

MINUTES OF REGULAR MEETING

March 16, 2017

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

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

12 Members of the Public

ABSENT: Jennifer Davis

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 28 February 2017 Regular Meeting minutes:

Yes	-	7
No	-	0
Abstain	-	Mrs. Cuevas

PRESENTATION TO THE BOARD

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

Grade PreK – 2 recipient – Mara Lizarazu-Torres
Grade 3 - 5 recipient – Dennis Aungst
Grade 6 - 8 recipient – Brianna Friedman

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

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CORRESPONDENCE

The Board Secretary reviewed an email from Gable Associates/Alliance for Competitive Energy Services regarding the award of a 21 month contract [starting March 2017 through December 2018] informing their member districts that the new natural gas supplier will be UGI Energy Services.

Mr. Jinks read the letter from Mrs. Stephanie White, Classroom Aide, resigning effective 24 March 2017.

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. Cuevas, seconded by Mrs. Frayko, and carried unanimously by voice vote, **opened the meeting to the public for agenda items at 7:10 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 7:10 P.M.**

COMMITTEE REPORTS

State & County School Boards – Mrs. Cuevas had no report.

Sussex County Educational Services Commission – Mrs. Ambrose updated the Board on the 6 March 2017 Sussex County Educational Services Board meeting.

Liaison with the Hamburg Borough Council – Mrs. Frayko had no update from the recent Hamburg Borough Council meeting.

Building & Grounds – Mr. Gillen and Mr. Jinks discussed the proposed construction projects and the recommendation to push off the projects to future budgets but to budget the library humidity repair project in the FY 2017-18 budget. A brief discussion ensued regarding the potential of utilizing the church parking lot for staff parking.

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Mr. Jinks and the Board Secretary discussed the preliminary lead in water test results, and any area that was above the action limit would be taken off line and re-tested. A brief discussion ensued.

Education & Policy –

On motion by Mrs. Ambrose, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved:

Policies found in Alert 210:

- P&R 1510 Americans with Disabilities Act (M) (Revised)
- P 2415.30 Title I – Educational Stability for Children in Forster Care (M) (New)
- P&R 2418 Section 50 of the Rehabilitation Act of 1973 – Students (M) (New)
- P&R 5116 Education of the Homeless Children (Revised)
- P 5330.04 Administering an Opioid Antidote (New)
- P&R 8330 Student Records (M) (Revised)

On motion by Mrs. Ambrose, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved updates in P5440 Honoring Student Achievement as reflected online on Strauss Esmay.

Negotiations & Personnel – Mrs. Frayko had 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 February 2017 bills in the amount of \$584,112.66 and the bills from March 1 to March 16, 2017 in the amount of \$507,576.86.
- b. Approved the bills for the Cafeteria Account in the amount of \$9,457.39.
- c. Accepted the Board Secretary's and Treasurer's Reports for 28 February 2017.
- d. Approved the Transfers made by the Superintendent after the 28 February 2017 Board Meeting, with fund 10 debits totaling \$1,000 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.

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- e. Pursuant to N.J.A.C. 6A:23A-16.10, the Board Administrator/Board Secretary certifies that as of 28 February 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

28 February 2017
DATE

On motion by Mrs. Cuevas, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the FY 2017-18 Workshop, Meetings & Travel Budgets and the Professional Service, Athletic & Activity Budgets as depicted on DOCUMENT B.

FY 2017-18 BUDGET ADOPTION

Mr. Jinks and the Board Secretary discussed the proposed FY 2017-18 budget with the Board. Some discussion ensued.

OPEN TO THE PUBLIC (on the proposed FY 2017-18 Budget)

On motion by Mrs. Cuevas, seconded by Mrs. Frayko, and carried unanimously by voice vote, opened the meeting to the public for comment at 7:35 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 7:35 P.M.

On motion by Mrs. Cunningham, seconded by Mr. Christy, and carried unanimously by roll call vote, adopted the resolution to submit the proposed FY 2017-18 budget to the Executive County Superintendent as depicted on DOCUMENT C.

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OLD BUSINESS

Mr. Jones reminded the Board of the invitation to attend the Walkkill Valley Regional Board of Education workshop meeting on Saturday 8 April 2017 at 9 A.M.

NEW BUSINESS

Mrs. Frayko inquired on the FY 2017-18 kindergarten enrollment count. Mr. Jinks responded.

BOARD SECRETARY'S REPORT

The Board Secretary read the e-mail from the NJSBA regarding BOE training.

The Board Secretary gave an update on the lead in water testing results.

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by roll call vote, reviewed/approved the proposal from Parette Somjen Architects to file the necessary Department of Education project application, prepared the necessary bid specifications to bid the project for the Library Humidity Project (DOCUMENT C-1).

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, 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 "Library Humidity Project at the Hamburg Borough School" 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 and the funds are budgeted in the 2017-18 Budget.

SUPERINTENDENT'S REPORT

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

- The Hamburg School 2017- 2018 Calendar as depicted on DOCUMENT D.
- Professional Development Visitations as depicted on DOCUMENT E.

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On motion by Mrs. Ambrose, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted resignation letter from Stephanie White, classroom aide effective 24 March 2017.**

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

- No drills as of 16 March 2017.

Mr. Jinks reported the following Discipline Summary for February 2017

- ISS – 0
- OSS - 1

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried 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 26 January 2017 through 23 February 2017 as reported to the Board on 28 February 2017:**

Mr. Jinks reported that there was one (1) instance of Harassment, Intimidation or Bullying reported between 24 February 2017 and 13 March 2017. The case was reported by a parent as a student feeling targeted by others before school and during lunch/recess time. 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.

Mr. Jinks reported that the Spring Musical, "Shrek, Jr.", will be April 6 & 7, 2017.

Mr. Jinks reported that there will be four Hamburg students in the Wallkill Valley Regional High School play.

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On motion by Mrs. Cuevas, seconded by Mr. Christy, and carried unanimously by voice vote, **opened the meeting to the public at 7:54 P.M.**

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No one addressed the Board.

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by voice vote, **closed the meeting to the public at 7:54 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 7:54 P.M.**

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary