

MINUTES OF REGULAR MEETING

January 30, 2018

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

PRESENT: June Cade, Martina Cuevas, Sandra Cunningham, Jennifer Davis, Timothy Gillen, Sheila Frayko, Vice President

12 Members of the Public

ABSENT: Charlotte Ambrose, Mathew Christy, Robert Jones, President

Mrs. Frayko, Vice 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."

The Board Secretary reported that Mrs. Jennifer Davis was administered the Board Member Oath of Office on 8 January 2018.

APPROVAL OF MINUTES

On motion by Mrs. Cunningham, seconded by Mrs. Cuevas, and carried by the following voice vote, **approved the 19 December 2017 Regular Meeting and Executive Meeting minutes:**

Yes	-	4
No	-	0
Abstain	-	Mrs. Cunningham, Mrs. Davis

On motion by Mr. Gillen, seconded by Mrs. Cuevas, and carried by the following voice vote, **approved the 2 January 2018 Reorganizational minutes:**

Yes	-	4
No	-	0
Abstain	-	Mrs. Cunningham, Mrs. Davis

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PRESENTATION TO THE BOARD

The Hamburg School Board of Education Student of the Month for January 2018 honorees were:

- Grade PreK – 2 recipient – Lily Okin
- Grade 3 - 5 recipient – Brianne Decker – was unable to make it to the Board meeting
- Grade 6 - 8 recipient – Kailey Manasso – was unable to make it to the Board meeting

Mrs. Frayko presented each student with a certificate of recognition.

Student representatives from the School Culture and Climate Committee provided a presentation that highlighted the committee's work in using information from the school climate survey to promote a positive climate for the students, teachers and community members of Hamburg School.

CORRESPONDENCE

The Board Secretary reviewed a letter from the Sussex County Educational Services Commission informing the Board of the FY 2018-19 Tuition and Itinerant Program Rates.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, **approved the 2018-19 rates for the Sussex County Educational Services Commission should the district utilize the services depicted in DOCUMENT A.**

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. Gillen, seconded by Mrs. Davis, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:10 P.M.**

No one addressed the Board.

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On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by voice vote, closed the meeting to the public for comment at 7:10 P.M.

COMMITTEE REPORTS

State & County School Boards – No report.

Sussex County Educational Services Commission – No report.

Liaison with the Hamburg Borough Council – Mrs. Frayko stated Councilman John Burd will be the Borough's Liaison to the school.

Building & Grounds –

On motion by Mr. Gillen, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, after a brief discussion, approved the disposition by a sealed bid sale of a Hobart A-200 mixer in accordance with District Policy 7300 – Disposition of Property.

Education & Policy –

On motion by Mrs. Cunningham, seconded by Mrs. Davis, and carried unanimously by roll call vote, accepted/approved/abolished the following:

- P0169.2 Board Member Use of Social Networks (New)
- P3437 Military Leave (Revised)
- P4437 Military Leave (revised)
- P5516.01 Student Tracking Devices (New)
- R7101 Educational Adequacy of Capital Projects (Revised)
- P7425 Lead Testing of Water in schools (New)
- P&R7440 School District Security (M) (Revised)
- P&R7441 Electronic Surveillance in School Buildings and on School Grounds (M) (Revised)
- P8507 Breakfast Offer versus Serve (OVS) (M) (Revised)
- P8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- R8630 Emergency School Bus Procedures (M) (Revised)
- P9242 Use of Electronic Signatures (New)

As seen on www.straussesmay.com

On motion by Mrs. Cunningham, seconded by Mrs. Cade, and carried unanimously by roll call vote, adopted the updated 21st Century Life and Careers curriculum made available to Board members on 22 January 2018 via Google drive.

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Negotiations & Personnel – Mrs. Frayko stated that Mr. Jinks will be advertising for a Business Administrator since the Inter-Local contract with the Franklin Borough Board of Education is expiring.

Finance Committee -

On motion by Mr. Gillen, 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 December 2017 bills in the amount of \$564,526.86 and the bills from January 1 to January 30, 2018 in the amount of \$631,278.19.**
- b. **Approved the bills for the Cafeteria Account in the amount of \$851.27.**
- c. **Accepted the Board Secretary's and Treasurer's Reports for 31 December 2017.**
- d. **Approved the Transfers made by the Superintendent after the 19 December 2017 Board Meeting, with fund 10 debits totaling \$20,000 as depicted on DOCUMENT B 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 December 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 December 2017
DATE

OLD BUSINESS - No old business.

NEW BUSINESS – No new business.

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BOARDS SECRETARY'S REPORT

On motion by Mr. Gillen, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, after some discussion, **approved the district to go out to RFP/competitive contracting for the FY 2018-19 Food Service Management Company contract, utilizing the fixed price contract mode and authorized the Business Administration to prepare the specifications.**

The Board Secretary reviewed with the Board the timeline/deadline for the filing of the School Ethics/Financial Disclosure Statements.

The Board Secretary reviewed the Department of Education FY 2018-19 budget calendar:

- **By Tuesday 20 March 2018, the FY 2018-19 Budget is due to Executive County Superintendent. Action on the proposed FY 2018-19 Budget will be on the agenda for the Tuesday 20 March 2018 Board meeting with State being released by Thursday 15 March 2018.**
- **The Public Hearing will be held before the Tuesday 24 April 2018 regular meeting, like we have done over the last few years.**
- **At the 27 February 2018 Board meeting, we will need to schedule a Finance committee meeting to review the proposed FY 2018-19 budget in early March 2018 – please note that the state aid amounts may not be released until late in this budget calendar.**

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, **approved the FY 2018-19 purchases to be made from the approved low bid vendors utilizing the Educational Data Services, Inc./West/Central New Jersey Cooperative Bidding Program with the Morris County Educational Services Commission as the lead agency, with the bid pricing being firm until 30 November 2018.**

On motion by Mr. Gillen, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, **approved increasing the hourly rate for Andrew Vanicek, Substitute Custodian from \$8.44 to \$8.60 per hour retroactively to 1 January 2018 [this is to account for the increase in the minimum wage].**

On motion by Mr. Gillen, seconded by Mrs. Cuevas, and carried unanimously by roll call vote, after a brief discussion, **approved the FY 2018-19 SEMI Waiver request as depicted on DOCUMENT C.**

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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 – 3:**

1. **Professional Development as depicted on DOCUMENT D.**
2. **Field Trips as depicted on DOCUMENT E.**
3. **Facility Use as depicted on DOCUMENT F.**

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved Antoinette Ratzler as a part-time Classroom Aide, 5.5 hours per day inclusive of a ½-hour unpaid lunch, at a rate of \$12.50 per hour (annual salary of \$11,437.50 pro-rated), effective 7 February 2018. This position is not eligible for benefits.**

Mr. Jinks reported:

Fire/Evacuation/Safety Drills:

Fire - Evacuation Drill – 1/22/18 – 2 min 43 sec
Shelter-in-Place Drill – 1/24/18 – 4 min 35 sec

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by voice vote, as per the Superintendent's recommendation, **accepted the Superintendent's HIB report as presented at the 19 December 2017 Board meeting of one (1) substantiated and one (1) unsubstantiated instance of HIB for the time period of 22 November and 15 December 2017.**

Mr. Jinks reported that there were zero (0) reported instances of Harassment, Intimidation or Bullying between 15 December 2017 and 25 January 2018.

On motion by Mr. Gillen, seconded by Mrs. Cunningham, and carried unanimously by voice vote, as per the Superintendent's recommendation, after some discussion, **approved Addendum A to the Uniform State Memorandum of Agreement between Education and Law Enforcement – Police Access to School District Security Cameras as depicted on DOCUMENT G.**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, as per the Superintendent's recommendation, **rescinded Rachel Windish as Drama Assistant and to appoint Natalia Rudneva as Drama Assistant Level 1 at \$1,126.**

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On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by voice vote, as per the Superintendent's recommendation, **approved home instruction for student #30410 at a rate of \$40 per hour, not to exceed 5 hours per week and provided by Veronica Danko, effective 31 January 2018.**

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On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by voice vote, **opened the meeting to the public at 7:46 P.M.**

Mrs. Amy Breitenbach, teacher, addressed the Board on the hiring of the part-time aide on the agenda.

Mr. Jinks responded.

On motion by Mrs. Davis, seconded by Mrs. Cunningham, and carried unanimously by voice vote, **closed the meeting to the public at 7:47 P.M.**

EXECUTIVE SESSION

On motion by Mrs. Davis, seconded by Mrs. Cunningham, and carried unanimously by voice vote, **closed the meeting to the public at 7:47 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);

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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 – Ex- Staff Member
- 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 Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by voice vote, that the Board returned to regular session at 7:56 P.M.

On motion by Mrs. Davis, seconded by Mr. Gillen, and carried unanimously by voice vote, that the Board adjourned the meeting at 7:56 P.M.

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary