

**HAMBURG BOARD OF EDUCATION**  
**PUBLIC HEARING ON THE FY 2018-19 BUDGET**  
**AND**  
**REGULAR MEETING**  
**AGENDA**  
**24 April 2018**  
**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	Ms. Cade	Mr. Christy	Mrs. Cuevas	Mrs. Cunningham	Mrs. Davis	Mrs. Frayko	Mr. Gillen
PRESENT									
ABSENT									

**B. PRESENTATION TO THE BOARD -**

Hamburg School Board of Education Student of the Month for April:  
 PK-2 – Zachary Gimmelli  
 3-5 – Hannah Masten  
 6-8 – Logan Koenig

## Public Hearing on the proposed FY 2018-19 Budget

To discuss the proposed FY 2018-19 Budget.

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_** opened the meeting to the public for comment on the proposed FY **2018-19** Budget at \_\_\_\_\_ P.M. (**VOICE VOTE**)

*~ 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.*

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_** closed the meeting to the public for comment on the proposed FY **2018-19** Budget at \_\_\_\_\_ P.M. (**VOICE VOTE**)

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_** to adopt the budget for the **2018-19** school year for the Hamburg Borough Board of Education, as follows:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	\$ 6,694,282	<u>General Fund</u>	
Capital Outlay	\$ 425,130	..Budgeted Fund Balance	\$ 656,038
Special Revenue Fund	\$ 64,128	..Local Tax Levy	\$ 4,423,229
Repayment of Debt	\$ 219,200	..Misc Revenue	\$ 2,000
		..Tuition	\$ -
		..State Aid	\$ 1,638,145
		Withdraw from C/R	\$ 400,000
		..Semi/Medicaid	\$ 0
Total Expenditures	\$ 7,402,740	<u>Special Revenue Fund</u>	
		..State Aid	\$ 0
		..Federal Aid	\$ 64,128



**FY 2018-19 ANNUAL DESIGNATIONS**

- A. To designate AXA/Equitable, Lincoln National Life Insurance Company and Lincoln Investment Planning, Inc. as 403(b)/Tax Shelter vendors/providers.
- B. To designate the New Jersey Herald, the Star-Ledger and the Sunday Herald as the official newspaper for advertising and for public notices the Star Ledger for certain employment ads and/or notices and njhire.com for various employment ads.
- C. To designate Chris Imbrie as surrogate parent for the **2018-19** school year.

MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve the **FY 2018-19 Annual Designations [A - C]:**

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

**FY 2018-19 ANNUAL AUTHORIZATIONS**

- A. To empower the Chief School Administrator and Business Administrator/Board Secretary to implement the **2018-19** budget pursuant to the policies and regulations of the NJ State Department of Education and the Hamburg Borough Board of Education.
- B. To permit the Business Administrator to audit and to approve any account and demand to be paid prior to presentation to the Board. Any such approval shall be presented to the Board for ratification at their next meeting as per NJSA 18A:19-4.1.
- C. To authorize the Business Administrator to make purchases up to the bid threshold, utilizing the quotation process and/or purchases from New Jersey State Contract Vendors and/or from board approved pricing cooperatives/consortiums approved awarded vendor lists [such as approved vendors from the West/Central New Jersey Cooperative Bid Program/Ed-Data/Morris County

Educational Services Commission the lead agency, the Middlesex Regional Educational Services Commission’s Cooperative Pricing System, the Hunterdon County Educational Services Commission’s Pricing System, etc].

- D. To authorize the Business Administrator, on an as needed basis, to issue advance payment and/or partial payment to facilitate district requisitions.
- E. To authorize the Superintendent and/or his designee to declare miscellaneous items no longer needed as surplus and to dispose of these items.
- F. To authorize the Superintendent and/or the Business Administrator to enter into inter-local agreements with other school districts, municipalities and/or county governments for miscellaneous services, supplies or equipment.

MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve the **FY 2018-19 Annual Authorizations [A through F]**, as depicted:

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

**FY 2018-19 PROFESSIONAL SERVICES ANNUAL APPOINTMENTS**

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

**WHEREAS**, the Public School Contracts Law (NJSA 18A: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 **2018-19**

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:

- 1) Cleary, Giacobbe, Alfieri & Jacobs, Matthew Giacobbe, Esq., Board Attorney & Negotiator \$150 per hour, plus reimbursable expenses as depicted in **DOCUMENT A.**
- 2) Nisivoccia LLC, Valerie A. Dolan, Board Auditor, \$25,900, as depicted in **DOCUMENT B,** including the Peer Review Summary Report.
- 3) Parette Somjen, Greg Somjen, Board Architect, \$164 per hour and other reimbursable expenses as depicted in **DOCUMENT C.**
- 4) J&B Therapy, LLC, \$89.50 per hour for OT & PT, \$85.00 for Speech Services, \$92.00 for LDTC Services, BCBA Services \$92.00, \$405.00 per LDTC evaluation and other reimbursable expenses as depicted in **DOCUMENT D.**
- 5) Mary Ellen Diffily, Physical Therapist, \$85 per hour and other reimbursable expenses as depicted in **DOCUMENT E.**
- 6) Gurbir S. Saluja, M.D., and Manmohan Saluja, M.D., School Physicians, \$2,500 per annum as depicted in **DOCUMENT F.**
- 7) Arthur J. Gallagher Risk Management Services, Inc., George Morville, Agent/Risk Management Consultant for the New Jersey Schools Insurance Group
- 8) Fortitude Insurance Group, Mitchell Mund, Agent, Dental Insurance Broker
- 9) Phoenix Advisors, LLC-Continuing Disclosure Agent \$850 as depicted in **DOCUMENT G.**
- 10) CDK Systems, Inc.—Financial Software Provider.
- 11) R&L Data, Inc.-Payroll Software Provider.
- 12) Educational Data Services, Inc.—Cooperative Bidding Service

- 13) The Educational Services Commission of NJ Cooperative
- 14) Hunterdon County Ed. Services Commission-Cooperative

MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve the FY **2018-19** Annual Professional and Services Appointments [1 through 14].

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

**FY 2018-19 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS**

- A. To readopt the existing Board Bylaws and Policy Manual for the **2018-19** school year.
- B. To readopt any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.
- C. To adopt the existing Curriculum Guides and Curriculum textbooks.
- D. To establish a Petty Cash Account in the amount of \$200 and to appoint Louise Murphy as Custodian of the Petty Cash Account.

MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve the FY **2018-19** Miscellaneous Annual Adoptions/Appointments [A through D].

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

**C. APPROVAL OF MINUTES**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve the minutes of the 20 March 2018 Regular Board meeting.**

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

**D. CORRESPONDENCE**

**E. OPEN TO THE PUBLIC (for discussion of agenda items only)**

*~ 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.  
**(VOICE VOTE)**



**F. COMMITTEE REPORTS**

**State & County School Boards**

**Sussex County Educational Services Commission**

**Liaison with the Hamburg Borough Council**

**Building & Grounds**

**Education & Policy**

- a. To approve the purchase of enVision Math 2.0 Common Core curricular materials for grades 6-8, not to exceed \$12,000

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

**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 **\$7,453.85.**
- c. To accept the Board Secretary’s and Treasurer’s reports for **31 March 2018.**

- d. To approve Transfers made by the Superintendent after the **20 March 2018** Board Meeting, with fund 10 debits totaling **\$4,000** depicted on **DOCUMENT H** and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2016-17 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 **31 March 2018** 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. Jones	Mrs. Ambrose	Ms. Cade	Mr. Christy	Mrs. Cuevas	Mrs. Cunningham	Mrs. Davis	Mrs. Frayko	Mr. Gillen
YES									
NO									
ABSTAIN									

**G. OLD BUSINESS**

- To remind Board members to schedule their required training.

**H. NEW BUSINESS**



**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve the FY 2017-18 Federal Grant-ESSA/IDEA expenditure [modified due to staffing changes] as depicted on **DOCUMENT I.****

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

To report that the following **2018** seats are up for election at the **November 2018 Annual School Elections**. If people are interested in running for a board seat, they should go to the Sussex County Clerk’s website [[www.sussexcountyclerk.com](http://www.sussexcountyclerk.com)] and obtain a nominating petition:

**3-Three year seats [Mrs. Cunningham, Mrs. Cuevas and Mr. Christy]**

To review the bidding/RFP timeline for the solicitation of Proposals for the FY 2018-19 Food Service Management Company [FSMC] contract, as follows.

- **Friday 16 March 2018**-Specification accepted by the Business Administrator
- **Sunday 18 March 2018** the legal notice placed in the Sunday Herald.
- **Monday 26 March 2018**-FSMC Walkthrough at 11am.
- **Thursday 29 March 2018**-Questions due from bidders.
- **Monday 2 April 2018**-Any bidder questions answered.
- **Tuesday 17 April 2018**-Bid opening at 11:00 a.m.

**With the bid opening on 17 April 2018, I anticipate handing out at the Board meeting the recommendation to award/accept or reject the proposal(s) submitted [Note: Due the timeline, the proposal(s) submitted will be evaluated while this agenda is being finalized—wjs].**











**J. OPEN TO THE PUBLIC**

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Meeting opened to the public for comment at \_\_\_\_\_ P.M.  
**(VOICE VOTE)**

Meeting closed to the public for comment at \_\_\_\_\_ P.M.  
**(VOICE VOTE)**

**L. EXECUTIVE SESSION**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_  
closed the meeting to the public at \_\_\_\_\_ 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 –
- Personnel
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation
- 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.

**MOTION TO ADJOURN MEETING**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_  
that the Board adjourned the meeting at \_\_\_\_\_ P.M. [Voice Vote]**

*FYI*

- Board & Administrator, April 2018

*Notes*