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.	Mrs.	Ms.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Cade	Christy	Cuevas	Cunningham	Davis	Frayko	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
	mment on the proposed FY 20	
P.M. (VOICE V	VOTE)	
$^{\sim}$ At this time, mem	bers of the public are invited	to address the Board.
Please note that pu	blic comments on the agenda	items will be made in
•	licy 0167 – Public Presentatio	
	de by all participants may be	•
	yould like to address the Boar	
,	Once called, please stand and	, ,
•	ring your statement to the Bo	•
MOTION BY	SECONDED BY	closed the meeting
to the public for co	mment on the proposed FY 20	
P.M. (\	/OICE VOTE)	_
	·	
MOTION BY	SECONDED E	3Y to
	or the 2018-19 school year f	
Board of Education	•	

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>		Revenue		
General Current Expense	\$ 6,694,282	General Fund		
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	Special Revenue Fund		_
		State Aid	\$	0
		Federal Aid	\$	64,128
Total Expenditures	\$ 7,402,740	State Aid Withdraw from C/RSemi/Medicaid Special Revenue FundState Aid	\$ \$ \$ \$	400,00

Debt Service Fund

..Budgeted Fund Balance \$ 0

..Local Tax Levy \$ 219,200

..State Aid \$
Total Revenue \$ 7,402,740

	Mr. Jones	Mrs. Ambrose	Ms. Cade	Mr. Christy	Mrs. Cuevas	Mrs. Cunningham	Mrs. Davis	Mrs. Frayko	Mr. Gillen
YES							20.1.0		
NO									
ABSTAIN									

24 APRIL 2018 REGULAR MEETING AGENDA

FY 2018-19 ANNUAL PERSONNEL APPOINTMENTS

- A. To appoint the Affirmative Action Officer, the ADA Coordinator and the Temporary/Acting Board Secretary [if the Board Secretary is absent from a Board meeting] —Roger A. Jinks, Jr.
- B. To appoint the Right-to-Know Officer, AHERA/Asbestos
 Management Officer, Integrated Pest Management Coordinator and
 Indoor Air Quality Designated Individual—Robert Zierden
- C. To appoint the Treasurer of School Monies-Christine Licata at a salary to be determined

MOTION BY______ SECONDED BY______ to approve the FY **2018-19** Annual Personnel Appointments, as depicted A through 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 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.
- **2018-19** school year.

C. To designate Chris Imbrie as surrogate parent for the

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

	Mr.	Mrs.	Ms.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Cade	Christy	Cuevas	Cunningham	Davis	Frayko	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 th	rough F], as
depicted:		

	Mr.	Mrs.	Ms.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Cade	Christy	Cuevas	Cunningham	Davis	Frayko	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 Edu	Educational Services Commission of NJ Cooperative								
		14)	Hunterd	on Coun	ty Ed. Se	rvices Commis	ssion-Coo	operative	9			
						DED BY			nents			
		through 14		-13 Allill	uairioie	essional and S	ei vices A	рроппп	ients			
	Mr.	Mrs.	Ms.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.			
	Jones	Ambrose	Cade	Christy	Cuevas	Cunningham	Davis	Frayko	Giller			
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 Adopt	ions/Appointments
[A through D].		

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

C. APPROVAL OF MINUTES

MOTION BY	SECONDED BY	to approve the
minutes of the 20	March 2018 Regular Board n	neeting.

	Mr.	Mrs.	Ms.	Mr.	Mrs.	Mrs.	Mrs.	Mrs.	Mr.
	Jones	Ambrose	Cade	Christy	Cuevas	Cunningham	Davis	Frayko	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

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

G. OLD BUSINESS

 To remind Board members to schedule their required training.

H. NEW BUSINESS

I. BOARD SECRETARY'S REPORT

To report a potential	interest income s	shortfall in FY 20)17-18 but the
shortfall should be m	nade by increases i	in other revenu	e categories.

Motion by _____ Seconded by _____ to approve the submission of a FY 2018-19 grant application to the New Jersey Schools Insurance Group, in the amount of \$3,900, to defray the cost of replacing/upgrading the DVR camera system and/or cameras.

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

MOTION BY_____ SECONDED BY _____ to approve the FY 2018-19 tuition rates [maintaining the same rates as FY 2017-18], as follows:

•	Kindergarten	\$11,976
•	Grades 1-5	\$13,846
•	Grades 6-8	\$13,025
•	BD	\$21,525
•	PSD P/T	\$ 8,459
•	PSD F/T	\$24.302

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

MOTION BY	SECONDED BY	to approve the FY
2017-18 Fed	eral Grant-ESSA/IDEA expenditure	e [modified due to
staffing char	ngesl 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] 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. SUPERINTENDENT'S REPORT

A.	MOTION BY	SECONDED BY	to
	approve/accept/app	ooint items 1-5:	

- 1. to approve Anthony Mistretta as interim Business Administrator/Board Secretary effective 1 July 2018 through 30 June 2019 at a per diem rate of \$600, two days per week for a total contract cost of \$62,400.
- 2. to appoint the Board Secretary, the Public Agency Compliance Officer (per Affirmative Action requirements), the Contracting/Qualified Purchasing Agent and the Custodian of Records—Anthony Mistretta
- 3. to accept the letter of resignation from Michelle Babcock, part-time classroom aide effective 30 April 2018
- 4. to accept the letter of resignation from Brittany McKay, part-time classroom aide effective 13 April 2018
- to approve the 2018-2019 staffing list as depicted on **DOCUMENT J.**

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

В.	MOTION BY	SECONDED BY	to accept					
	the superintenden	the superintendent's report of zero (0) instances of HIB as						
	presented to the B	oard on 20 March 2018.						

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

- C. To report there were zero (0) reported instances of Harassment, Intimidation or Bullying between 19 March 2018 and 18 April 2018
- D. To report that the tuition contract with Franklin BOE for student #2999 will be terminated effective 1 May 2018.
- E. Fire/Evacuation/Safety Drills
 Fire Evacuation Drill 3/29 1 min 5 sec
 Shelter-In-Place -3/23/18

F.	MOTION BY	SECONDED BY	
	to approve items 1-2:		

- 1. Field Trips as depicted on **DOCUMENT K**.
- 2. Professional Development a depicted on **DOCUMENT L**.

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

G.	MOTION BY	SECONDED BY
	to approve items 1-4:	

- 1. June 18, 19, 20, 21 as early dismissal (1:00 pm) days for students
- 2. June 20 as eighth grade graduation
- 3. June 21 as the last day for students
- 4. June 22 last day for staff

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

H. <u>Violence, Vandalism and Substance Abuse</u> (bi-annual report)

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, there were zero (0) incidents of violence, vandalism or substance abuse which rose to the standards established by the Department of Education during the 2017/2018 school year for the period ending December 31, 2017,

MOTION BY	SECONDED BY	_ to
approve the	Bi-Annual Report of Violence and Vandalism for	the
time period o	of September 1, 2017 through December 31, 2017.	

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

I. Harassment, Intimidation and Bullying (bi-annual report)

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 at their regular meetings from September 2017 through January 2018 there were three (3) incidents of suspected harassment, intimidation or bullying reported to Meghan Braccioforte, School HIB Specialist, and/or Kimberly Sigman, District HIB Coordinator.

- Incident 01 The incident was reported by a parent as comments, gestures or acts targeting their child during the school day. The HIB Specialist investigated the incident and found the claim to be substantiated.
- Incident 02 The incident was reported by a teacher as harassing comments made towards a student during class.
 The HIB Specialist investigated the incident and found the claim to be substantiated.
- **Incident 03** The incident was reported by a parent as hurtful comments or acts towards the child of a friend during the school day. The HIB Specialist investigated the incident and found the claim to be unsubstantiated.

As reported to the Department of Education, there were two (2) incidents of harassment, intimidation or bullying during the 2017/2018 school year for the period ending December 31, 2017.

MOTION BY SECONDED BY to approve the Bi-Annual Report of Harassment, Intimidation & Bullying for the time period of September 1, 2017 through December 31, 2017.

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

J. 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 (VOICE VOTE)	P.M .
Meeting closed to the public for comment at	P.M.

L. EXECUTIVE SESSION

MOTION BY SECONDED BY
closed the meeting to the public atP.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 [X] 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
session no longer exist.
MOTION TO ADJOURN MEETING
MOTION BY SECONDED BY
that the Board adjourned the meeting at P.M. [Voice Vote]

<u>FYI</u>

Board & Administrator, April 2018