

MINUTES OF REGULAR MEETING

June 19, 2018

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

PRESENT: Charlotte Ambrose, June Cade, Mathew Christy, Sandra Cunningham, Jennifer Davis, Sheila Frayko, Vice President, Robert Jones, President

3 Members of the Public

ABSENT: Martina Cuevas, Timothy Gillen

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

None at this time.

APPROVAL OF MINUTES

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried by the following voice vote, **approved the 22 May 2018 Regular and Executive meeting minutes:**

Yes	-	5
No	-	0
Abstain	-	Mrs. Davis, Mr. Jones

CORRESPONDENCE

Mr. Jones reported that later in the meeting there are three letters that will be discussed from Mrs. Kate Field, Mrs. Diane Lillis and Mr. and Mrs. Robert LaDuke.

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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 comment at 7:05 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:05 P.M.**

COMMITTEE REPORTS

State & County School Boards – No report.

Sussex County Educational Services Commission – Mrs. Ambrose reported on the activities that have occurred at the Sussex County Educational Services Commission/Northern Hills Academy, stating that the Northern Hills Academy enrollment is at 37 students.

Liaison with the Hamburg Borough Council – Mrs. Frayko reported that at a recent Hamburg Council meeting a discussion was held regarding the hiring of a police officer for the school.

Building & Grounds – No Report.

Education & Policy –

On motion by Mrs. Ambrose, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved the following policies/regulations as found on www.straussesmay.com:**

- P&R 1550 Equal Employment/Anti-Discrimination Practices (M) (Rev)
- P 2431 Athletic Competition (M) (Rev)

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- R 2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M) (Rev)
- P&R 5350 Student Suicide Prevention (M) (Rev)
- P&R 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Rev)
- P 8462 Reporting Potentially Missing or Abused Children (M) (Rev)
- P 8561 Procurement Procedures for School Nutrition Programs (New)

Negotiations & Personnel – No report.

Finance Committee -

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

- Approved the May 2018 bills in the amount of \$584,955.62 and the bills from June 1 to June 19, 2018 in the amount of \$537,701.00.
- Approved the bills for the Cafeteria Account in the amount of \$7,044.20.
- Accepted the Board Secretary's and Treasurer's Reports for 31 May 2018.
- Approved the Transfers made by the Superintendent after the 22 May 2018 Board Meeting, with fund 10 debits totaling \$32,000 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.
- Pursuant to N.J.A.C. 6A:23A-16.10, the Board Administrator/Board Secretary certifies that as of 31 May 2018, no budgetary line item account has been over-expended violating N.J.A.C. 6A:23-2.12(a).
- 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 May 2018
DATE

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OLD BUSINESS - No old business.

NEW BUSINESS – Mr. Jones discussed the various student performances he recently attended at the Hamburg Elementary School.

BOARDS SECRETARY'S REPORT

The Board Secretary discussed the year end transfer of money to the Capital Reserve Account [this can only occur by BOE resolution in the month of June or during the budget process].

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

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, Hamburg Borough Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Hamburg Borough Board of Education has determined that not to exceed \$200,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Hamburg Borough Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, **approved the FY 2018-19 Cafeteria Price List [DOCUMENT B].**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, **approved the FY 2018-19 Agreement for Ancillary Educational Services with the Sussex County Educational Services Commission [DOCUMENT C].**

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On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, approved the Lakeland Bank Resolutions to change the Business Administrator/Board Secretary from Mr. William J. Sabo to Mr. Anthony Mistretta effective 1 July 2018 [DOCUMENT D].

The Board Secretary reported, pursuant to PL 2015, Chapter 47 the Hamburg Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

- Maschio's Food Service, Inc.
- Horizon Dental/Fortitude Insurance Group
- New Jersey Schools Insurance Group/Bollinger/Morville Agency
- Alliance for Competitive Energy Services
- Educational Consortium for Telecommunications Savings
- Educational Data Services, Inc./Morris County ESC
- Hunterdon County Educational Services Commission
- The Educational Services Commission of New Jersey
- Sussex County Regional Transportation Cooperative
- Cleary, Giacobbe, Alfieri & Jacobs
- Nisivoccia LLC
- Parette Somjen Architects LLC
- J & B Therapy, LLC
- Mary Ellen Diffily, Physical Therapist
- Gurbir S. Saluja, M.D.
- Applied Behavioral Consulting LLC
- CDK Systems, Inc.
- ABCODE Security
- Cologix, Inc.
- Otis Elevator Company
- Bayada Home Health Care, Inc.
- Ardor Health Solutions
- T.A. Mountford Co.
- R & L DataCenter, Inc.
- Northern Hills Academy
- Vernon Township Board of Ed.
- Stanhope Borough Board of Ed

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On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, **approved the submission of the application for the FY 2018-19 Federal Grants-ESSA grant expenditures as depicted on DOCUMENT AD1 [Note: The FY 2019-19 IDEA grant is not available for the 19 June 2018 BOE meeting].**

SUPERINTENDENT'S REPORT

On motion by Mrs. Ambrose, seconded by Mrs. Frayko and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **approved/accepted/appointed items 1 – 3:**

1. **Letter of retirement from Mrs. Diane Lillis, effective 1 January 2019.**
2. **Letter from Mrs. Kate Field, second grade teacher regarding her anticipated leave under NJFMLA.**
3. **Motion to establish the hourly rate for teachers to attend IEP meetings during the summer at \$40 per hour.**

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 22 May 2018.**

Mr. Jinks reported that May and June HIB report will be reviewed in Executive Session.

Mr. Jinks reported:

Fire/Evacuation/Safety Drills:

Fire Evacuation Drill – 6/14/18 – 2 min 22 sec
Bomb Threat Drill – 5/25/18
Active Shooter Drill – 6/13/18

On motion by Mrs. Frayko, seconded by Mr. Christy and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved Professional Development as depicted on DOCUMENT E.**

On motion by Mr. Christy, seconded by Mrs. Cade, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **accepted the enrollment of the second grade student from Mr. and Mrs. Robert LaDuke for the 2018-2019 school year with the tuition cost of \$9,018 for 10 months.**

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On motion by Mrs. Ambrose, seconded by Mrs. Davis and carried by the following roll call vote, as per the Superintendent's recommendation, after some discussion, **approved the Professional Services agreement with Parette Somjen Architects for the Cafeteria HVAC Improvement Project as depicted on DOCUMENT AD2.**

Yes	-	5
No	-	Ms. Cade, Mrs. Davis
Abstain	-	0

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On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, **opened the meeting to the public at 7:50 P.M.**

Mrs. Toni Dykstra, Confidential Administrative Clerk, addressed the Board regarding her time working with Mr. Sabo during the last nine years.

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by voice vote, **closed the meeting to the public at 7:51 P.M.**

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EXECUTIVE SESSION

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, closed the meeting to the public at 7:51 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 HIB #006
- Personnel – CSA Evaluation
- 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 – 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.

On motion by Mrs. Davis, seconded by Mrs. Cunningham, and carried unanimously by voice vote, that the Board returned to regular session at 8:21 P.M.

Mr. Jinks reported that between 18 May and 15 June 2018, there was 1 reported case of harassment, intimidation or bullying that was reported to and investigated by the school HIB specialist, Mrs. Andrea DiFabrizio. Through investigation, it was determined that the claim was substantiated and the accused was disciplined in accordance with

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the Pupil Code of Conduct. The victim and the accused will receive counseling and the accused will receive sensitivity awareness training.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:21 P.M.**

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary