCUMENT G.

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

- Student #00335 to attend Hamburg School from Montague Township School District for the 2016-2017 school year at a rate of \$13,846.00. This placement requires a 1:1 classroom aide at \$13,052.30 and associated payroll costs along with any related services to be paid by the sending district as part of the tuition agreement.
- Student #2028408 to attend Hamburg School Pre-School Disabled Program from Hampton School District for the 2016-2017 school year at a rate of \$24,302.00. This placement requires a 1:1 classroom aide at \$12,706.70 and associated payroll costs along with any related services to be paid by the sending district as part of the tuition agreement.
- Student #4000350 to attend Hamburg School Pre-School Disabled Program from Hampton School District for the 2016-2017 school year at a rate of \$24,302.00. This placement requires a 1:1 classroom aide at \$12,706.70 and associated payroll costs along with any related services to be paid by the sending district as part of the tuition agreement.

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

- Margaret McNeir as part-time classroom aide, 5.5 hours per day inclusive of a ½ hour unpaid lunch effective 1 September 2016 for the 2016-2017 school year at a rate of \$12.36/hour (annual salary of \$11,310). This position is not eligible for benefits.
- Laura Deutsch as a part-time classroom aide, 3.25 hours per day, effective 1 September 2016 for the 2016-2017 school year at \$12.36/hour (annual salary of \$7,352). This position is not eligible for benefits.
- Michele Sealander for 10 additional summer librarian hours.

Yes	-	6
No	-	Mrs. Frayko
Abstain	-	0

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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 8:27 P.M.

Mrs. Amy Christy addressed the Board regarding the temporary student drop-off/pickup procedures for the first day of school and the proposed exterior renovations to the 1900's building.

Mr. Jinks and the Board Secretary responded.

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by voice vote, closed the meeting to the public at 8:37 P.M.

EXECUTIVE SESSION

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by voice vote, closed the meeting to the public at 8:37 P.M. and adopted the following resolution:

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 - Superintendent Evaluation
- 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.

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On motion by Mrs. Davis, seconded by Mrs. Ambrose, and carried unanimously by voice vote, that the Board returned to regular session at 8:45 P.M.

On motion by Mrs. Davis, seconded by Mrs. Douglas, and carried unanimously by voice vote, that the Board adjourned the meeting at 8:45 P.M.

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary