

MINUTES OF REGULAR MEETING

October 17, 2017

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

PRESENT: Charlotte Ambrose (arrived at 7:30 P.M.), Mathew Christy (arrived at 7:10 P.M.), Karen Crosby, Martina Cuevas, Sandra Cunningham, Jennifer Davis, Timothy Gillen, Sheila Frayko, Vice President, Robert Jones, President

20 Members of the Public

ABSENT: None

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. Cunningham, and carried by the following voice vote, approved the 26 September 2017 Regular Meeting minutes:

Yes	-	5
No	-	0
Abstain	-	Mrs. Crosby, Mrs. Davis

PRESENTATION TO THE BOARD

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

Grade PreK – 2 recipient – Jamie Schels
Grade 3 - 5 recipient – Troy McCurry
Grade 6 - 8 recipient – Samantha Masten

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

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Mrs. Valerie Dolan, Mrs. Jenna Bauer (Nisivoccia & LLP) and the Board Secretary presented the FY 2016-17 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report. A brief discussion ensued.

Mr. Christy arrived at 7:10 P.M.

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried by voice vote, **opened the meeting to the public for comment on the FY 2016-17 Comprehensive Annual Financial Report at 7:20 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried by voice vote, **closed the meeting to the public for comment on the FY 2016-17 Comprehensive Annual Financial Report at 7:20 P.M.**

Mrs. Dolan and Mrs. Bauer left the meeting at 7:20 P.M.

CORRESPONDENCE

Mr. Jones read a letter from the Walkkill Valley Regional High School Board of Education inviting the Board to a retreat on Saturday 4 November at 9 A.M and asked that Board members interested in attending to let him know as soon as possible.

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. Cuevas, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:22 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 comment at 7:22 P.M.**

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Mrs. Ambrose arrived at 7:30 P.M.

COMMITTEE REPORTS

State & County School Boards – Mr. Jones and Mr. Jinks reported on the recent Sussex County School Boards Association presentation on “Social Media Pitfalls” and reminded the Board the next meeting is scheduled for 6 December at Sparta High School. The topic will be on School Consolidation.

The Board discussed the 2 October 2017 Hamburg Borough resolution in which the Borough supports the consolidation of schools into a single county based school system.

Sussex County Educational Services Commission – Mrs. Ambrose updated the Board on the recent Sussex County Educational Services Commission’s meeting and noted that the commission is celebrating its 40th year. An open house is scheduled for early November 2017.

Liaison with the Hamburg Borough Council – Mrs. Frayko commented on the Hamburg Borough adoption of the consolidation of schools into one county based school.

Building & Grounds – Mr. Gillen reported that the structure to house the Hamburg “Liberty” bell (which was made by the Walkkill Valley workshop students) is in place by the main entrance (picture attached).

Education & Policy –

On motion by Mrs. Ambrose, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **accepted/approved abolished 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 – No report.

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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 September 2017 bills in the amount of \$585,501.63 and the bills from October 1 to October 17, 2017 in the amount of \$532,776.50.
- b. Approved the bills for the Cafeteria Account in the amount of \$180.38.
- c. Accepted the Board Secretary's and Treasurer's Reports for 30 September 2017.
- d. Approved the Transfers made by the Superintendent after the 26 September 2017 Board Meeting, with fund 10 debits totaling \$7,100 as 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 Board 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.



Business Administrator/Board Secretary

30 September 2017
DATE

OLD BUSINESS

The Board Secretary reviewed the expense logs and reporting requirements for the people attending the New Jersey School Boards Workshop 23-26 October 2017.

NEW BUSINESS – Mrs. Frayko volunteered to collect the Board's donations for the 4 November 2017 PTA Tricky Tray.

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BOARDS SECRETARY'S REPORT

The Board Secretary reported that the Board received a \$3,000 Safety Grant for FY 2017-19 from the New Jersey Schools Insurance Group.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, **accepted the FY 2016-17 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report as presented. No Recommendations were cited.**

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, **approved the Comprehensive Maintenance Plan, the Annual Maintenance Budget Amount Worksheet (Form M-1), and the Maximum Capital Reserve Certification as depicted on DOCUMENT B.**

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, **approved the FY 2017-18 Staff listing as depicted on DOCUMENT C.**

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, **approved 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 on DOCUMENT D.**

SUPERINTENDENT'S REPORT

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

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted the resignation of Lauren Davis, classroom aide effective 20 October 2017.**

Mr. Jinks reported:

Fire/Evacuation/Safety Drills:

Active Shooter Drill – 10/12/17 – 2:16 P.M.

Fire - Evacuation Drill – 10/13/17 – 2 min 37 sec

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Mr. Jinks reported that there were zero (0) reported instances of Harassment, Intimidation or Bullying between 25 September 2017 and 13 October 2017.

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

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved/accepted 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 (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 (pro-rated) and related services.**

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

Mr. Jinks reported that 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 Anti-bullying 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.**

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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

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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.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, opened the meeting to the public for comment at 8:01 P.M of the results of the 2016-2017 Electronic Violence and Vandalism Report and discussion of the bi-annual Report of Harassment, Intimidation and Bullying for the time period of January 1, 2017 through June 30, 2017.

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 8:01 P.M of the results of the 2016-2017 Electronic Violence and Vandalism Report and discussion of the bi-annual Report of Harassment, Intimidation and Bullying for the time period of January 1, 2017 through June 30, 2017.

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, as per the Superintendent's recommendation, accepted the results of the 2016-2017 Electronic Violence and Vandalism Report and the bi-annual Report of Harassment, Intimidation and Bullying for the time period of January 1, 2017 through June 30, 2017.

Mr. Jinks reviewed with the Board the PARCC results 2017 (DOCUMENT I). Some discussion ensued among the Board members.

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Mr. Jinks reported on the October 9, 2107 Staff In-Service Training Session on curriculum held at the Hamburg School.

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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 8:24 P.M.**

Mrs. Amy Christy addressed the Board regarding the PARRC test scores.

Mr. Jinks responded

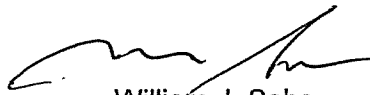
On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public at 8:24 P.M.**

EXECUTIVE SESSION

No Executive Session.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:25 P.M.**

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary