

MINUTES OF REGULAR MEETING

November 28, 2017

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

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

17 Members of the Public

ABSENT: Martina Cuevas, Sandra Cunningham

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 17 October 2017 Regular Meeting minutes:

Yes	-	7
No	-	0
Abstain	-	0

PRESENTATION TO THE BOARD

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

Grade PreK – 2 recipient – Evan Guerrini
Grade 3 - 5 recipient – Eve Smolinski
Grade 6 - 8 recipient – Rachael Ross

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

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It was stated that Mrs. Kate Field was selected to be December's Teacher of the Month by the local radio station, MAX 106.3.

CORRESPONDENCE

Mr. Jones read thank you letters from the 6th graders for their field trip to the Pocono Environmental Education Center on September 28 & 29, 2017.

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 Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:08 P.M.**

Mrs. Marianne Allen (teacher) addressed the Board on the upcoming TREP\$ market place to be held Thursday 7 December 2017.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:09 P.M.**

COMMITTEE REPORTS

State & County School Boards – The next Sussex County School Boards Association meeting is scheduled for 6 December 2017 at Sparta High School. The topic will be on School Consolidation.

Sussex County Educational Services Commission – Mrs. Ambrose discussed the various Board goals for the Sussex County Educational Services Commission and the various training opportunities that are scheduled for early in the New Year.

Liaison with the Hamburg Borough Council – Mrs. Frayko stated the annual tree lighting ceremony is scheduled for Friday 1 December 2017.

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Building & Grounds – Mr. Gillen reported on the walkway in the rear of the school to the athletic fields was re-paved on November 9, 2017 and the various activities being held at the school over the next month.

Education & Policy – Mrs. Ambrose had no report.

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:**

- a. **Approved the October 2017 bills in the amount of \$569,647.60 and the bills from November 1 to November 28, 2017 in the amount of \$549,293.52.**
- b. **Approved the bills for the Cafeteria Account in the amount of \$11,241.52.**
- c. **Accepted the Board Secretary's and Treasurer's Reports for 31 October 2017.**
- d. **Approved the Transfers made by the Superintendent after the 17 October 2017 Board Meeting, with fund 10 debits totaling \$30,000 as depicted on DOCUMENT A and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 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 31 October 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 October 2017
DATE

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OLD BUSINESS

Mr. Jones discussed the notice sent to the Hamburg Borough Board of Education on 18 October 2017 for a Land Use Board Hearing on 13 November 2017. A brief discussion ensued.

Mr. Jones reviewed the notes from the Walkkill Valley Sending/Receiving Board of Education Retreat on November 4 as depicted on **DOCUMENT OB1** and it was noted that Hamburg was very well represented at this meeting.

NEW BUSINESS – No new business.

BOARDS SECRETARY'S REPORT

The Board Secretary reviewed the Statement of Determination for the 7 November 2017 Annual School Election [**DOCUMENT B**].

The Board scheduled the Annual Reorganizational Meeting to be held on Tuesday 2 January 2018 at 7 P.M.

The Board Secretary discussed the proposed 2018 Board meeting calendar and it was the consensus of the Board in keeping the same format that has been in place for the last several years.

Mr. Jinks and the Board Secretary discussed using the on-line payment function for the Point-of-Sale System for Cafeteria purchases. Some discussion ensued – 1 January 2018 estimated change over is tentatively scheduled.

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. **Professional Development as depicted on DOCUMENT C.**
2. **Substitutes as depicted on DOCUMENT D.**
3. **Field Trips as depicted on DOCUMENT E.**
4. **Building Use as depicted on DOCUMENT F.**

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved American Tutor, Inc. to provide**

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bedside instruction for student #6088.1617 at a rate of \$58.00 per hour not to exceed 10 hours per week.

Mr. Jinks reported:

Fire/Evacuation/Safety Drills:

Fire - Evacuation Drill – 11/21/17 – 2 min 46 sec

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 October 17, 2017 Board meeting of zero (0) instances of HIB for the time period of 25 September through 13 October 2017.**

On motion by Mr. Christy, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved Andrea DiFabrizio as the maternity replacement Guidance Counselor effective January 16, 2018 through June 30, 2018, M.A. step 1 \$60,305 (prorated). This position is eligible for single coverage medical benefits.**

On motion by Mrs. Davis, seconded by Mrs. Frayko, and carried unanimously by voice vote, as per the Superintendent's recommendation, after some discussion, **appointed Roger A. Jinks, Jr. as the School Safety Specialist in accordance with the requirements of P.L. Chapter 162.**

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, **approved the Memorandum of Agreement between Education and Law Enforcement Officials for the 2017-2018 school year as depicted on DOCUMENT G.**

On motion by Mrs. Frayko, seconded by Mr. Christy, as per the Superintendent's recommendation, **approved the following professional development: Christina Carney – Best Strategies to Help Students achieve the Next Generation Science Standards - \$249 plus travel and mileage.**

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, as per the Superintendent's recommendation, **approved the 2017-2018 Nursing Services Plan as depicted on DOCUMENT AD1.**

On motion by Mrs. Frayko, seconded by Mr. Christy, as per the Superintendent's recommendation, **approved: Field Trip on 11/20/17 to High Point Regional HS – 2 students, 1 teacher – no cost – no bus.**

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Mr. Jinks reported on an upcoming STEAM competition being sponsored by and held at the Wallkill Valley Regional High School for the four elementary school sending districts.

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On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, opened the meeting to the public at 7:41 P.M.

No one addressed the Board.

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by voice vote, closed the meeting to the public at 7:41 P.M.

EXECUTIVE SESSION

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, closed the meeting to the public at 7:41 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 – HIB Reporting
- Personnel
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation

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- Pending or anticipated contract negotiations – Proposed Inter-local Agreement with the Franklin Borough Board of Education
- 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. Davis, and carried unanimously by voice vote, **that the Board returned to regular session at 7:52 P.M.**

Mr. Jinks reported that there was one (1) HIB investigation conducted between 14 October and 21 November 2017. Based on the findings of the investigation, the claim was determined to be substantiated. Due to the findings of this investigation, it was determined that the accused must undergo sensitivity and awareness training related to harassment, intimidation and bullying. Also, additional character education lessons will be taught to the students to promote positive social interactions.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **that the Board adjourned the meeting at 7:52 P.M.**

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary