

# MINUTES OF REGULAR MEETING

**November 29, 2016**

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

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

21 Members of the Public

ABSENT: Stephanie Douglas

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 18 October 2016 Regular Meeting minutes, with the correction on page 1082 to reflect Ms. Hannah Douglas as opposed to Mrs.:**

Yes	-	8
No	-	0
Abstain	-	0

## PRESENTATION TO THE BOARD

The Hamburg School Board of Education Student of the Month for November honorees were:  
Grade PreK - 2 recipient – Walter Green  
Grade 3 - 5 recipient – Neveah Kipp  
Grade 6 - 8 recipient – Michaela Neiper

Mr. Jones presented each student with a certificate of recognition.

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Mrs. Sigman, Vice Principal, conducted a Northwest Evaluation Association (NWEA) reporting presentation. At the conclusion of the presentation Mrs. Sigman had a question and answer session with the Board and the public.

## CORRESPONDENCE

The Board Secretary reviewed a 7 November 2016 letter from Dr. Rosalie Lamonte, Executive County Superintendent, approving the FY 2016-17 Merit Goals for Mr. Roger Jinks, Superintendent.

## 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 Mr. Christy, and carried unanimously by voice vote, **opened the meeting to the public for agenda items at 7:31 P.M.**

No one addressed the Board.

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 7:31 P.M.**

## COMMITTEE REPORTS

**State & County School Boards** – Mr. Jones summarized a recent Sussex County School Boards meeting he attended, which was seeking more involvement from its members on a County and State level.

**Sussex County Educational Services Commission** – Mrs. Ambrose updated the Board on the recent Sussex County Educational Services Commission meeting, stating the Northern Hills Academy currently has 35 students enrolled from its member districts.

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Liaison with the Hamburg Borough Council – Mrs. Frayko updated the Board on the status of the Borough switching providers for reverse 911 calls.

## Building & Grounds –

Mr. Gillen and the Board Secretary discussed potential facility projects and proposals from Parette Somjen Architects to facilitate these projects:

- 1900's Exterior Repair cost estimates [DOCUMENT A].
  - Removal of paint/repainting/repairs of the cornice.
  - Removal/abatement of the old windows & install new windows.
  - Repainting & repairs to the masonry.

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried by the following roll call vote, after considerable discussion, **approved to submit the project application as listed on DOCUMENT A:**

Yes	-	7
No	-	Mr. Christy
Abstain	-	0

- Professional Services for the HVAC Improvements at the Hamburg School [reviewing the air conditioning of the cafeteria, gym & non-air conditioned rooms in the new wing [DOCUMENT B].

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried by the following roll vote, after considerable discussion, **approved the Professional Services for the HVAC Improvements as listed on DOCUMENT B:**

Yes	-	7
No	-	Mrs. Frayko
Abstain	-	0

A discussion was held on the professional services for the Media Center Dehumidification Project at the Hamburg [DOCUMENT C] and it was the consensus of the Board to go forward with this repair.

A discussion was held regarding the repairs to the walking path that goes from the school down to the fields behind the school. It was the consensus of the Board to budget this project in the FY 2017 – 18 budget and to see if it is possible to add this project as an alternate to a Hamburg Borough project, like we have done in the past. The Borough will be contacted to see if any paving projects are being planned for 2017.

Education & Policy – No report.

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Negotiations & Personnel – The Negotiations & Personnel committee scheduled a meeting for Tuesday 20 December 2016 at 6:30 P.M.

## 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 October 2016 bills in the amount of \$610,262.79 and the bills from November 1 to November 29, 2016 in the amount of \$534,925.10.
- b. Approved the bills for the Cafeteria Account in the amount of \$10,790.56.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 October 2016.
- d. Approved the Transfers made by the Superintendent after the 18 October 2016 Board Meeting, with fund 10 debits totaling \$10,000 as depicted on DOCUMENT D 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 October 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 October 2016  
DATE

## OLD BUSINESS

No old business.

