

MINUTES OF REGULAR MEETING

July 25, 2017

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

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

1 Member 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 Mrs. Davis, and carried by the following voice vote, **approved the 21 June 2017 Regular Meeting minutes and the Executive Meeting minutes:**

Yes	-	7
No	-	0
Abstain	-	Mr. Gillen

PRESENTATION TO THE BOARD

None.

CORRESPONDENCE

Mr. Jones reviewed a letter, dated June 30, 2017, from Dr. Rosalie Lamonte, Interim Executive Count Superintendent, accepting the documentation of Mr. Roger Jinks, Superintendent,

MINUTES OF REGULAR MEETING

July 25, 2017

meeting his FY 2016-17 Merit Goals and authorizing the release of payment for achieving the goals.

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 7:02 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 comment at 7:02 P.M.**

COMMITTEE REPORTS

State & County School Boards – No report.

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

Liaison with the Hamburg Borough Council – Mrs. Frayko summarized a discussion at the recent Council meeting regarding traffic flow on School Street and parking. Mrs. Frayko stated the Council said that the school can use the municipal parking lot (Route 23 and Linwood Ave intersections). A brief discussion ensued among the Board.

Building & Grounds – Mr. Gillen reported that the Library Humidity Project is winding down and should be completed within a few more weeks. Additionally, Mr. Gillen stated that the Building and Grounds Committee will meet prior to the 29 August 2017 Board meeting.

Education & Policy –

On motion by Mrs. Ambrose, seconded by Mr. Gillen, and carried unanimously by roll call vote, **accepted/approved/abolished:**

P&R 1240 Evaluation of Superintendent (M) [Rev]

MINUTES OF REGULAR MEETING

July 25, 2017

- P 1511 Board of Education Website Accessibility [New]
- P&R 3126 District Mentoring Program [Rev]
- P&R 3221 Evaluation of Teachers (M) [Rev]
- P&R 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) [Rev]
- P&R 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) [Rev]
- P&R 3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M) [Rev]
- P&R 3240 Professional Development for Teachers and School Leaders (M) [Rev]
- P&R 5610 Suspension (M) [Rev]
- P 5620 Expulsion (M) [Rev]
- P&R 7424 Bed Bugs [New]
- P7461 District Sustainability Policy [New]
- P8505 Local Wellness Policy/Nutrient Standards for Meals and Other Food (M) [Rev]
- P8550 Unpaid Meal Charges/Outstanding Food Service Charges (M) [Rev]
- R2624 Grading System

As shown on www.straussesmay.com

Negotiations & Personnel –

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried by roll call vote, approved Nancy Lennon as a part-time (40%) Learning Disabilities Teacher Consultant (LDTTC) for the 2017-2018 school year at Step M.A. 28 (40%) \$33,114. This position is not eligible for health benefits.

Yes	-	6
No	-	0
Abstain	-	Mrs. Ambrose

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 June 2017 bills in the amount of \$634,996.58 and the bills from July 1 to July 25, 2017 in the amount of \$351,230.48.

MINUTES OF REGULAR MEETING

July 25, 2017

- b. Approved the bills for the Cafeteria Account in the amount of \$15,273.95.
- c. Accepted the Board Secretary's and Treasurer's Reports for 30 June 2017.
- d. Approved the Transfers made by the Superintendent after the 21 June 2017 Board Meeting, with fund 10 debits totaling \$42,500 as depicted on DOCUMENT A-1 and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2017-18 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 June 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 June 2017
DATE

OLD BUSINESS

No old business.

NEW BUSINESS

Mr. Jones and various Board members discussed some goals for FY 2017-18. After considerable discussion the Board decided to hold a Special Meeting on Tuesday 15 August 2017 to discuss the Board goals for FY 2017-18.

BOARD SECRETARY'S REPORT

The Board Secretary reminded the Board that the nominating petitions for the November 2017 Annual School Election is due to the County Clerk by 31 July 2017.

MINUTES OF REGULAR MEETING

July 25, 2017

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the following individuals to attend the Annual New Jersey School Boards Conference in Atlantic City, 23-26 October 2017, lodging for October 23-25, workshop registration fees, and reimbursement of mileage and meals, in accordance with Board policy, as follows:

- Mathew Christy
- Sandra Cunningham
- Timothy Gillen
- Robert Jones (No Hotel)
- Roger Jinks

The Board Secretary discussed the reduction of FY 2017-18 state aid and the required action by the Board of Education by 1 August 2017.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, opened the meeting to the public for comment on the revision to the Proposed FY 2017-18 Budget 7:43 P.M, as a result of the reduction of FY 2017-18 state aid.

Mrs. Amy Christy addressed the Board on using surplus. The Board Secretary responded.

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by voice vote, closed the meeting to the public for comment on the revision to the Proposed FY 2017-18 Budget 7:43 P.M.

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the appropriation of \$32,588 of surplus appropriated in FY 2017-18 to offset the revised/reissued FY 2017-18 State Aid figures dated 14 July 2017.

SUPERINTENDENT'S REPORT

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

1. Field Trips as depicted on DOCUMENT B.
2. Professional Development as depicted on DOCUMENT C and the following Professional Developments:
 - 10/1-3/17 Wassel & Dean
Art Educators of NJ 2017 Fall Conference, Long Branch, NJ
\$335.00/each plus related travel & mileage

MINUTES OF REGULAR MEETING

July 25, 2017

Lodging Overnight 1 & 2 October 2017

- 10/18/17 Brady
NJAAP School Health Conference, Somerset Park, NJ
\$175.00 plus related travel & mileage
- 8/15/17 Jinks
Marzano Training for Current Administrators, Englishtown, NJ
\$149.00 plus related travel & mileage
- 8/16-18/17 Sigman
2017 Marzano Focused Teacher Eval Model Training, Englishtown, NJ
\$399.00 plus related travel & mileage

3. Substitutes as depicted on DOCUMENT D.
4. Facility Use as depicted on DOCUMENT E.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted the Superintendent's HIB report as presented at the 21 June 2017 Board meeting of zero (0) substantiated instances of HIB for the time period of May 15 through June 15, 2017.**

Mr. Jinks reported:

Fire/Evacuation/Safety Drills:

Fire Evacuation Drill – 7/20/17 – 2 min. 15 sec.

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

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

WHEREAS, the Public School Contracts Law (NJSA 18:A: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 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:

MINUTES OF REGULAR MEETING

July 25, 2017

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the contract with BAYADA Home Health Care, Inc. for "In School" Nursing Services pertaining to Hamburg student #20303050 (Bayada student# 33-5481) effective 7 September 2017 through 30 June 2018 as depicted on DOCUMENT AD1.**

Mr. Jinks reported that the Commissioner of Education, Kimberly Harrington, was at the Hamburg meeting on July 14, 2017 and met with various school personnel from the County.

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 at 7:53 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 at 7:53 P.M.**

EXECUTIVE SESSION

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by voice vote, **closed the meeting to the public at 7:54 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);

MINUTES OF REGULAR MEETING

July 25, 2017

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
- Personnel
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation – Case# 2016-17 #1, #2, #3
- 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. Frayko seconded by Mrs. Ambrose, and carried unanimously by voice vote, that the Board returned to regular session at 7:59 P.M.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, that the Board adjourned the meeting at 7:59 P.M.

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary