

MINUTES OF REGULAR MEETING

May 22, 2018

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

PRESENT: Charlotte Ambrose, June Cade, Mathew Christy, Martina Cuevas, Sandra Cunningham, Timothy Gillen, Sheila Frayko, Vice President

8 Members of the Public

ABSENT: Jennifer Davis, 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."

PRESENTATION TO THE BOARD

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

Grade PreK – 2 recipient – Robert Reilly
Grade 3 - 5 recipient – Jessica Majtczak
Grade 6 - 8 recipient – John Ashton

Mrs. Frayko presented each student with a certificate of recognition

APPROVAL OF MINUTES

On motion by Mr. Gillen, seconded by Mrs. Ambrose, and carried by the following voice vote, approved the 24 April 2018 Regular and Executive meeting minutes:

Yes	-	6
No	-	0
Abstain	-	Mr. Christy

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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 Mr. Christy, seconded by Mrs. Cuevas, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:09 P.M.**

No one addressed the Board.

On motion by Mrs. Cunningham, seconded by Mr. Christy, 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 – Mrs. Cuevas had no report.

Sussex County Educational Services Commission – Mrs. Ambrose reported that the Sussex County Educational Services Commission celebrated Autism month.

Liaison with the Hamburg Borough Council – No report.

Building & Grounds – Mr. Jinks reported that the “clay” for the baseball field was installed today.

Education & Policy – Mrs. Ambrose summarized various Board policies that were reviewed in committee and will be on the June agenda for Board action.

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Negotiations & Personnel – No report.

Finance Committee -

On motion by Mr. Christy, seconded by Mr. Gillen, and carried unanimously by roll call vote, after some discussion approved, accepted, announced and/or certified items a through f:

- a. Approved the April 2018 bills in the amount of \$559,417.19 and the bills from May 1 to May 22, 2018 in the amount of \$573,122.75.
- b. Approved the bills for the Cafeteria Account in the amount of \$8,595.48.
- c. Accepted the Board Secretary's and Treasurer's Reports for 30 April 2018.
- d. Approved the Transfers made by the Superintendent after the 24 April 2018 Board Meeting, with fund 10 debits totaling \$21,000 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 30 April 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

30 April 2018
DATE

OLD BUSINESS - No old business.

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NEW BUSINESS – A discussion was held on the recently installed interior doors to the gymnasium.

BOARDS SECRETARY'S REPORT

On motion by Mr. Gillen, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, approved Board members and administrators to attend the New Jersey School Boards Association Conference, to be held Monday 22 October 2018 to Thursday 25 October 2018 and for the Board to pay for/reimburse registration fees, mileage, lodging, meals and incidental costs, in accordance with Board policy. [Note: The State has approved lodging for October 22, 23, & 24, 2018. All room reservations must be pre-paid by mid-September 2018 and all cancellations must be processed prior by early October 2018 (no refunds will be issued after that date)].

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

Be it resolved that the amount of district taxes needed to meet the obligations of the Hamburg Borough Board of Education from 1 July 2018 to 30 June 2019 is \$4,642,429 and Hamburg Borough is hereby requested to put into the hands of the Business Administrator the monthly dollar amount as depicted on DOCUMENT B, by the 15th of each month, commencing on 15 July 2018 and authorize the Business Administrator to work with the municipality if there is a need to deviate from the tax requisition schedule.

On motion by Mr. Gillen, seconded by Mrs. Cuevas, and carried unanimously by roll call vote, approved the 2018-2019 District Summary Award Letters for purchases to be made through the Morris County Educational Services Commission/Ed-Data Cooperative [DOCUMENT C].

SUPERINTENDENT'S REPORT

On motion by Mr. Christy, seconded by Mrs. Cunningham and carried unanimously by roll call vote, as per the Superintendent's recommendation, accepted the letter of resignation from Dr. Nancy Lennon, LDTTC effective 1 September 2018.

On motion by Mrs. Cuevas, seconded by Mr. Gillen 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 24 April 2018.

Mr. Jinks reported there was one (1) reported instance of Harassment, Intimidation of Bullying between 18 April 2018 and 17 May 2018. The incident was reported by a fourth grade parent

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as mean behavior directed towards the friend of her son that was taking place outside school during dismissal. The allegation was investigated by the Anti-Bullying Specialist, Mrs. DeFabrizio as determined to a conflict and the allegation to be unsubstantiated.

Mr. Jinks reported:

Fire/Evacuation/Safety Drills:

Fire Evacuation Drill – 4/26/18 – 2 min 11 sec
5/18/18 – 2 min 30 sec
Shelter-In-Place – 4/12/18 4 min 17 sec

On motion by Mrs. Cade, seconded by Mrs. Cuevas and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **approved Super Science Programs for Kids to use the cafeteria from 23 July 2018 to 27 July 2018 from 8:30 am to 3:00 pm.**

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

1. Field Trips as depicted DOCUMENT D.
2. Professional Development as depicted on DOCUMENT E.

On motion by Mr. Gillen, seconded by Mrs. Cunningham and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved Ardor Health Solutions to provide a speech therapist and adopted the following resolution:**

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: Ardor Health –Speech

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On motion by Mr. Gillen, seconded by Mr. Christy and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, approved Bayada Home Health Care, Inc. for substitute nurses for the 2018-2019 school year and adopted the following resolution:

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: Bayada Home Health Care, Inc.

On motion by Mr. Gillen, seconded by Mrs. Ambrose and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved the following items 1-3:

1. Staff for the Hamburg School Extended School Year Program (July 9-August 2)

Amy Breitenbach	Special Education Teacher @ \$36.82/hour, not to exceed 40 hours
Michelle Clark	Special Education Teacher @ \$36.82/hour, not to exceed 40 hours
Susan Hearn	Special Education Teacher @ \$36.82/hour, not to exceed 40 hours
Ashley Green	Classroom aide @ \$16.30/hour, not to exceed 40 hours
Cindy Langenfeld	Classroom aide @ \$16.62/hour, not to exceed 40 hours
Heather McDevitt	Classroom aide @ \$13.31/hour, not to exceed 40 hours
Sharon Triolo	Classroom aide @ \$16.62/hour, not to exceed 40 hours
Michele Sealander	Classroom aide @ \$16.62/hour, not to exceed 40 hours

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2. Additional Staff for Summer Duties

Sandy Hoover	Computer Technician @ \$25.75/hour, not to exceed 100 hours
Veronica Danko	Office Assistant to check in deliveries @ \$13.32/hour, not to exceed 50 hours
Elizabeth Wassel	Office Assistant to check in deliveries @ \$13.32/hour, not to exceed 50 hours

3. Substitute custodians for the balance of the 17-18 school year as well as the 18-19 school year: (summer hours include an 8-hour workday inclusive of a 30-minute lunch break and two 15-minute breaks).

Robert Baumgartner	Substitute Custodian & Painter @ \$14.42/hour
Frank Fasolo	Substitute Custodian @ \$12.88/hour
Dorothy Smalley	Substitute Custodian @ \$12.88/hour
Jennifer Smalley	Substitute Custodian @ \$12.88/hour
Andrew Vanicek	Substitute Custodian @ \$8.70/hour

On motion by Mr. Gillen, seconded by Mrs. Ambrose and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved Amy Breitenbach to provide home instruction for student #25420 not to exceed 10 hours per week at \$40 per hour effective 9 May 2018.**

Mr. Jinks reported:

- May 23, 2018 – Colonial Fair
- June 20, 2018 – Graduation
- May 22, 2018 – Last day of PARCC – Mrs. Sealander did a great job

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On motion by Mr. Gillen, seconded by Mrs. Ambrose, and carried unanimously by voice vote, **opened the meeting to the public at 7:35 P.M.**

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No one addressed the Board.

On motion by Mr. Christy, seconded by Mrs. Cunningham, and carried unanimously by voice vote, closed the meeting to the public at 7:35 P.M.

EXECUTIVE SESSION

On motion by Mrs. Ambrose, seconded by Mr. Gillen, and carried unanimously by voice vote, closed the meeting to the public at 7:35 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 – SY 18-19 Individual Contracts & HEA Negotiations.
- 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 Mr. Christy, seconded by Mrs. Ambrose, and carried unanimously by voice vote, **that the Board returned to regular session at 8:10 P.M.**

On motion by Mrs. Ambrose, seconded by Mr. Gillen, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the FY 2018-19 individual contracts for secretaries, custodians, aides, Vice-Principal and Treasurer of School Monies [DOCUMENT F].**

On motion by Mr. Gillen, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the 12 month employees to carry over unused vacation time not used in FY 2017-18 but these days carried over would have to be used by 31 July 2018 [This is due to the excessive number of weather related school closings this school year].**

On motion by Mr. Gillen, seconded by Mrs. Cunningham, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:15 P.M.**

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary