

# MINUTES OF REGULAR MEETING

August 28, 2018

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

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

3 Members of the Public

ABSENT: Charlotte Ambrose, 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

None.

## APPROVAL OF MINUTES

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried by the following voice vote, **approved the 31 July 2018 Regular Meeting minutes and the Executive Meeting minutes:**

Yes	-	5
No	-	0
Abstain	-	Mrs. Cuevas, Mrs. Frayko

## CORRESPONDENCE

None.

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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. Davis, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:03 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 7:03 P.M.**

## COMMITTEE REPORTS

**State & County School Boards** – No report.

**Sussex County Educational Services Commission** – Mrs. Cunningham discussed the summer school family inclusion program. She also mentioned the chocolate chip program and that there were forty students enrolled for the 2018-2019 school year at the Commission. In addition, she stated that the Commission uses Strauss Esmay for policy, the facilities looked great and there are OT/PT offerings.

**Liaison with the Hamburg Borough Council** – Mrs. Frayko stated that Hamburg Day was scheduled for September 9. She also stated the Township would add a paragraph regarding students of the month to the water bill. There was no update on Drug Alliance Program.

**Building & Grounds** – No report.

## **Education & Policy** –

On motion by Mrs. Cunningham, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved the First Reading of the following:**

- **P & R 1613 P & R Disclosure and Review of Applicant's Employment History (M) [New]**

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- R5512 R Harassment, Intimidation, and Bullying Investigation Procedure (M) – [Abolish]
- P & R 5561 P & R Use of Physical Restraint and Seclusion Techniques for Student with Disabilities (M) – [Revised]

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, moved that the Board of Education suspend the rules of Bylaw 0131 requiring two Board readings to adopt a Policy and adopt Policy 5512 – Harassment, Intimidation, and Bullying with one reading to have this Policy in effect for September 1, 2018.

On motion by Mrs. Cunningham, seconded by Mrs. Frayko, and carried unanimously by roll call vote, adopted The Health and Physical Education Curriculum (made available to Board members on 21 August 2018 via Google Drive).

Mrs. Kimberly Sigman, Vice Principal, was given thanks for putting the curriculum together that reflected differentiation for all students.

Negotiations & Personnel – No report.

## Finance Committee -

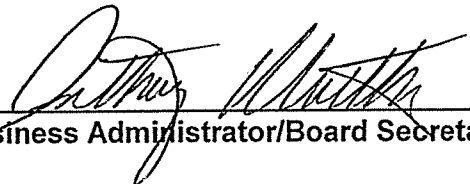
On motion by Mrs. Cunningham, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion approved, accepted, announced and/or certified items a through f:

- a. Approved the July 2018 bills in the amount of \$496,143.57 and the bills from August 1 to August 26, 2018 in the amount of \$256,026.71.
- b. Approved the bills for the Cafeteria Account in the amount of \$0.00.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 July 2018.
- d. Approved the Transfers made by the Superintendent after the 31 July 2018 Board Meeting, with fund 10 debits totaling \$65,900 as depicted on DOCUMENT A and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2018-19 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 July 2018, no budgetary line item account has been over-expended violating N.J.A.C. 6A:23-2.12(a).

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- 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 July 2018  
DATE

## OLD BUSINESS

Mrs. Frayko asked how many students were attending the Sussex County Charter School for the 2018-2019 school year.

Mr. Jinks responded: 14 eighth grade students, 4 seventh grade students, 7 sixth grade students, for a total of 25 students.

## NEW BUSINESS

No new business.

## BOARD SECRETARY'S REPORT

The Board Secretary reported to the Board the nominating petitions for the November 2018 Annual School Election that was submitted to the County Clerk by 31 July 2018 as follows:

- **Mathew Christy**
- **Sandra Cunningham**

There remains one 3-year vacant position.

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, approved the submission of the application for the FY 2018-2019 ESSA grant expenditures as depicted on DOCUMENT B, which depicts the FY 2018-2019 ESSA/IDEA grant expenditures.

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## SUPERINTENDENT'S REPORT

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved items 1 – 4:**

1. **Stephanie Mlynarczyk as substitute teacher & aide pending receipt of substitute certificate.**
2. **Facility Use [DOCUMENT C] adding:**

**WV Rec Softball use of the fields M-F 5-7pm, Sat., 9-12 noon, August 22, 2018 through November 30, 2018.**

**Bunny Bunch's (4H) building use\* not to exceed 12 nights use of the cafeteria.**

**Wallkill Valley Little League\* (pending receipt of insurance) use of the rear baseball diamond from 1 September through 15 November 2018.**

**\*Conflicts to be worked out with the Main Office.**

3. **Professional Development [DOCUMENT D].**
4. **Full-Time Principal Waiver [DOCUMENT E].**

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **approved the 2018-2019 School Goals and Action Plan as depicted on DOCUMENT F.**

Mr. Jinks thanked Mrs. Sigman for receiving a 3D printer through a \$6,000 Toshiba grant.

Mr. Jinks reported:

**Fire/Evacuation/Safety Drills:**

**N/A**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the following:**

- **Student #4000350 to attend Hamburg School Kindergarten/PSD Program/ABA from Hampton School District for the 2018-2019 school year at a rate of \$24,302.00. This placement requires a 1:1 classroom aide at \$16,507.90 and**

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associated payroll costs along with any related services to be paid by the sending district as part of the tuition agreement.

- Out-of-district tuition contract with Vernon Township Schools for Student #25170 for the 2018-2019 Extended School Year from 5 July 2018 through 3 August 2018. This placement required a 1:1 classroom aide, \$3,194.47 tuition, plus FICA \$111.42, and a PT Aide at \$1,456.36 along with related services and transportation.
- Parent-paid tuition student #2029520 into the Hamburg School second grade at a cost of \$9,180 per year.

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved the following extra duty positions as follows:

Activity	Staff Member	Level	Salary
Athletic Coordinator	Barry Douglass	6	\$2,139
Art Club	Elizabeth Wassel	4	\$1,350
AVA Coordinator	Michael Blochinger	4	\$1,575
Band	June Tarantino	6	\$1,463
Chorus	June Tarantino	6	\$1,463
Computer Tech Advisor	Sandra Hoover	4	\$1,688
Cross Country	Karen Titus	4	\$1,350
Cross Country Assistant	Sandra Hoover	3	\$1,013
Drama	June Tarantino	6	\$1,913
Drama Assistant	Elizabeth Wassel	1	\$1,126
Eighth Grade Advisor	Dorothy Smalley	6	\$1,848
Environmental Club	Darby Kolb	4	\$1,350
National Junior Honor Society	Michele Sealander	4	\$1,350
Safety Patrol	Dorothy Smalley	4	\$1,181
School Newspaper	Dorothy Smalley	5	\$1,294
Soccer	Michael Blochinger	6	\$2,026
Soccer Assistant	Kate Field	3	\$1,575

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Track	Suzanne Williamson	5	\$1,407
Volleyball	V. Danko & N. Rudneva	6	\$1463/split
Yearbook	Michele Sealander	6	\$1,913
Academic Club	Pamela Dean	1	\$1,013

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

**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: Sage Thrive

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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 for comment at 8:07 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by voice vote, **closed the meeting to the public for comment at 8:07 P.M.**

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## EXECUTIVE SESSION

On motion by Mrs. Frayko, seconded by Ms. Cade, and carried unanimously by voice vote, closed the meeting to the public at 8:07 P.M and go into Executive Session to discuss Personnel and Correspondence from staff member with possible action to take place upon return from Executive Session.

### 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 – Correspondence from staff member
- 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.

On motion by Mrs. Frayko, seconded by Ms. Cade, and carried unanimously by voice vote, that the Board returned to regular session at 8:12 P.M.

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by voice vote, as per the Superintendent's recommendation, that Diane Lillis be permitted to rescind her notice of December 15, 2018 retirement.



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On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by voice vote, that the Board adjourned the meeting at 8:13 P.M.

Respectfully submitted,



Anthony Mistretta  
Interim Business Administrator/  
Board Secretary