

MINUTES OF REGULAR MEETING

February 28, 2017

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

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

16 Members of the Public

ABSENT: Martina Cuevas

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 Mr. Christy, and carried by the following voice vote, approved the 7 February 2017 Regular Meeting [which was originally scheduled for 31 January 3017 and cancelled due to inclement weather] and the Executive Session meeting minutes:

Yes	-	6
No	-	0
Abstain	-	Mr. Jones, Mrs. Cunningham

PRESENTATION TO THE BOARD

The Hamburg School Board of Education Student of the Month for February 2017 honorees were:

Grade PreK – 2 recipient – Samuel Tobachnick
Grade 3 - 5 recipient – Makenna Roopchand
Grade 6 - 8 recipient – Victoria Magazeno

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

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Mr. Josh Thompson, Parette Somjen Architects discussed the following projects:

- The feasibility of installing air conditioning at the Hamburg School.
- The exterior repairs to the 1900's Building.
- The potential walkway from the school to the church's parking lot.
- Library AC humidity project.

Mr. Thompson reviewed the various cost estimates, as follows:

1900's Building Exterior repairs

- Cornice Abatement and repairs - \$121,000
 - Window/Door replacements - \$330,000
 - Masonry repairs - \$40,000
- Estimated Total Cost - \$491,000

Air Conditioning of the Gym - \$310,000

Air Conditioning of the Cafeteria - \$278,000

Air Conditioning of the 2003 wing classrooms - \$400,000

Considerable discussion ensued among various Board Members, Mr. Jinks, and Mr. Thompson.

Mr. Thompson and the Board Secretary discussed the Library Humidity Project costs. The mechanical quotes were \$20,000 with the electrical being quotes \$20,000 - \$40,000 which puts the project over the bid threshold and the project would have to go out to bid. After some discussion it was the consensus of the Board for Mr. Thompson to give a proposal to the Board to bid this repair.

Lastly, Mr. Thompson and the Board Secretary discussed what would be needed if the Board of Education and the church agree to allow staff members to park in the church's parking lot. Some of the obstacles discussed were legal fees to draw up the agreements and easement language; engineering services for road or walkway; a partial survey of the school and church's property and Department of Education filings/approvals.

CORRESPONDENCE

The Board Secretary reported that since our district documented 40 or fewer special education Medicaid eligible students, our request for a waiver from participation in the SEMI (Special Education Medicaid-Initiative) for the 2017 – 2018 school year has been approved.

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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 Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **opened the meeting to the public for agenda items at 8:00 P.M.**

Mrs. Amy Christy addressed the Board on utilizing existing duct work for the gym/cafeteria air conditioning project.

Mr. Thompson, Mr. Jones and Mr. Jinks responded.

Mr. Stephen Fried addressed the Board regarding the proposed work on the 1900 building and the two air conditioning projects.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **closed the meeting to the public for agenda items at 8:09 P.M.**

Mr. Josh Thompson left the meeting at 8:10 P.M.

COMMITTEE REPORTS

State & County School Boards – No report.

Sussex County Educational Services Commission – Mrs. Ambrose has no report.

Liaison with the Hamburg Borough Council – Mrs. Frayko had no report.

Building & Grounds – Mr. Gillen stated the clean-up of the assumed asbestos dust on top of the drop ceiling in the 1900's building hallways has been completed and the Board has received the air monitoring results prior to letting staff into the building. The work was completed without incident.

Education & Policy – Mrs. Ambrose commented on Board policies that will need to be updated and the Science Curriculum is being reviewed by staff.

Negotiations & Personnel – Mrs. Frayko had no report.

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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 January 2017 bills in the amount of \$652,387.81 and the bills from February 1 to February 28, 2017 in the amount of \$579,851.59.
- b. Approved the bills for the Cafeteria Account in the amount of \$185.00.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 January 2017.
- d. Approved the Transfers made by the Superintendent after the 31 January 2017 Board Meeting, with fund 10 debits totaling \$33,000 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 January 2017, 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 January 2017
DATE

OLD BUSINESS

Mr. Jones reminded the Board to complete the Superintendent and Board self-evaluations on the New Jersey School Boards website by 1 March 2017.

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NEW BUSINESS

Mr. Jones reported that the Walkkill Valley Regional High School Board of Education will be hosting a meeting with its K – 8 sending districts on Saturday 8 April 2017 at 9 A.M. The meeting will be facilitated by Mrs. Kathleen Helewa, Field Service representative, New Jersey School Boards Association.

BOARD SECRETARY'S REPORT

The Board Secretary reported on the cost to clean up the assumed asbestos dust on top of the drop ceilings of the 1900's hallways - \$17,495.

The Board Secretary reported that the filing of the School Ethics/Financial Disclosure Statements by the Board has been completed and accepted by the State.

The Board Secretary scheduled a Finance Committee meeting 7 March 2017 to review the proposed FY 2017-18 Budget. Please note that the Governor's address is scheduled for Tuesday 28 February 2017, with the state aid being released to school districts by Thursday 3 March 2017. The Board will approve submission of the proposed FY 2017-18 Budget to the Executive County Superintendent at the Thursday 16 March 2017 Regular Board meeting. The Public Hearing on the proposed FY 2017-18 Budget will be held before the Tuesday 25 April 2017 Regular Board meeting. The proposed FY 2017-18 Budget is to be advertised in the Monday 17 April 2017 edition of the New Jersey Herald.

The Board Secretary discussed the budgeting of Construction Projects in FY 2017-18.

After considerable discussion the Board of Education decided to try to Budget the following projects in the FY 2017-18 Budget:

- 1.) Cornice Repairs 1900's Building
- 2.) Gym Air Conditioning
- 3.) Cafeteria Air Conditioning

The Board Secretary reported the testing of water for lead was occurred on Saturday 25 February 2017.

SUPERINTENDENT'S REPORT

On motion by Mrs. Frayko, 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.**

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- Field Trips as depicted on DOCUMENT C.
- Building use DOCUMENT D pending receipt of Facility Use Paperwork and Insurance Certificate.
- Wallkill Valley Little League use of the baseball fields from 1 March through 30 June, Monday through Friday from 5 PM – 9 PM and Saturdays from 9 AM – 5 PM pending receipt of paperwork (Schedule to be worked out with Wallkill Valley Softball).

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved American Tutor, Inc. to provide bedside instruction for student #6088.1617 at a rate of \$58 per hour.**

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

- Fire Drill Evacuation Drill – 2/8/17 – 2 min. 10 sec.
- Non Fire Evacuation Drill – 2/23/17 – 3 min. 29 sec.

Mr. Jinks reported the following Discipline Summary for January 2017

- ISS – 0
- OSS - 1

Mr. Jinks reported that there was one (1) instance of Harassment, Intimidation or Bullying reported between 26 January 2017 and 23 February 2017. The case was reported by a staff member as a student feeling targeted by others during lunch and recess. This HIB School Specialist investigated the incident by interviewing the possible victim, the accused students, students who were reported as witnesses and staff members who may have been witnesses. Based on the findings of the investigation, the claim was determined to be unsubstantiated and was instead a conflict among the students.

On motion by Mr. Gillen, seconded by Mrs. Ambrose, and carried by roll call vote, as per the Superintendent's recommendation, **accepted the Superintendent's HIB report of one (1) instances of HIB for the time period of 19 December 201 to 25 January 2017 as presented to the Board on 7 February 2017:**

Yes	-	7
No	-	0
Abstain	-	Mr. Jones

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved Heather McDevitt as a part-time**

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Classroom Aide, 5.5 hours per day inclusive of a ½ hour unpaid lunch, effective 16 March 2017 at a rate of \$12.64 per hour (Annual salary of \$11,565 pro-rated). This position is not eligible for benefits.

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved Maureen Evans as a part-time Classroom Aide, 5.5 hours per day inclusive of a ½ hour unpaid lunch, effective 6 March 2017 at a rate of \$12.36 per hour (annual salary of \$11,310 pro-rated). This position is not eligible for benefits.**

Mr. Jinks reported that on March 2nd there is a family reading event at the school and on March 8th is the Science Fair.

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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 8:50 P.M.**

Mrs. Marianne Allen, Teacher, addressed the Board on the temperature in the school during September and during the May/June time periods.

Mrs. June Tarantino, Music Teacher, addressed the Board commenting that she likes the new student of the month recognition presentation.

Mrs. Amy Christy addressed the Board regarding the recent volleyball game(s) with the teachers, parents and our 8th grade students.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public at 8:54 P.M.**

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EXECUTIVE SESSION

No Executive Session.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, that the Board adjourned the meeting at 8:54 P.M.

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary