

MINUTES OF REGULAR MEETING

June 21, 2017

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

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

4 Members of the Public

ABSENT: Timothy Gillen

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 23 May 2017 Regular Meeting minutes and the Executive Meeting minutes:**

Yes	-	6
No	-	0
Abstain	-	Mrs. Cunningham, Mrs. Davis

PRESENTATION TO THE BOARD

None.

CORRESPONDENCE

Mr. Jinks reported that the Hamburg Baptist Church is not interested in allowing the Board to park staff in the church parking lot. A brief discussion ensued.

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OPEN TO THE PUBLIC

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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 for comment at 7:04 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 comment at 7:04 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 recent Sussex County Educational Services Commission's June 2017 meeting.

Liaison with the Hamburg Borough Council – Mrs. Frayko reported the Borough of Hamburg did receive a grant to do paving in the borough. A brief discussion ensued regarding the possibility of paving the walkway from the school to the fields in the back of the school.

Building & Grounds – No report.

Education & Policy – Mrs. Ambrose reviewed the updates to the Board policies as recommended by Strauss Esmay, the Board's policy service. These policies will be on the July 2017 Board agenda.

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, after some discussion **approved, accepted, announced and/or certified items a through f:**

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- a. Approved the May 2017 bills in the amount of \$570,381.21 and the bills from June 1 to June 21, 2017 in the amount of \$568,412.44.
- b. Approved the bills for the Cafeteria Account in the amount of \$6,276.39.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 May 2017.
- d. Approved the Transfers made by the Superintendent after the 23 May 2017 Board Meeting, with fund 10 debits totaling \$62,302 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 May 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 May 2017
DATE

OLD BUSINESS

Mr. Jones and Mrs. Frayko updated the Board on the recent joint meeting (1 June 2017) of representatives from the Walkkill Board of Education Region. A brief discussion ensued and it was noted that no Superintendents or Business Administrators were in attendance at this meeting.

Mr. Jones reviewed with the board the summary of the Board's Self Evaluation [DOCUMENT B].

On motion by Mr. Christy, seconded by Mrs. Davis, and carried unanimously by roll call vote, accepted the Hamburg Borough Board of Education's 2016-17 Self Evaluation [DOCUMENT B].

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NEW BUSINESS

Mr. Jones requested the Board to think about Goals for the 2017-2018 school year.

BOARD SECRETARY'S REPORT

The Board Secretary reviewed the New Jersey School Boards Association notice regarding the adoption of the Carbon Monoxide Regulations [DOCUMENT C].

The Board Secretary discussed the Board attendance at workshops, reminding the Board that workshops \$150 or more require prior Board approval. A brief discussion ensued.

The Board Secretary discussed the year end transfer of money to the Capital Reserve Account [this can only occur by the BOE resolution in the month of June]. A brief discussion ensued.

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

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, Hamburg Borough Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Hamburg Borough Board of Education has determined that not to exceed \$300,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Hamburg Borough Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

The Board Secretary reviewed the quotes solicited by George Morville [Arthur J. Gallagher Risk Management Services, Inc.] for the Board's FY 2017-2018 liability, property, workers' comp. insurance policies [DOCUMENT C1].

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On motion by Mrs. Cunningham, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, **accepted the FY 2017-2018 Insurance proposal from the New Jersey Schools Insurance Group and for coverage to be bound effective 1 July 2017.**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, **approved the three Lakeland Bank Resolutions to change the signatory from Mrs. Dawn Babcock to Mrs. Christine Licata, the new Treasurer of School Monies effective 1 July 2017 [DOCUMENT D].**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, **approved the submission of the application for the FY 2017-2018 Federal Grants-ESSA [NCLB]/IDEA grant expenditures as depicted on DOCUMENT E.**

The Board Secretary reported, pursuant to PL 2015, Chapter 47 the Hamburg Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

- Maschio's Food Service, Inc.
- Horizon Dental/Fortitude Insurance Group
- New Jersey Schools Insurance Group/Bollinger/Morville Agency
- Alliance for Competitive Energy Services
- Educational Consortium for Telecommunications Savings
- Franklin Borough Board of Education
- Educational Data Services, Inc./Morris County ESC
- Hunterdon County Educational Services Commission
- The Educational Services Commission of New Jersey
- Sussex County Regional Transportation Cooperative
- Cleary, Giacobbe, Alfieri & Jacobs
- Nisivoccia LLC
- Parette Somjen Architects LLC
- J & B Therapy, LLC
- Mary Ellen Diffily, Physical Therapist
- Gurbir S. Saluja, M.D.
- Applied Behavioral Consulting LLC
- CDK Systems, Inc.
- ABCODE Security
- Cologix, Inc.
- Otis Elevator Company
- Bayada Home Health Care, Inc.

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- Ardor Health Solutions
- T.A. Mountford Co.
- R & L DataCenter, Inc.
- Northern Hills Academy
- Vernon Township Board of Ed.

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 – 5:

1. Field Trips as depicted on DOCUMENT F.
2. Blanket Field Trip List as depicted on DOCUMENT G.
3. Professional Development as depicted on DOCUMENT H.
4. 2017-2018 Substitutes as depicted on DOCUMENT I.
5. Facility Use as depicted on DOCUMENT J.

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. Student #00450 – {pre-school-disabled class} from Montague Township School District for the 2017-2018 Extended School Year from 10 July 2017 through 3 August 2017. Associated payroll costs will be paid for by the sending district as part of the tuition agreement. \$2977.37 tuition.
2. Student #00350– {preschool-disabled class} from Hampton Township School District for the 2017-2018 Extended School Year from 10 July 2017 through 3 August 2017. This placement required a 1:1 classroom aide whose salary and associated payroll costs will be paid for by the sending district as part of the tuition agreement. \$2430.20 tuition \$694.99 Aide.
3. Out-of-district tuition contract with Vernon Township Schools for student #25170 for the 2017-2018 Extended School Year from 10 July 2017 through 3 August 2017. This placement requires a 1:1 classroom aide. \$2811.29 tuition, plus FICA \$111.42, and a PT Aide at \$1,456.36 along with related services and transportation.
4. To approve out-of-district tuition contract with Vernon Township Schools for student #25107 for the 2017-2018 school year at an

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annual pro-rated cost for an Autistic program at \$22,000/yr, a PT Aide (AM) at \$11,596.00 plus FICA \$887.10 and a PT Aide (PM) at \$11,854.00 plus FICA \$906.84 along with related services and transportation.

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 Ardor Health Solutions to provide a speech therapist for the Extended School Year program at a rate of \$83.00/hr, 7 hours per week, not to exceed 28 hours.**

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the tuition contract as depicted on DOCUMENT K.**

On motion by Mr. Christy, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the Bilingual/ESL Three-Year Program Plan for School Years 2017-2020 as depicted on DOCUMENT L.**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted the Full-Time Principal Waiver as depicted on DOCUMENT M.**

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted the Superintendent's HIB report as presented at the May 23, 2017 Board meeting of zero (0) substantiated instances of HIB for the time period of April 14, through May 14, 2017.**

Mr. Jinks reported that there were zero (0) HIB investigations conducted between May 15 and June 15, 2017.

Mr. Jinks reported the following Discipline Summary for 17 May 2017 through 14 June 2017:

OSS - 0

ISS - 0

Mr. Jinks reported:

Fire/Evacuation/Safety Drills:

Fire Evacuation Drill – 6/15/17 – 3 min. 53 sec.

Active Shooter Drill – 5/26/17

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On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, after some discussion, as per the Superintendent's recommendation, **approved items 1 & 2:**

1. Updated job descriptions as depicted on DOCUMENT N.
2. The Superintendent's Qualitative Merit Goal #1 and Quantitative Merit Goal #1 as complete and approve for submittal to the Executive County Superintendent for final approval and payment [DOCUMENT O].

Mr. Jinks commented on the recent 8th Grade Graduation that occurred yesterday; the School's Concert, Play, as well as the Renaissance Fair. Some discussion ensued among the Board and Mr. Jinks.

OPEN TO THE PUBLIC

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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 7:52 P.M.**

No one addressed the Board.

On motion by Mr. Christy, seconded by Mrs. Crosby, and carried unanimously by voice vote, **closed the meeting to the public at 7:52 P.M.**

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EXECUTIVE SESSION

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by voice vote, closed the meeting to the public at 7:52 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 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
- 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. Cunningham, seconded by Mrs. Frayko, and carried unanimously by voice vote, that the Board returned to regular session at 8:02 P.M.

On motion by Mrs. Cunningham, seconded by Mrs. Frayko, and carried by the following roll call vote, adopted the following resolution to rescind the FY 2013 – 2018 Superintendent contract for Mr. Roger A. Jinks, Jr. and approve the FY 2017-2022 Superintendent contract [DOCUMENT P]:

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WHEREAS, Roger A. Jinks, Jr. is currently employed by the Board of Education of Hamburg (hereinafter referred to as "the Board") as its Superintendent of Schools, and is serving under terms and conditions of a written employment contract that took effect on July 1, 2013 and extends through June 30, 2018; and

WHEREAS, it is in the best interest of the school district to provide for administrative stability and the completion of educational programs and projects and to minimize disruption to the school district; and

WHEREAS, the Board and the Superintendent, desire to rescind the current employment agreement between them and enter into a new employment agreement.

NOW THEREFORE, BE IT RESOLVED that the current contract of employment, in effect from July 1, 2013 through June 30, 2018 between the Board and the Superintendent, be rescinded, with the consent of the Superintendent, effective July 1, 2017; and

BE IT FURTHER RESOLVED that, effective July 1, 2017, Roger A. Jinks, Jr. be appointed as Superintendent of Schools, under a new contract of employment, for a term of July 1, 2017 through June 30, 2022 ("Employment Contract"); and

BE IT FURTHER RESOLVED that the Board approves the Employment Contract for the term July 1, 2017 through June 30, 2022 between the Board and the Superintendent in substantially the same form as attached hereto and authorizes and directs the Board President to sign the Employment Contract on its behalf.

Yes	-	7
No	-	0
Abstain	-	Mrs. Crosby

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by voice vote, that the Board adjourned the meeting at 8:05 P.M.

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary