

MINUTES OF REGULAR MEETING

December 20, 2016

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

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

12 Members of the Public

ABSENT: Sandra Cunningham

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 Mrs. Frayko, seconded by Mrs. Davis, and carried by the following voice vote, **approved the 29 November 2016 Regular Meeting minutes:**

Yes	-	8
No	-	0
Abstain	-	0

PRESENTATION TO THE BOARD

The Hamburg School Board of Education Student of the Month for December honorees were:

Grade PreK – 2 recipient – Riley LaDuke
Grade 3 - 5 recipient – Jacqueline Schels
Grade 6 - 8 recipient – Gianna Ezzo

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

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CORRESPONDENCE

The Board Secretary reviewed a 28 November 2016 letter from TK Design Associates regarding the possibility of installing a 120 foot monopole on the school's property. After some discussion, it was the consensus of the Board not to pursue this request.

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. Cuevas, and carried unanimously by voice vote, **opened the meeting to the public for agenda items at 7:17 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public for agenda items at 7:17 P.M.**

COMMITTEE REPORTS

State & County School Boards – No report.

Sussex County Educational Services Commission – Mrs. Ambrose updated the Board on the recent Sussex County Educational Services Commissions meeting.

Liaison with the Hamburg Borough Council – Mrs. Frayko commented on the possibility of adding the re-paving of the walkway from the school to the athletic fields as an alternate to the Hamburg Borough bid specification, if the Borough is doing any road paving in 2017 (similar to what has been done in the past). A brief discussion ensued.

Building & Grounds – Mr. Gillen and various Board members commented on how well the Front Entry Improvement Project turned out. Mr. Jinks stated the project is being closed out and the issue of the rain water running off of the edge of the roof of the small storage room will be addressed in the spring.

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A discussion was held on the possibility of building a sidewalk from the church's parking lot to the school's (picture attached) and it was the consensus of the Board for Mr. Jones to speak to the church about this possibility and for the school to use the church lot for staff parking.

Education & Policy – Mrs. Ambrose stated that the Committee will meet prior to the 31 January 2017 meeting to review various policy updates.

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 November 2016 bills in the amount of \$542,487.43 and the bills from December 1 to December 20, 2016 in the amount of \$540,856.28.
- b. Approved the bills for the Cafeteria Account in the amount of \$10,077.33.
- c. Accepted the Board Secretary's and Treasurer's Reports for 30 November 2016.
- d. Approved the Transfers made by the Superintendent after the 29 November 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 30 November 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 November 2016

DATE

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OLD BUSINESS

No old business.

NEW BUSINESS

No new business.

BOARD SECRETARY'S REPORT

The Board Secretary updated the Board on the proposals for the testing of water for lead. It was noted that the proposals are being reviewed and it is anticipated that a purchase order would be cut by early January 2017. Additionally, a brief discussion was held on some signage that the school may have to post but the water testing consultant would be giving the district guidance on the required posting.

On motion by Mrs. Frayko seconded by Mr. Christy, and carried unanimously by roll call vote, approved the submission to the New Jersey Department of Education, Office of School Facilities, of an amended to the Hamburg Borough Board of Education's Long Range Facility Plan, to reflect the additions of the following projects:

- HVAC upgrades/aid conditioning at the Hamburg School
- Walking path repairs at the Hamburg School
- Access walkway to the church parking lot.

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. Davis, and carried unanimously by roll call vote, accepted the Front Entry Renovations Project at the Hamburg School as completed and to approve payment request # 5 [the final payment request] in the amount of \$35,540.69 as submitted by Alexander the Great, Inc. [the final contract amount is \$282,097.88] and it was noted that the Board's Insurance Agent has acceptance of the maintenance bond and the certificate of insurance as submitted by Alexander The Great [DOCUMENT A-1].

The Board Secretary reminded the Board that the Annual Reorganizational Meeting is scheduled for Tuesday 3 January 2017.

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SUPERINTENDENT'S REPORT

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

- **Professional Development Visitations as depicted on DOCUMENT B.**
- **Field Trips as depicted on DOCUMENT C.**
- **Building use DOCUMENT E.**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved home instruction for student # 4390.1 beginning 2 December 2016 by Silvergate Prep at a rate of \$55 per hour for no more than 5 hours per week.**

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

- Fire Drill Evacuation Drill – 11/28/16 – 2 min. 25 sec.
- Bomb Threat Drill – 11/30/16 – 9:00 am meeting
- Fire Evacuation Drill – 12/6/16 – 2 min. 26 sec.

Mr. Jinks reported on bomb threat procedures new directive to analyze the threat, to determine the course of action.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted the Superintendent's HIB report of zero (0) instances of HIB for the time period of 15 October and 17 November 2016 as presented to the Board on 29 November 2016.**

Mr. Jinks reported that there was one HIB investigation conducted between 18 November and 16 December 2016. The case was reported by a parent via email as comments, gestures or acts targeting their child during class. The HIB School Specialist and District Coordinator investigated the incident by interviewing the accused students, students who were reported as witnesses and the teachers that were mentioned by the parent. Based on the findings of the investigation, the claim was determined to be unsubstantiated. However, the recommendation was made to keep an open discussion among the parents, teachers, administration and special services to provide support for the students involved in this case.

Mr. Jinks discussed the District Goals update as depicted on DOCUMENT D.

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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 8:12 P.M.**

No one addressed the Board.

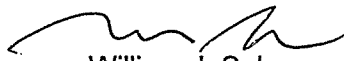
On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by voice vote, **closed the meeting to the public at 8:12 P.M.**

EXECUTIVE SESSION

No Executive Session.

On motion by Mrs. Cuevas, seconded by Mrs. Frayko, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:12 P.M.**

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary