

MINUTES OF PUBLIC HEARING AND REGULAR MEETING

April 24, 2018

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

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

12 Members of the Public

ABSENT: Mathew Christy

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."

PRESENTATION TO THE BOARD

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

Grade PreK – 2 recipient - Zachary Gimmelli
Grade 3 - 5 recipient – Hannah Masten – was unable to make it to the Board
meeting
Grade 6 - 8 recipient – Logan Koenig

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

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PUBLIC HEARING ON THE PROPOSED FY 2018-2019 BUDGET

Mr. Jinks and the Board Secretary discussed the proposed FY 2018-19 budget. (Attached to the minutes is the presentation).

OPEN TO THE PUBLIC

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **opened the meeting to the public for comment on the proposed FY 2018-19 Budget at 7:26 P.M.**

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.

Mrs. Amy Christy addressed the Board on various per pupil cost calculations; enrollment projections; and various budget expenditures.

Mr. Jinks, various Board members and the Board Secretary responded.

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by voice vote, **closed the meeting to the public for comment on the proposed FY 2018-19 Budget at 7:32 P.M.**

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, **adopted 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.

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<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	<u>\$ 7,402,740</u>	<u>Special Revenue Fund</u>	
		..State Aid	\$ 0
		..Federal Aid	\$ 64,128
		<u>Debt Service Fund</u>	
		..Budgeted Fund Balance	\$ 0
		..Local Tax Levy	\$ 219,200
		..State Aid	\$ -
		Total Revenue	<u>\$ 7,402,740</u>

APRIL 24, 2018 REGULAR MEETING AGENDA

FY 2018-19 ANNUAL PERSONNEL APPOINTMENTS

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, approved the following FY 2018-19 Annual Personnel Appointments as depicted A through C:

- A. Appointed 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. Appointed the Right-to-Know Officer, AHERA/Asbestos Management Officer, Integrated Pest Management Coordinator and Indoor Air Quality Designated Individual — Robert Zierden

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- C. Approved the Treasurer of School Monies – Christine Licata.

FY 2018-19 ANNUAL DESIGNATIONS

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, approved the following FY 2018-19 Annual Designations [A - C]:

- A. Designates AXA/Equitable, Lincoln National Life Insurance Company and Lincoln Investment Planning, Inc. as 403(b)/Tax Shelter vendors/providers.
- B. Designates 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. Designates Chris Imbrie as surrogate parent for the 2018 – 2019 school year.

FY 2018-19 ANNUAL AUTHORIZATIONS

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, approved the following FY 2018-19 Annual Authorizations [A through F], as depicted:

- A. Empowers 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. Permits 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. Authorizes 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-

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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. Authorizes the Business Administrator, on an as needed basis, to issue advance payment and/or partial payment to facilitate district requisitions.
- E. Authorizes the Superintendent and/or his designee to declare miscellaneous items no longer needed as surplus and to dispose of these items.
- F. Authorizes 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.

FY 2018-19 PROFESSIONAL SERVICES ANNUAL APPOINTMENTS

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, approved the following FY 2018-19 Annual Professional Services Annual Appointments [1 – 14]:

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.

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- 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, \$92 for BCBA Services, \$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) Agent, 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 Vendor
- 13) The Educational Services Commission of NJ Cooperative.
- 14) Hunterdon County Ed. Services Commission-Cooperative.

FY 2018-19 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, approved the following FY 2018-19 Miscellaneous Annual Adoptions/Appointments [A through D]:

- A. Readopts the existing Board Bylaws and Policy Manual for the 2018-19 school year.

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- B. Readopts any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.
- C. Adopts the existing Curriculum Guides and Curriculum textbooks.
- D. Establishes a Petty Cash Account in the amount of \$200 and to appoint Louise Murphy as Custodian of the Petty Cash Account.

APPROVAL OF MINUTES

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried by the following voice vote, approved the 20 March 2018 Regular Meeting minutes:

Yes	-	8
No	-	0
Abstain	-	0

CORRESPONDENCE – No Correspondence.

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. Cunningham, and carried unanimously by voice vote, opened the meeting to the public for agenda items at 7:40 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 agenda items at 7:40 P.M.

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COMMITTEE REPORTS

State & County School Boards – Mrs. Cuevas had no report, stating that the next County meeting is being held on 25 April 2018.

Sussex County Educational Services Commission – Mrs. Ambrose reported that the Sussex County Educational Services Commission is servicing eight (8) public school districts and sixteen (16) non-public schools.

Liaison with the Hamburg Borough Council – Mrs. Frayko reported on various activities planned by the Borough over the next few months.

Building & Grounds – Mr. Gillen reported on various summer projects that have been scheduled; the district's Architect is preparing a proposal for the design of the cafeteria air conditioning project and; the completion of the new infield clay that was recently installed on the baseball field behind the school. Some discussion ensued.

Education & Policy – Mrs. Ambrose summarized various improvements (quotes being solicited) – new classroom sound systems, replacement Ipads, and additional enVision math curriculum.

On motion by Mrs. Ambrose, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the purchase of enVision Math 2.0 Common Core curricular materials for grades 6-8, not to exceed \$12,000.**

Negotiations & Personnel – Mrs. Frayko stated she will need an executive Session.

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 March 2018 bills in the amount of \$558,940.89 and the bills from April 1 to April 24, 2018 in the amount of \$528,231.37.**
- b. **Approved the bills for the Cafeteria Account in the amount of \$7,453.85.**
- c. **Accepted the Board Secretary's and Treasurer's Reports for 31 March 2018.**

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- d. Approved the Transfers made by the Superintendent after the 20 March 2018 Board Meeting, with fund 10 debits totaling \$4,000 as depicted on DOCUMENT H 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 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.



Business Administrator/Board Secretary

31 March 2018

DATE

OLD BUSINESS

The Board Secretary reminded the Board members to schedule their required training.

NEW BUSINESS

Mr. Jinks discussed a recent edition of The Advertiser News that portrayed some of the artwork of the Hamburg school students.

BOARD SECRETARY'S REPORT

The Board Secretary reported a potential interest income shortfall in FY 2017-18 but the shortfall should be made by increases in other revenue categories.

On motion by Mrs. Cunningham, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the submission of a FY 2018-19 grant application to the New Jersey

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Schools Insurance Group, in the amount of \$3,900, to defray the cost of replacing/upgrading the DVR camera system and/or cameras.

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, approved 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

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, approved the FY 2017-18 Federal Grant-NCLB/IDEA expenditure [modified due to staffing changes] as depicted on DOCUMENT I.

The Board Secretary reported 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]

The Board Secretary reviewed the bidding/RFP timeline for the solicitation of Proposals for the FY 2018-19 Food Service Management Company [FSMC] contract. The Hamburg Borough BOE went out to bid for the FY 2018-19 Food Service Management Contract, utilizing the NJ Dept. of Agriculture's RFP document for the fixed price model (new for FY 2018-19). The legal notice was placed in the 18 March 2018 Sunday Herald; the walkthrough occurred on Monday 26 March 2018; questions were due by Thursday 29 March 2018 and; the proposals were due by 11 a.m. Tuesday 17 April 2018. Maschio's Food Services was the only vendor who picked up specifications, attended the walkthrough and submitted a proposal [Document AD-1]. There were no questions that needed to be answered. The Board attorney has reviewed the bid for legal sufficiency. The Evaluation Committee [Mrs. Sandy Hoover, Mrs. Kimberly Sigman and Mr. Roger Jinks] reviewed and scored the proposal submitted by Maschio's Food Services, Inc.

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On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, adopted the following resolution:

HAMBURG BOROUGH BOARD OF EDUCATION

RESOLUTION AWARDING FOOD SERVICE MANAGEMENT CONTRACT

WHEREAS, pursuant to N.J.S.A. 18A:18A-1, et seq. the Hamburg Board of Education advertised and received bids for a project entitled "2018-2019 School Food Service Management Program"; and

WHEREAS, Maschio's Food Services ("Maschio") was the sole bidder for this project in the amount of \$78,691.02.

WHEREAS, the Board Attorney has reviewed Maschio's bid for legal sufficiency and has set forth his recommendation in a letter attached hereto and incorporated by reference herein.

NOW, THEREFORE BE IT RESOLVED, by the Hamburg Board of Education that the Board hereby awards a contract for the 2018-2019 Food Service Management Program to Maschio's Food Services in the amount of \$78,691.02.

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by roll call vote, approved the FY 2018-19 Horizon Dental Option Plan rates [a three percent (3%) increase in premiums over the FY 2017-18] as depicted on DOCUMENT AD2.

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, accepted, appointed items 1 – 6:

1. Approved 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. Appointed 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. Accepted the letter of resignation from Michelle Babcock, part-time

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classroom aide effective 30 April 2018.

4. Accepted the letter of resignation from Brittany McKay, part-time classroom Aide effective 13 April 2018.
5. Approved the 2018-2019 staffing list as depicted on DOCUMENT J.
6. Approved the following as substitute teacher and substitute classroom aide pending receipt of substitute certificate:
 - Shaye Eaton
 - Kristina Duffy

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted the Superintendent's report of zero (0) instances of HIB as presented to the Board on 20 March 2018.**

Mr. Jinks reported:

- There were zero (0) reported instances of Harassment, Intimidation or Bullying between 19 March 2018 and 18 April 2018.
- The tuition contract with the Franklin Borough Board of Education for student # 2999 be terminated effective 1 May 2018.
- Fire/Evacuation/Safety Drills

Fire Evacuation Drill – 3/29/18 – 1 min. 5 sec.
Shelter-In-Place – 3/23/18

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved items 1 – 2:**

1. Field Trips as depicted on DOCUMENT K.
2. Professional Development as depicted on DOCUMENT L with the correction of the cost for Christen Sylvester being \$149.99.

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On motion by Mrs. Cunningham, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, approved items 1 – 4:

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

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved the Bi-Annual Report of Violence and Vandalism, for the time period of September 1, 2017 through December 31, 2017 as follows:

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, 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.

On motion by Mrs. Cunningham, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved the Bi-Annual Report of Harassment, Intimidation and Bullying, for the time period of September 1, 2017 through December 31, 2017 as follows:

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 at their regular meetings from September 2017 through January 2018 there were three (3) incidents of suspected harassment, intimidation or bullying

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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 unsubstantiated.
- 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.

Mr. Jinks complimented the students for a great performance of the "Anne, Jr." play.

Mr. Jinks congratulated Ty Driefus, 5th grader, for representing Hamburg Borough at the April 6, 2018 National Geography Bee at Rowan University.

Mr. Jinks announced that Michaela Nieper, 7th grader, will be attending Tech Trek week this July at Stockton University (all expenses have been paid for by a grant by the American Association of University Women to attend this event).

OPEN TO THE PUBLIC

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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 8:17 P.M.

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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 at 8:17 P.M.

EXECUTIVE SESSION

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by voice vote, closed the meeting to the public at 8:17 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
- Pending or anticipated contract negotiations – HEA 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.

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On motion by Mrs. Ambrose, seconded by Mrs. Cunningham, and carried unanimously by voice vote, **that the Board returned to regular session at 8:25 P.M.**

On motion by Mrs. Ambrose, seconded by Mrs. Cunningham, 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