

MINUTES OF REGULAR MEETING

May 23, 2017

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

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

29 Members of the Public

ABSENT: Sandra Cunningham, 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 Mrs. Cuevas, and carried by the following voice vote, **approved the 25 April 2017 Regular Meeting minutes and the Executive Meeting minutes:**

Yes	-	6
No	-	0
Abstain	-	Mr. Jones

PRESENTATION TO THE BOARD

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

Grade PreK – 2 recipient – Ryan Booz
Grade 3 - 5 recipient – John David Frylinck
Grade 6 - 8 recipient – Vanessa Hasbrouck

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

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Mr. Cliff Landon from the Sussex County Soil Conservation District presented awards to poster contest winners Hanna Douglas and Michaela Neiper.

Mrs. Kimberly Sigman, Vice Principal, presented an overview of the science textbook selection. A brief discussion ensued among the Board, Mrs. Sigman and Mr. Jinks.

CORRESPONDENCE

The Board Secretary reviewed a letter dated 18 April 2017 from the Office of School Facilities & Finance approving the Media Center HVAC Improvements at the Hamburg School.

The Board Secretary reviewed an email from the Alliance Competitive Energy Services informing the board of an award of contract that will change electrical suppliers from JCP&L to South Jersey Energy and/or TriEagle Energy effective June 2017.

Mr. Jinks reviewed a letter from Mr. and Mrs. Robert LaDuke requesting enrollment of their son as a first grade student for the 2017-2018 school year.

On motion by Mrs. Frayko, seconded by Mr. Gillen, after some discussion, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the enrollment of Mr. and Mrs. LaDuke's first grade non-resident student for the 2017-2018 school year with a tuition cost of \$900 per month.**

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 Mr. Christy, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:23 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 for comment at 7:23 P.M.**

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COMMITTEE REPORTS

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

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 reported the Mayor and Council are happy that the Hamburg School and the Borough are sharing information on each other's signs.

Building & Grounds – Mr. Gillen reported on the recent Building and Grounds Committee meeting as follows:

- Pavers are being installed by the main entryway which will have benches places on them and this is the locaton where the Hamburg "Liberty" bell will be located. Currently, Wallkill Valley High School is designing the structure that would house the bell.
- Currently waiting on a response from the church regarding the possibility of our staff parking in the church's parking lot.
- The fence in the lower parking lot is scheduled to be replaced.

Education & Policy –

On motion by Mrs. Ambrose, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the purchase of TCI Science materials and textbooks for \$32,876.70.

Negotiations & Personnel – No report

Finance Committee -

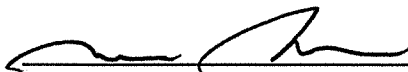
On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion approved, accepted, announced and/or certified items a through f:

- a. Approved the April 2017 bills in the amount of \$552,778.25.04 and the bills from May 1 to May 23, 2017 in the amount of \$538,765.52.
- b. Approved the bills for the Cafeteria Account in the amount of \$8,482.87.
- c. Accepted the Board Secretary's and Treasurer's Reports for 30 April 2017.

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- d. Approved the Transfers made by the Superintendent after the 25 April 2017 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 April 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

30 April 2017
DATE

OLD BUSINESS

The Board Secretary reminded the Board members of the change in Board meeting date from Tuesday 20 June 2017 to Wednesday 21 June 2017 due to the 8th grade graduation.

NEW BUSINESS

No new Business.

BOARD SECRETARY'S REPORT

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, approved Board members and administrators to attend the New Jersey School Boards Association Conference, to be held 23-26 October 2017 and for the Board to pay for or reimburse registration fees, mileage, and lodging, meals and incidental costs, in accordance with Board policy. [Note: The State has approved lodging for October 23, 24 & 25, 2017. All room reservations must be pre-paid by mid-September 2017 and all cancellations must be processed prior by early October 2017 (no refunds will be issued after that date).

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On motion by Mr. Christy, seconded by Mrs. Cuevas, and carried unanimously by roll call vote, adopted the following resolution:

Be it resolved that the amount of district taxes needed to meet the obligations of the Hamburg Borough Board of Education from 1 July 2017 to 30 June 2018 is \$4,356,984 and Hamburg Borough is hereby requested to put into the hands of the Business Administrator the monthly dollar amount as depicted on DOCUMENT B, by the 15th of each month, commencing on 15 July 2017 and authorize the Business Administrator to work with the municipality if there is a need to deviate from the tax requisition schedule.

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, approved the FY 2017-18 Ancillary Educational Services contract between the Hamburg Borough Board of Education and the Sussex County Educational Services Commission as depicted on DOCUMENT C.

The Board Secretary discussed the bids received at the 11 am, Wednesday 10 May 2017 bid opening for the Media Center HVAC Improvements at the Hamburg School that was advertised in Friday 14 April 2017 edition of the New Jersey Herald as depicted on DOCUMENT D. A brief discussion ensued.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, adopted the following resolution:

RESOLUTION AWARDING A CONTRACT FOR HVAC IMPROVEMENTS AT THE HAMBURG SCHOOL TO AIR MAINTENANCE SOLUTIONS LLC

WHEREAS, pursuant to N.J.S.A. 18A:18A-1, et seq. the Hamburg Board of Education advertised and received bids for a project entitled "Media Center HVAC Improvements at Hamburg School"

WHEREAS, the Board received bids from the following:

Air Maintenance Solutions, LLC	\$63,960.00
Iron Mountain Mechanical, LLC	\$71,495.00
EACM Corporation	\$72,500.00
Envirocon LLC	\$74,300.00
Echelon Services, LLC	\$88,400.00

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WHEREAS, the lowest responsive bid received was from Air Maintenance Solutions, LLC in the amount of \$63,960.00.

WHEREAS, the Board Attorney has reviewed the bids for legal sufficiency and set forth its recommendation in a letter attached hereto and incorporated by reference herein.

WHEREAS, the Board Architect has reviewed the bids and set forth its recommendation in a letter attached hereto and incorporated by reference herein.

NOW, THEREFORE BE IT RESOLVED, by the Hamburg Board of Education that the Board hereby awards a contract for HVAC Improvements at the Hamburg School to Air Maintenance Solutions LLC in the amount of \$63,960.00.

BE IT FURTHER RESOLVED that the Chief School Administrator and the Business Administrator are empowered to execute any contracts and/or change orders that may be necessary for this project.

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, after a brief discussion, **approved the Alliance for Competitive Telecommunications [ACT] contract with Xtel Communications, under the Educational Services Commission of New Jersey ACT Telecommunications Bid# ESCNJ 16/17-42, Inc., for telephone service as depicted on DOCUMENT E, starting on 1 July 2017 and ending on 30 June 2020.**

SUPERINTENDENT'S REPORT

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved items 1 – 4:**

1. **Field Trips as depicted on DOCUMENT F.**
2. **Professional Development as depicted on DOCUMENT G.**
3. **Substitutes as depicted on DOCUMENT H.**
4. **Facility Use as depicted on DOCUMENT I.**

A brief discussion ensued regarding the impact of the bus driver shortage on the scheduling of field trip and athletic events.

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On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, adopted the following resolution:

FY 2017-18 PROFESSIONAL SERVICES ANNUAL APPOINTMENTS

WHEREAS, there exists a need for various professional services, and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-5) requires that a resolution authorizing the contracting of professional services without competitive bids as adopted:

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Borough of Hamburg that the following professional services be contracted by the Hamburg Borough Board of Education for the 2017-18 school year without competitive bidding as a professional service in accordance with 18A:18A-15 of the Public School Contracts Law, not to exceed a contractual amount of \$200,000, as follows:

1. The contract with BAYADA Home Health Care, Inc. for substitute nurses for the 2017 - 2018 school year as depicted in DOCUMENT J.
2. To approve the contract with BAYADA Home Health Care, Inc. for "In School" Nursing Services pertaining to Hamburg student #2030350 during Hamburg's Extended School Year Program effective 5 July 2017 through 3 August 2017 as depicted on DOCUMENT K.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried by the following roll call vote, as per the Superintendent's recommendation, accepted the Superintendent's HIB Report as presented at the April 25, 2017 Board meeting of one (1) substantiated instance of HIB for the time period of March 14 through April 14, 2017:

Yes	-	6
No	-	0
Abstain	-	Mr. Jones

Mr. Jinks reported that there were two (2) HIB investigations conducted between April 15 and May 19, 2017.

- The first investigation was initiated when a parent emailed an allegation stating that their child had been subjected to HIB while in class. During the course of the investigation, several students and staff were interviewed including the victim and the accused. Based on the findings of the investigation, the claim was determined to be unsubstantiated.

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- The second investigation was initiated when a parent emailed an allegation stating that their child had been subjected to physical and/or verbal abuse from another student. During the course of the investigation, several students and staff were interviewed including the victim and the accused. Based on the findings of the investigation, the claim was determined to be unsubstantiated.

Mr. Jinks reported the following Discipline Summary for 15 April 2017 through 16 May 2017:

OSS - 2
ISS - 0

Mr. Jinks reported:

Fire/Evacuation/Safety Drills:

Shelter-In-Place – 4/6/17 – 4 min.
Fire Evacuation Drill – 4/27/17 – 2 min. 39 sec.
Fire Evacuation Drill – 5/11/17 – 2 min. 45 sec.

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **approved items 1 – 3:**

1. **Substitute custodians for the balance of the 16-17 school year as well as the 17-18 school year: (summer hours include an 8-hour workday inclusive of a 30-minute lunch break and two 15-minute breaks)**

Robert Baumgartner	Substitute Custodian & Painter @ \$14.00/hour
Frank Fasolo	Substitute Custodian @ \$12.50/hour
Jacob Haig	Substitute Custodian @ \$8.77/hour
Ryan Kiritsis	Substitute Custodian @ \$8.44/hour
Andrew Vanicek	Substitute Custodian @ \$8.44/hour

2. **Staff for the Hamburg School Extended Year Program (July 10-August 3)**

Amy Breitenbach	Teacher of the Preschool-disabled class @ \$35.74/hour, not to exceed 40 hours
Michelle Clark	Elementary Resource Room Teacher @ \$35.74/hour, not to exceed 40 hours
Susan Hearn	Middle School Resource Room Teacher @ \$35.74/hour, not to exceed 40 hours

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Michelle Babcock	Classroom Aide @ \$12.93/hour, not to exceed 40 hours
Anthony DeSino	Classroom Aide @ \$12.64/hour, not to exceed 40 hours
Cindy Langenfeld	Classroom Aide @ \$16.14/hour, not to exceed 40 hours
Brittany McKay	Classroom Aide @ \$12.93/hour, not to exceed 40 hours

3. Additional staff for summer duties:

Sandy Hoover	Computer technician @ \$25.00/hour, not to exceed 100 hours
Ronie Danko	Office Assistant to check in deliveries @ 12.93/hour not to exceed 50 hours
Elizabeth Wassel	Office Assistant to check in deliveries @ 12.93/hour not to exceed 50 hours

OPEN TO THE PUBLIC

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On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by voice vote, **opened the meeting to the public at 7:51 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 at 7:51 P.M.**

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EXECUTIVE SESSION

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by voice vote, closed the meeting to the public at 7:51 P.M.

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 – CSA Evaluation & Contract
- Personnel – BOE Self Evaluation
- Appointment of a public official
- Matters covered by the attorney-client privilege
- 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 – FY 17-18 individual contracts for secretaries, custodians, and Vice Principal.
- 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 Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by voice vote, that the Board returned to regular session at 8:45 P.M.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved the FY 17-18 individual contracts for secretaries, custodians and the Vice Principal as depicted on DOCUMENT L.

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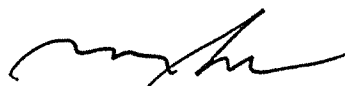
On motion by Mrs. Frayko, seconded by Mr. Christy, and carried by the following roll call vote, approved the submission of the proposed FY 2017-2022 contract for Mr. Roger Jinks, Superintendent to Dr. Rosalie Lamonte, Executive County Superintendent, for review and approval that reflects a 2% increase over the FY 2017-2018 contractual salary and an increase in each year thereafter of 2%:

Yes	-	5
No	-	Mr. Gillen*
Abstain	-	Mrs. Crosby

*Mr. Gillen requested the minutes to reflect that he feels that the Board should give Mr. Jinks additional, non-salary items, not included in the proposed FY 2017-2022 contract.

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by voice vote, that the Board adjourned the meeting at 8:50 P.M.

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary