

MINUTES OF REGULAR MEETING

December 18, 2018

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

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

12 Members of the Public

ABSENT: Martina Cuevas

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."

APPROVAL OF MINUTES

On motion by Mr. Christy, seconded by Mrs. Davis, and carried by the following voice vote, **approved the 27 November 2018 Regular Meeting minutes:**

| | | |
|---------|---|---|
| Yes | - | 8 |
| No | - | 0 |
| Abstain | - | 0 |

Mr. Jones welcomed Mr. Cardinale, the Interim Chief School Administrator to the district.

PRESENTATION TO THE BOARD

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

Grade PreK - 2 recipient – Jacob Ramos
Grade 3 – 5 recipient – Yackila Dixon - absent
Grade 6 - 8 recipient – Marcus Bui

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

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Mr. Zachary Schwartz, Director of Sage, and Mrs. Elizabeth Taft, Sage Clinician Hamburg School, from the Sage Thrive program gave a presentation of the services they provide to the students in the district. The program focuses on students that are demonstrating depression, anxiety, school avoidance, behavioral issues or other emotional issues.

Mr. Schwartz and Mrs. Taft left at 7:21 P.M.

CORRESPONDENCE

Mr. Cardinale shared the two letters he sent home to parents.

- Introducing himself to the parents and community.
- Parent review of safety procedures regarding strangers.

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 Mr. Christy, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:22 P.M.**

David Dryfess requested that the attachment documents to the minutes to be included when approving.

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:25 P.M.**

COMMITTEE REPORTS

State & County School Boards – Due to the recent state aid reduction to the district, Mr. Jones attended an Adhoc meeting with neighboring districts to discuss shared services. He felt that Superintendents should attend future meetings to help with input and decision making.

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Sussex County Educational Services Commission – Mrs. Ambrose stated the commission recently celebrated its fortieth anniversary as well as they began strategic planning through the use of New Jersey School Boards Association. She also stated that there were many holiday activities going on and that the commission will hold a White Ball in January. In addition, Mrs. Romano said five paraprofessionals were hired by the Franklin Board of Education for the pre-school and she continues to provide training for the Crisis Intervention program. A Project Health program was started for senior high school students to train and work in various areas at Newton Memorial Hospital.

Liaison with the Hamburg Borough Council – Mrs. Frayko stated that a take a book - leave a book program was discussed and that the family fun night was a success.

Building & Grounds – Mr. Gillen stated that the appropriate paperwork had been submitted to the Department of Education for the installation of a new HVAC system in the cafeteria. He also said that the district will probably go out for bid for the project in middle of January.

Education & Policy – No report.

Negotiations & Personnel – No report.

Finance Committee -

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

- a. **Approved the November 2018 bills in the amount of \$601,169.35 and the bills from December 1 to December 18, 2018 in the amount of \$555,169.15.**
- b. **Approved the bills for the Cafeteria Account in the amount of \$7,020.82.**
- c. **Accepted the Board Secretary's and Treasurer's Reports for 30 November 2018.**
- d. **Approved the Transfers made by the Superintendent after the November 2018 Board Meeting, with fund 10 debits totaling \$4,150 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.**

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- e. Pursuant to N.J.A.C. 6A:23A-16.10, the Board Administrator/Board Secretary certifies that as of 30 November 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 November 2018
DATE

OLD BUSINESS

No old business.

NEW BUSINESS

No new business.

BOARD SECRETARY'S REPORT

The Board Secretary reported that the Board Annual Reorganizational Meeting is scheduled for Tuesday, January 8, 2019 at 7:00 P.M. in the library.

SUPERINTENDENT'S REPORT

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

1. Professional Development as depicted on DOCUMENT B.
2. Field Trips as depicted on DOCUMENT C.

Mr. Cardinale reported:

Fire/Evacuation/Safety Drills:

Shelter –in Place - 12/11/18

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Mr. Cardinale reported there was one [1] reported instances of Harassment, Intimidation of Bullying between 28 November 2018 and 12 December 2018.

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **amended the FMLA return date for Kate Field to 25 March 2019.**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted the superintendent's HIB report as presented at the 27 November 2018 Board meeting of zero (0) instances of HIB for the time period of 26 October through 21 November 2018.**

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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 7:42 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:43 P.M.**

EXECUTIVE SESSION

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by voice vote, **closed the meeting to the public at 7:43 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);

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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
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation
- Pending or anticipated contract negotiations – Food Service
- 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. Action may be taken upon return from executive session.

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by voice vote, **that the Board returned to Regular Session at 8:10 P.M.**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, **the Board authorizes the Business Administrator to Request for Proposal (RFP) for a Food Service contract and be it further resolved that the Board authorizes the Business Administrator to review the approved state food service companies.**

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:16 P.M.**

Respectfully submitted,



Anthony Mistretta
Interim Business Administrator/
Board Secretary

Hamburg Board of Education Budget Transfers printed on 12/3/2018
 Report Includes Effective Dates from Nov 01, 2018 to Nov 30, 2018

| <u>Date</u> | <u>Source Account/Title</u> | <u>Target Account/Title</u> | <u>Comments</u> | <u>Amount</u> |
|---|---|--|----------------------------|---------------|
| 11/30/18 | 11-190-100-610-010-000 GR 6-8 SUPPLIES | 11-190-100-610-009-000 GR 1-5 SUPPLIES | MC APPROVED TRANS 11/30/18 | 50.00 |
| 11/30/18 | 11-209-100-610-000-000 BD SUPPLIES | 11-209-100-106-004-000 BD AIDE SUBS | MC APPROVED TRANS 11/30/18 | 100.00 |
| 11/30/18 | 11-401-100-100-000-000 ACTIVITY SALARIES | 11-401-100-930-000-000 ACTIVITY BOARD SUBSIDY | MC APPROVED TRANS 11/30/18 | 4,000.00 |
| The total of all transfers within fund 10 is: | | | | 4,150.00 |

X McShane 12/5/18