## NEW BUSINESS

No new business.

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## **BOARD SECRETARY'S REPORT**

On motion by Mrs. Frayko seconded by Mrs. Cunningham, and carried unanimously by roll call vote, **approved the Alliance for Competitive Telecommunications [ACT] Participation Agreement for Cooperative Purchasing of Telecommunication Services [DOCUMENT E].**

Mr. Jinks and the Board Secretary updated the Board on the Front Entry Upgrade Project at the Hamburg School, stating the final payment request has not been forwarded to the district.

On motion by Mrs. Frayko seconded by Mrs. Cunningham, and carried unanimously by roll call vote, **approved the Change Order # 4 in the amount of \$8,538 with Alexander The Great, Inc. for the Front Entry Renovations Project at the Hamburg School, as depicted on DOCUMENT F.**

The Board Secretary updated the Board on the requirement for the testing of lead in water by 13 July 2017. Quotes have been solicited from three contractors, with their proposals due 30 November 2016.

The Board Secretary reviewed the Statement of Determination for the 8 November 2016 Annual School Election **[DOCUMENT G].**

The Board scheduled the Annual Reorganizational Meeting to be held on Tuesday 3 January 2016 at 7 PM.

The Board Secretary discussed the proposed 2017 Board meeting calendar and recommended keeping the same format that has been in place for the last several years with the March Board meeting to be held on 16 March 2017. It was the consensus of the Board to keep the same format as previous years.

The Board Secretary reviewed the 28 October 2016 email from Gabel Associates regarding the Alliance for Competitive Energy Services [ACES] natural gas bid, stating that the school's supplier from December 2016 – February 2017 would be reversing back to the local supplier, with the new 21 month contract starting in March 2017 with the awarded vendor **[DOCUMENT H].**

## **SUPERINTENDENT'S REPORT**

On motion by Mrs. Ambrose, seconded by Mrs. Davis, and carried by the following roll call vote, as per the Superintendent's recommendation, **accepted/approved two homeless students to attend the Newton School District beginning 1 September 2016 and ending 30 June 2017 at the following cost(s):**

**Student # 16-17.1 - \$13,000**

**Student # 16-17-2 - \$14,248 plus related services at \$6,871**

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

- **Professional Development Visitations as depicted on DOCUMENT I.**
- **Building Use as depicted on DOCUMENT J.**
- **Field Trips as depicted on DOCUMENT K and AD1.**
- **Substitutes as depicted on DOCUMENT L.**
- **2016-2017 Nursing Services Plan as depicted on DOCUMENT M.**

Mr. Jinks reported the following:

- **Discipline Summary for October 2016:**
  - **ISS – 0**
  - **OSS – 0**
- **HIB Report:**
  - **Zero (0) instances of HIB were reported between 15 October 2016 and 18 November 2016**

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted the Superintendent's report of zero (0) incidents of HIB as reported to the Board on 18 October 2016.**

Mr. Jinks reported the following Fire/Evacuation/Safety Drills:

- **Shelter-in-Place Drill – 10/24/16 – 3 min. 30 sec.**
- **Fire Drill Evacuation Drill – 10/31/16 – 2 min. 42 sec.**

Mr. Jinks addressed the Board on the need for additional parking spaces at the school and advised the Board of the need to expand parking by possibly adding another parking lot.

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## OPEN TO THE PUBLIC

Mr. Jones read the following statement:

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On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **opened the meeting to the public at 8:18 P.M.**

**Mrs. Mary Brady, school nurse, addressed the Board asking if there is anything she needs to clarify regarding the School's Nursing Plan. No further explanation was required.**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public at 8:19 P.M.**

## EXECUTIVE SESSION

No Executive Session.

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:19 P.M.**

Respectfully submitted,



William J. Sabo  
Business Administrator/  
Board Secretary