#### HAMBURG BOARD OF EDUCATION

# REGULAR MEETING AGENDA

17 October 2017

7:00 p.m.

#### A. Flag Salute & Pledge of Allegiance

#### STATEMENT----OPEN PUBLIC MEETING

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 New Jersey Herald, the Star-Ledger and the Sunday Herald.

#### **ROLL CALL:**

	Mr. Jones	Mrs. Ambrose	Mr. Christy	Mrs. Crosby	Mrs. Cuevas	Mrs. Cunningham	Mrs. Davis	Mrs. Frayko	Mr. Gillen
PRESENT									
ABSENT									

#### B. APPROVAL OF MINUTES

MOTION BY\_\_\_\_\_\_SECONDED BY \_\_\_\_\_\_ to approve the minutes and the Executive Session minutes of the 26 September 2017 Regular Board meeting.

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Crosby	Cuevas	Cunningham	Davis	Frayko	Gillen
YES									
NO									
ABSTAIN									

### C. PRESENTATION TO THE BOARD -Hamburg School Board of Education Student of the Month for October: Gr. K-2 – Jamie Schels Gr. 3-5: - Troy McCurry Gr. 6-8: - Samantha Masten Presentation of the FY 2016-17 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report by Mrs. Valerie Dolan, Nisivoccia & LLP and the Board Secretary. Meeting opened to the public for comment on the FY 2016-17 Comprehensive Annual Financial Report at \_\_\_\_\_ (VOICE VOTE) Meeting closed to the public for comment on the FY 2016-17 Comprehensive Annual Financial Report at P.M. (VOICE VOTE) D. CORRESPONDENCE - Letter from Wallkill Valley Regional Board of Education inviting the Board to a retreat on Saturday 4 November 2017 at 9 a.m. **OPEN TO THE PUBLIC (for discussion of agenda items only)** E. ~ 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. Meeting opened to the public for comment at P.M. (VOICE VOTE) Meeting closed to the public for comment at \_\_\_\_\_ P.M.

#### F. **COMMITTEE REPORTS**

(VOICE VOTE)

#### **State & County School Boards**

#### **Sussex County Educational Services Commission**

**Liaison with the Hamburg Borough Council** 

**Building & Grounds** 

**Education & Policy** 

MOTION BY \_\_\_\_\_\_ to accept/approve/abolish the following:

P&R 7100 - Long-Range Facilities Planning (M) (Revised)

P&R 7101 - Educational adequacy of Capital Projects (Revised)

P7102 – Site Selection and Acquisition (Revised)

R7102 – Site Selection and Acquisition (New)

P7103 – School Closing (Revised)

P7300 – Disposition of Property (Revised)

R7300.1 – Disposal of Instructional Property (Abolished)

R7300.2 - Disposal of Land (Revised)

R7300.3 – Disposition of Personal Property (Revised)

R7300.4 – Disposition of Federal Property (Revised)

As seen on www.straussesmay.com

#### **Negotiations & Personnel**

#### **Finance Committee**

Discussion of items A through F...

- a. To approve the bills as presented.
- b. To approve bills for the Cafeteria Account in the amount of \$180.38.
- c. To accept the Board Secretary's and Treasurer's reports for 30 September 2017.

- d. To approve Transfers made by the Superintendent after the 26
  September 2017 Board Meeting, with fund 10 debits totaling
  \$7,100 depicted on DOCUMENT A 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 Business Administrator/Board Secretary certifies that as of **30 September 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.

MOTION BY	SECONDED BY	to approve items
a through f.		

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Crosby	Cuevas	Cunningham	Davis	Frayko	Gillen
YES									
NO									
ABSTAIN									

#### G. OLD BUSINESS-

To review the expense logs and reporting requirements for the people attending the New Jersey School Boards Workshop 23-26 October 2017.

#### H. NEW BUSINESS –

#### I. BOARD SECRETARY'S REPORT

To report the Board received a \$3,000 Safety Grant for FY 2017-18 from the New Jersey Schools Insurance Group.

MOTION	BY	SECOND	ED BY		to accep	ot the	e FY
2016-17	Comprehensive	Annual	<b>Financial</b>	Report	[CAFR]	and	the
Auditor's were cite	Management d.	Report as	s presente	ed. No	Recommo	endati	ions

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Crosby	Cuevas	Cunningham	Davis	Frayko	Gillen
YES									
NO									
ABSTAIN									

MOTION BY\_\_\_\_\_\_ SECONDED BY \_\_\_\_\_\_ to approve the Comprehensive Maintenance Plan, the Annual Maintenance Budget Amount Worksheet (Form M-1), and the Maximum Capital Reserve Certification as depicted on DOCUMENT B.

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Cuevas	Cunningham	Davis	Douglas	Frayko	Gillen
YES									
NO									
ABSTAIN									

MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve the FY 2017-18 Staff Listing as depicted in DOCUMENT C.

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Crosby	Cuevas	Cunningham	Davis	Frayko	Gillen
YES									
NO									
ABSTAIN		·							

MOTION BY\_\_\_\_\_\_ SECONDED BY \_\_\_\_\_\_ to approve the resolution from the New Jersey Association of School Business Officials regarding the change in Food Service Management Company contracts from a "Cost Reimbursement Basis" to a "Fixed Price Basis" as depicted in DOCUMENT D.

	Mr. Jones	Mrs. Ambrose	Mr. Christy	Mrs. Crosby	Mrs. Cuevas	Mrs. Cunningham	Mrs. Davis	Mrs. Frayko	Mr. Gillen
YES									
NO									
ABSTAIN									

J.	SUP	PERINT	ENDEN.	T'S RE	PORT
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a.	MOTION BY	SECONDED BY	
	to approve items 1-4:		

- 1. Professional Development as depicted on **DOCUMENT E.**
- 2. Substitutes as depicted on **DOCUMENT F.**
- 3. Field Trips as depicted on **DOCUMENT G.**
- 4. Building Use as depicted on **DOCUMENT H.**

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Crosby	Cuevas	Cunningham	Davis	Frayko	Gillen
YES									
NO									
ABSTAIN									

b.	MOTION BY	SECONDED BY	to accept				
	the resignation of	the resignation of Lauren Davis, classroom aide effective 20					
	October 2017						

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Crosby	Cuevas	Cunningham	Davis	Frayko	Gillen
YES									

NO					
ABSTAIN					

c. Fire/Evacuation/Safety Drills -

Active Shooter Drill -10/12/17 - 2:16 pm Fire-Evacuation Drill -10/13/17 - 9:18 am -2min 37sec

- d. To report that there were zero (0) reported instances of Harassment, Intimidation or Bullying between 25 September 2017 and 13 October 2017
- e. MOTION BY \_\_\_\_\_\_ SECONDED BY \_\_\_\_\_\_ to accept the superintendent's HIB report as presented at the September 26, 2017 Board meeting of zero (0) instances of HIB for the time period of 5 September through 22 September 2017.

	Mr. Jones	Mrs. Ambrose	Mr. Christy	Mrs. Crosby	Mrs. Cuevas	Mrs. Cunningham	Mrs. Davis	Mrs. Frayko	Mr. Gillen
YES									
NO									
ABSTAIN									

- f. MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve/accept items 1 & 2:
  - 1. Student #24390 to attend the Autism-Spectrum
    Disorder Program at Stanhope School for the
    remainder of the 2017-2018 school year beginning 13
    October 2017 at a cost of \$35,796.00 (prorated), a
    personal aide at a cost of \$29,484 (prorated) plus
    transportation and related services.
  - 2. Student #32999 {pre-school-disabled class} from Franklin Borough School District for the 2017-2018 School Year at a cost of \$20,656.70 (prorated), and related services.

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Crosby	Cuevas	Cunningham	Davis	Frayko	Gillen
YES									
NO									
ABSTAIN									

## g. ANNUAL VIOLENCE AND VANDALISM HEARING FOR THE 2016-2017 School Year

The week of October 16-20, 2017 is Violence Awareness in New Jersey schools. As part of our obligation to prevent violence in schools, this report details the activities that were conducted during the 2016-2017 school year and those planned for this academic year.

- 1. The Peer Leadership Group provides mentoring and tutoring services and act as role-models for children under the leadership of the school guidance counselor, Mrs. Braccioforte.
- 2. The entire middle school attended the Center for Prevention's Antibullying Summit on October 19, 2016. Each year, students from Hamburg School participate in presentations and activities that identify violent or bullying behaviors and learn ways to put an end to and prevent violence and bullying in our school. Again this year, all students in grade 6-8 will be attending the Summit on Wednesday, October 18, 2017 at Sussex County Technical School.
- 3. The New Jersey Child Assault Prevention (CAP) program will hold discussions with students on bullying and anti-bullying measures. During the 16-17 school year, students in grades 3, 5 and 7 participated in the CAP program in March.
- 4. The Health curriculum that is covered each year addresses bullying and violence on several levels.
- 5. During the week of October 3-7, 2016, Hamburg students participated in the New Jersey's Sixth Annual Week of Respect during which special attention and class lessons were given to reinforce the importance of being respectful to each other, themselves and anyone with whom they interact both in school and in their community. Student and staff were encouraged to participate in wearing different colors on certain school days to show unity and commitment in preventing bullying. Middle school

- students also had the opportunity to 'stomp-out' bullying by popping balloons which contained positive messages.
- 6. Red Ribbon week activities to reinforce staying drug free were conducted during the month of November.
- 7. The Hamburg PTA provides assembly programs which support positive messages about being kind towards others and preventing bullying.
- 8. Materials received from the New Jersey Bar Association are implemented during instruction and provide teachers with guidelines on conflict resolution, respect for others and peer mediation.
- 9. Law enforcement is invited into the school to provide school safety and anti-violence discussions to students.
- 10. The school culture and climate committee meets regularly throughout the school year to discuss the positive activities that take place at Hamburg School and plan activities to enhance the educational experience.
- 11. Hamburg Pride assemblies are held throughout each year and focus on themes of respect, trustworthiness, responsibility, fairness, caring and citizenship, the six pillars of good character.

#### Violence, Vandalism and Substance Abuse

As per Public Law 6A:16-5.3, each school district shall report incidents of violence, vandalism and substance abuse two times per year. Those incidents shall also be reported to the NJ Department of Education via the department's Electronic Violence and Vandalism Reporting System (EVVRS).

As reported to the Department of Education for the second reporting period of January 1, 2017 through June 30, 2017 of the 2016-2017 school year, there was one (1) incident of violence or vandalism which rose to the standards established by the Department of Education.

#### Harassment, Intimidation and Bullying

As per Public Law N.J.S.A.18A:7E-3, each school district shall report incidents of harassment, intimidation or bullying two times per year.

As reported to the Board of Education at their meetings from February 2017 through July 2017 there were three (3) confirmed instances of harassment, intimidation and bullying reported to Meghan Braccioforte, School HIB Specialist, and/or Kimberly Sigman, the District HIB Coordinator. Through investigation it was determined that each instance of harassment, intimidation or bullying was confirmed. The accused were disciplined in accordance with Hamburg Board of Education Policy 5600 Student Discipline/Code of Conduct. The victims and accused also received counseling and sensitivity/awareness training.

As reported to the Department of Education, there were three (3) incidents of harassment, intimidation or bullying during the 2016-2017 school year for the time period of January 1, 2017 through June 30, 2017.

Vandalism Report and discus	Its of the 2016-2017 Electronic Violession of the bi-annual Report of Har the time period of January 1, 2017	assment,
MOTION BY	SECONDED BY	to
•	016-2017 Electronic Violence and port of Harassment, Intimidation a	

Motion to open the meeting to the public for the discussion at

	Mr.	Mrs.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Christy	Crosby	Cuevas	Cunningham	Davis	Frayko	Gillen
YES									
NO									
ABSTAIN									

#### K. 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.

Meeting opened to the public for comment at	_P.M <b>.</b>
Meeting closed to the public for comment at	P.M.

#### L. EXECUTIVE SESSION

MOTION BY	SECONDED BY
closed the meeting to th	
	TO EXECUTIVE SESSION
may exclude the public fr Board discusses any of th NOW, THEREFORE	nt to N.J.S.A. 10:4-12(b), the Board of Education from that portion of a public meeting at which the le matters described at N.J.S.A. 10:4-12(b)(1)-(9), BE IT RESOLVED that the Board of Education closed session to discuss the following matter(s
<ul> <li>Personnel</li> <li>Appointment of a public</li> <li>Matters covered by the a</li> <li>Pending or anticipated lit</li> <li>Pending or anticipated co</li> <li>Protection of the safety o</li> <li>Matters which would cor</li> <li>Matters in which the release</li> <li>Funds from the United St</li> <li>Matters concerning colle</li> </ul>	attorney-client privilege tigation contract negotiations or property of the public enstitute an unwarranted invasion of privacy case of information would impair a right to receive ates Government ective negotiations and/or the negotiation of terms and at of employees of the Board of Education
	<b>SOLVED</b> that said discussion may be disclosed to ons for discussing and acting upon it in closed
	to Regular Session at P.M.
MOTION TO ADJOURN M	/IEETING
	SECONDED BY
that the Board adjourned	d the meeting atP.M. [Voice Vote]

# <u>FYI</u>

- Board & Administrator, October 2017
- Hamburg School October 2017 Newsletter
- Hamburg Spring 2017 PARCC Results