

# MINUTES OF REGULAR MEETING

**February 7, 2017\***

\*The regular meeting scheduled for 31 January 2017 was cancelled due to inclement weather and was held on 7 February 2017 posted at school, sent to the Hamburg Clerk Administrator and advertised in the 2 February 2017 edition of the Sunday New Jersey Herald

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

PRESENT: Charlotte Ambrose, Mathew Christy, Karen Crosby, Martina Cuevas, Jennifer Davis, Timothy Gillen, Sheila Frayko, Vice President

25 Members of the Public

ABSENT: Sandra Cunningham, Robert Jones, President

Mrs. Frayko, Vice 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 Mr. Christy, seconded by Mrs. Davis, and carried by the following voice vote, approved the 20 December 2016 Regular Board Meeting minutes:

Yes	-	7
No	-	0
Abstain	-	0

On motion by Mrs. Davis, seconded by Mr. Christy, and carried by the following voice vote, approved the 3 January 2017 Reorganizational Board Meeting minutes:

Yes	-	7
No	-	0
Abstain	-	0

# MINUTES OF REGULAR MEETING

February 7, 2017\*

## PRESENTATION TO THE BOARD

The National Junior Honor Society made a presentation to the Board in honor of School Board Appreciation Month.

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

Grade PreK – 2 - recipient – Travis Barlow  
Grade 3 – 5 - recipient – Daniel Collins  
Grade 6 - 8 - recipient – Brianna Brown

Mrs. Frayko presented each student with a certificate of recognition.

## CORRESPONDENCE

The Board Secretary reviewed a letter from the Sussex County Educational Services Commission regarding their FY 2017-18 Itinerant Program Rates and their FY 2017-18 Tuition Rates at Northern Hill Academy.

On motion by Mrs. Ambrose seconded by Mrs. Davis, and carried unanimously by roll call vote, **approved/accepted the FY 2017-18 Itinerant Program Rates, should the district utilize the Sussex County Educational Services Commission for any of these services in FY 2017-18 (attached to the minutes).**

## OPEN TO THE PUBLIC

*~ 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 Mr. Christy, seconded by Mrs. Davis, and carried unanimously by voice vote, **opened the meeting to the public for agenda items at 7:12 P.M.**

No one addressed the Board.

On motion by Mrs. Davis, seconded by Mrs. Ambrose, and carried unanimously by voice vote, **closed the meeting to the public for agenda items at 7:12 P.M.**

# MINUTES OF REGULAR MEETING

February 7, 2017\*

## COMMITTEE REPORTS

**State & County School Boards** – Mrs. Cuevas updated the board on the recent Sussex County School Boards Association meeting where school security was reviewed.

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

**Liaison with the Hamburg Borough Council** – Mrs. Frayko informed the Board that Councilman Daniel Barr announced that he would be stepping down from the Borough Council at the end of this year. Mrs. Frayko noted that Mr. Barr started his public service with the Hamburg Board of Education.

**Building & Grounds** – Mr. Jinks updated the Board on the investigation by Parette Somjen Architects on the installation of air conditioning of the school. Mr. Josh Thompson, Parette Somjen Architects, is scheduled for Tuesday, 28 February 2017 to speak with the Board on their review of the proposed air conditioning project.

**Education & Policy** – Mrs. Ambrose stated the Education and Policy Committee meeting that was scheduled before the 31 January 2017 Board meeting will need to be rescheduled.

## **Negotiations & Personnel** –

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, **approved, with regret, the resignation of Lisa Sarni, part-time instructional aide effective 27 January 2017.**

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, **two (2) unpaid days for Andrea Budzelova, part-time classroom aide, to be used Monday, 10 April 2017 and Tuesday, 11 April 2017.**

## **Finance Committee** -

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

- a. **Approved the December 2016 bills in the amount of \$584,301.82 and the bills from January 1 to January 31, 2017 in the amount of \$635,917.45.**
- b. **Approved the bills for the Cafeteria Account in the amount of \$13,024.16.**
- c. **Accepted the Board Secretary's and Treasurer's Reports for 31 December 2016.**

# MINUTES OF REGULAR MEETING

February 7, 2017\*

- d. Approved the Transfers made by the Superintendent after the 20 December 2016 Board Meeting, with fund 10 debits totaling \$83,000 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 December 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 December 2016  
DATE

## OLD BUSINESS

No old business.

## NEW BUSINESS

Mr. Jinks updated the Board on the recent public "coffee chat" that was held on 19 January 2017. Some discussion ensued.

## BOARD SECRETARY'S REPORT

The Board Secretary reviewed with the Board the timeline/deadline for the filing of the School Ethics/Financial Disclosure Statements.

The Board Secretary reviewed with the Board the Department of Education's FY 2017-18 budget calendar:

- By Monday 20 March 2017, the FY 2017-18 Budget is due to Executive County Superintendent and action on the proposed FY 2017-18 Budget will be on the agenda of the Thursday 16 March 2017 Board meeting.

# MINUTES OF REGULAR MEETING

**February 7, 2017\***

- The Public Hearing can be held before the Tuesday 25 April 2017 regular meeting, like we have done over the last few years.
- At the 28 February 2017 Board meeting, we will need to schedule a Finance Committee meeting to review the proposed FY 2017-18 budget in early March 2017. Additionally the Board will need to decide if any construction project(s) are going to be bid, so the project(s) can be budgeted in FY 2017-18.

On motion by Mr. Christy seconded by Mr. Gillen, and carried unanimously by roll call vote, after some discussion, **approved the FY 2017-18 purchases to be made from the approved low bid vendors utilizing the Educational Data Services, Inc./West/Central New Jersey Cooperative Bidding Program with the Morris County Educational Services Commission as the lead agency, with the bid pricing being firm until November 2017.**

On motion by Mr. Gillen, seconded by Mrs. Cuevas, and carried unanimously by roll call vote, **approved increasing the hourly rate for Joshua Duval, Substitute Custodian from \$8.38 to \$8.44 per hour retroactively to 1 January 2017 [this is to account for the increase in the minimum wage].**

Mr. Jinks and the Board Secretary discussed the possibility of not participating in the Special Education Medicaid Initiative (SEMI) program. Some discussion ensued.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved the submission of a waiver request to the New Jersey Department of Education for the Hamburg Board of Education not to participate in the FY 2017-2018 SEMI Special Education Medicaid Initiative [SEMI] program.**

## **SUPERINTENDENT'S REPORT**

On motion by Mr. Christy, seconded by Mr. Gillen, 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.**
- **Substitutes as depicted on DOCUMENT D.**

On motion by Mr. Gillen, seconded by Mrs. Cuevas, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved increasing Sharon Triolo to a full-time Special Education and Preschool Teacher effective 26 January 2017 at BA Step 3, \$57,630 for the remainder of the 2016-2017 school year. This position is eligible for benefits.**

# MINUTES OF REGULAR MEETING

**February 7, 2017\***

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

- Fire Drill Evacuation Drill – 1/12/17 – 2 min. 19 sec.
- Lockdown Drill – 1/25/17 – 3 min.

On motion by Mr. Gillen, seconded by Mrs. Davis, 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 18 November and 16 December 2016 as presented to the Board on 20 December 2016.**

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

- **Dana Freeswick and Rachel Windish to attend: Strengthen Your Student's Writing Skills, West Orange, NJ on 29 March 2017 at a cost of \$245 each, plus mileage and related travel.**
- **Sandra Hoover to attend: Inspiring Engineers in Piscataway, NJ on 24 February 2017 at a cost of \$0, plus mileage and related travel.**
- **Kimberly Sigman to attend: Warren County Technology Meeting on 23 February 2017 at a cost of \$0, plus mileage and related travel.**
- **Kimberly Sigman to attend: Wallkill Valley Cluster Special Education Director's Meeting on 13 February 2017 at a cost of \$0, plus related mileage and travel.**
- **Two (2) nights stay \$200 for Robert Zierden to attend the NJSBGA Expo 2017 as per state waiver.**
- **Field Trip – 5<sup>th</sup> grade to Morristown May Performing Arts Center, Morristown, NJ. Cost \$277.50, plus the cost of bus.**
- **Kristen Doss as substitute aide pending receipt of Criminal History Check.**
- **Tracy Comune as Substitute teacher and aide pending receipt of Sub Certificate.**
- **Maureen Evans as a substitute aide.**

On motion by Mrs. Ambrose, seconded by Mrs. Cuevas, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved Dorothy Smalley to provide home-instruction for student #4390.1617 at a rate of \$40/hr not to exceed 40 hours effective 6 February 2017.**

# MINUTES OF REGULAR MEETING

February 7, 2017\*

On motion by Mr. Gillen, seconded by Mrs. Cuevas, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved out-of district tuition contract with Vernon Township Schools for student # 25170.16171 beginning 12 January 2017, at an annual pro-rated cost for a MD program at \$22,000 per year, PT Aide #1 (AM) at \$6,252.95 plus FICA \$478.39 and PT Aide #2 (PM) at \$6,391.55 plus FICA \$489.00 along with related services and transportation.**

## OPEN TO THE PUBLIC

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On motion by Mrs. Davis, seconded by Mrs. Cuevas, and carried unanimously by voice vote, **opened the meeting to the public at 7:38 P.M.**

No one addressed the Board.

On motion by Mr. Christy, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public at 7:38 P.M.**

## EXECUTIVE SESSION

On motion by Mrs. Cuevas, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public at 7:38 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 – HIB Reporting
- Personnel - Superintendent Evaluation
- Appointment of a public official
- Matters covered by the attorney-client privilege

# MINUTES OF REGULAR MEETING

February 7, 2017\*

- 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

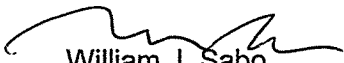
**BE IT FURTHER RESOLVED** that said discussion may be disclosed to the public when the reasons for discussing and acting upon it in closed session no longer exist.

On motion by Mr. Christy, seconded by Mrs. Cuevas, and carried unanimously by voice vote, **that the Board returned to regular session at 7:48 P.M.**

Mr. Jinks reported that there were two (2) HIB investigations conducted between 17 December 2016 and 25 January 2017. Based on the findings of each investigation, one claim was determined to be unsubstantiated and one claim was determined to be substantiated. Based on the findings of this investigation it was determined that the accused must undergo sensitivity and awareness training related to harassment, intimidation and bullying. Also, a workshop on cyber-bullying has been scheduled with Detective Laird from the Sussex County Prosecutor's Office. Some discussion ensued.

On motion by Mrs. Davis, seconded by Mrs. Cuevas, and carried unanimously by voice vote, **that the Board adjourned the meeting at 7:49 P.M.**

Respectfully submitted,

  
William J. Sabo  
Business Administrator/  
Board Secretary