

# MINUTES OF REGULAR MEETING

October 30, 2018

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

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

17 Members of the Public

ABSENT: Jennifer Davis

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 October 2018 honorees were:

Grade PreK - 2 recipient – Gino Preziosi  
Grade 3 – 5 recipient – Sierra Latronica  
Grade 6 - 8 recipient – Annette Nathan - was unable to make it to the Board meeting but will be at the November Board meeting.

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

## APPROVAL OF MINUTES

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried by the following voice vote, **approved the 25 September 2018 Regular Meeting minutes:**

Yes	-	7
No	-	0
Abstain	-	Mr. Gillen

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## CORRESPONDENCE

The Board reviewed a letter from the Hardyston Board of Education.

## 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. Cuevas, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:04 P.M.**

Mrs. Virginia Jones presented the Board members with the Graduation Commencement Program from Wallkill Valley Regional High School. She then spoke of Sydney Fackrell, the Salutatorian for 2017/2018 at Wallkill Valley Regional High School and the many accomplishments of the Hamburg resident.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:10 P.M.**

## COMMITTEE REPORTS

**State & County School Boards** – Mr. Jones stated that at the New Jersey School Board Workshop:

- That the Commissioner of Education stated that not all students need to go to college and there are many trade/apprentice job opportunities for students with high school degrees.
- That Robotics were represented by 409 districts and there is a referendum on the ballot to build technical/vocational schools to train student for job opportunities.
- That a health care update was given but there is uncertainty for 2019/2020 for health costs.
- That the PARCC Test will be reduced from six hours to four hours with other options for students.

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- That Teacher Evaluations will count for five percent of teacher evaluations
- That there may be a possible consolidation and regionalization of school districts.
- That the Janus Decision was explained - It states that a staff member can opt out of the union/association.

**Sussex County Educational Services Commission** – Mrs. Ambrose stated there are no meetings scheduled for October and November.

**Negotiations & Personnel** – On motion by Mrs. Frayko, and seconded by Mrs. Cuevas, and carried by the following roll call vote, **accepted the 60-day notice of resignation from Roger A. Jinks, Jr. effective October 9, 2018:**

Yes	-	7
No	-	Mrs. Frayko
Abstain	-	0

**Liaison with the Hamburg Borough Council** – Mrs. Frayko stated that the Borough was accepting bids for paving and that if the school district needed paving to contact the Borough.

**Building & Grounds** – Mr. Gillen stated that a meeting is scheduled for November 14 at 4:00 P.M.at the Board Office to discuss the HVAC project for the cafeteria.

**Education & Policy** – No report.

## **Finance Committee -**

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

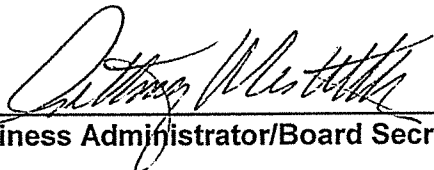
- a. **Approved the September 2018 bills in the amount of \$573,562.22 and the bills from October 1 to October 30, 2018 in the amount of \$631,544.78.**
- b. **Approved the bills for the Cafeteria Account in the amount of \$6,043.61.**
- c. **Accepted the Board Secretary's and Treasurer's Reports for 30 September 2018.**
- d. **Approved the Transfers made by the Superintendent after the 30 September 2018 Board Meeting, with fund 10 debits totaling \$1,755 as depicted on DOCUMENT A and the Board acknowledges that these transfers may increase/decrease the**

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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 30 September 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 September 2018  
DATE

Presentation of the 2017 -2018 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report by Kathy Mantell, Nisivoccia & LLP.

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried by voice vote, opened the meeting to the public for comment on the FY 2017-18 Comprehensive Annual Financial Report at 7:31 P.M.

Mr. Christy asked about pension liabilities.

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried by voice vote, closed the meeting to the public for comment on the FY 2017-18 Comprehensive Annual Financial Report at 7:33 P.M.

Mrs. Mantell left the meeting at 7:34 P.M.

## OLD BUSINESS

No old business.

## NEW BUSINESS

No new business.

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## BOARD SECRETARY'S REPORT

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by roll call vote, **Approved the Comprehensive Maintenance plan, the Annual Maintenance Budget Account Worksheet (Form M-1) and the Maximum Capital Reserve Certification as depicted on DOCUMENT B.**

## 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 items 1 – 3:**

1. **Substitute Teachers/Aides [DOCUMENT C].**
2. **Professional Visitations [DOCUMENT D] and to add the following Professional Visitations:**

March 14-16	Wassel Dean	2019 NAEA National Convention Boston, MA	\$484.00/each Plus related mileage & travel
12/12/18	Smalley	Making the Best Use of Personalized Learning	\$259.00 Plus related mileage & travel
12/17/18	Smalley	Effectively Dealing with Disruptive Students	\$269.00 Plus related mileage & travel

3. **Field Trips [DOCUMENT E].**

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted/approved the Health and Safety Evaluation of School Buildings Checklist - DOCUMENT F.**

Mr. Jinks reported there were zero [0] reported instances of Harassment, Intimidation of Bullying between 22 September 2018 and 25 October 2018.

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, 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 25 September 2018.**

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Mr. Jinks reported:

## Fire/Evacuation/Safety Drills:

Non-Fire Evacuation Drill – 10/22/18 – 3 min 45 sec

Fire Evacuation Drill - 10/30/18 – 2 min 18 sec

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

### ANNUAL VIOLENCE AND VANDALISM HEARING FOR THE 2017-2018 School Year

The week of October 15-19, 2018 is Violence Awareness in New Jersey schools. As part of our obligation to prevent violence in schools, this report details the activities that were conducted during the 2017-2018 school year and those planned for this academic year.

1. The Peer Leadership Group provides mentoring and tutoring services and act as role-models for children under the leadership of the school guidance counselor, Mrs. Braccioforte.
2. The entire middle school attended the Center for Prevention's Anti-Bullying Summit on October 18, 2017. Each year, all students in grades 6-8 from Hamburg School participate in presentations and activities that identify violent or bullying behaviors and learn ways to put an end to and prevent violence and bullying in our school. Again this year, all students in grade 6-8 will be attending the Summit on Wednesday, October 19, 2018 at Sparta High School.
3. The New Jersey Child Assault Prevention (CAP) program will hold discussions with students on bullying and anti-bullying measures. During the 17-18 school year, students in grades 3, 5 and 7 participated in the CAP program in March.
4. The Health curriculum that is covered each year addresses bullying and violence on several levels.
5. During the week of October 2-6, 2017, Hamburg students participated in the New Jersey's Seventh Annual Week of Respect during which special attention and class lessons were given to reinforce the importance of being respectful to each other, themselves and anyone with whom they interact both in school and in their community. Student and staff were encouraged to participate in wearing different colors on certain school days to show unity and commitment in preventing bullying. Middle school students also had the opportunity to 'stomp-out' bullying by popping balloons which contained positive messages. Students

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participated in Week of Respect activities during the week of October 1-5, 2018 this school year.

6. Red Ribbon week activities to reinforce staying drug free were conducted during the month of November.
7. The Hamburg PTA provides assembly programs which support positive messages about being kind towards others and preventing bullying.
8. Materials received from the New Jersey Bar Association are implemented during instruction and provide teachers with guidelines on conflict resolution, respect for others and peer mediation.
9. Law enforcement is invited into the school to provide school safety and anti-violence discussions to students.
10. The school culture and climate committee meets regularly throughout the school year to discuss the positive activities that take place at Hamburg School and plan activities to enhance the educational experience.
11. Hamburg Pride assemblies are held throughout each year and focus on themes of respect, trustworthiness, responsibility, fairness, caring and citizenship, the six pillars of good character.

## **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 for the second reporting period of January 1, 2018 through June 30, 2018 of the 2017-2018 school year, there were (0) incidents of violence or vandalism which rose to the standards established by the Department of Education.

## **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 of Education at their meetings from February 2018 through July 2018 there were two (2) confirmed instances of harassment, intimidation and bullying reported to Andrea DiFabrizio, School HIB Specialist, and/or Kimberly Sigman, the District HIB Coordinator. Through investigation it was determined that each instance of harassment, intimidation or bullying was confirmed. The accused were disciplined in accordance with

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Hamburg Board of Education Policy 5600 Student Discipline/Code of Conduct. The victims and accused also received counseling and sensitivity/awareness training.

*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 time period of January 1, 2018 through June 30, 2018.*

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:40 P.M.**

No one addressed the Board.

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:40 P.M.**

On motion by Mrs. Frayko, seconded by Mrs. Cuevas, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved students # 2018.1 and 2018.2 [displaced from hurricane Michael] to attend the Hamburg School grades 1 & 4 at a tuition of \$918/month [pro-rated] each from 29 October 2018 – 21 December 2018.**

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

**Dorothy Smalley – Head Girls Basketball Coach – Step 6 - \$2139  
Dorothy Smalley – Asst. Girls Basketball Coach – Step 6 - \$1913  
Michele Clark - Head Boys' Basketball Coach - Step 1 @ \$1688  
Suzanne Williamson - Assistant Boys' Basketball Coach -Step 1 @ \$1463**

Mr. Jinks thanked the eighth grade students for cleaning up the town and providing a community service.

Mr. Jinks stated that there will be a Halloween parade for everyone at 1:30 P.M on October 31.

## OPEN TO THE PUBLIC

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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 for comment at 7:45 P.M.**

Mrs. Christy discussed Bingo Night scheduled for Friday, November 16.

Mr. Van Ginneken from the Hardyston Adhoc Committee discussed the possibility of shared services with the Hardyston School District.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:48 P.M.**

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by voice vote, **closed the meeting to the public to go into Executive Session for the purpose of personnel – replacement of the Chief School Administrator and pending or anticipated contract negotiations at 7:49 P.M. Action may be taken upon returning from executive session.**

## EXECUTIVE SESSION

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by voice vote, **closed the meeting to the public at 8:27 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 report
- Personnel – replacement of CSA
- 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

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- 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. Action may be taken upon return from executive session.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, to **hold a meeting on November 7, 2018 at 7:00 P.M. to interview candidates for an Interim Chief School Administrator and other action may be taken if necessary.**

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:30 P.M.**

Respectfully submitted,



Anthony Mistretta  
Interim Business Administrator/  
Board Secretary