

MINUTES OF REGULAR MEETING

February 7, 2019*

*The regular meeting scheduled for 29 January 2019 was cancelled due to inclement weather and was held on 7 February 2019 posted at the school, sent to the Hamburg Clerk Administrator, and advertised in the 1 February 2019 edition of the New Jersey Herald.

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

PRESENT: Charlotte Ambrose, June Cade, Mathew Christy, Sandra Cunningham, Jennifer Davis (arrived at 7:06 P.M.), Timothy Gillen, Brian Tobachnick, Robert Jones, President

ABSENT: Sheila Frayko, Vice President

5 Members of the Public

The Board 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 New Jersey Herald and the Sunday Herald and the Star Ledger."

APPROVAL OF THE MINUTES

On motion by Mr. Christy, seconded by Mrs. Cunningham, and carried by the following voice vote, **approved the Regular minutes and Executive minutes of the 18 December 2018 Board meeting.**

Yes	-	6
No	-	0
Abstain	-	Mr. Tobachnick

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On motion by Mr. Christy, seconded by Mrs. Ambrose, and carried by the following voice vote, approved the 8 January 2019 Reorganizational Board meeting.

Yes	-	6
No	-	0
Abstain	-	Mr. Tobachnick

PRESENTATION TO THE BOARD

The Hamburg School Board of Education Student of the Month for January 2019 honorees were:

Grade PreK – 2 recipient – Lily Okin - absent
Grade 3 – 6 recipient – Yakila Dixon - absent
Grade 6 – 8 recipient – Rachel Collins

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

Mrs. Davis arrived at 7:06 P.M.

CORRESPONDENCE

On motion by Mrs. Ambrose, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved the 2019-20 rates for the Sussex County Educational Services Commission should the district utilize the services depicted on DOCUMENT A.

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. Davis, and carried unanimously by voice vote, opened the meeting to the public for comment at 7:07 P.M.

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Mrs. Sealander, the President of the Hamburg Education Association and the Honor Society gave a gift to the Board of Education members to show appreciation of what the Board does for the district.

On motion by Mr. Christy, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:08 P.M.**

COMMITTEE REPORTS

State & County School Boards – No report.

Sussex County Educational Services Commission – Mrs. Ambrose stated there were evening meetings being held for parents, students, and staff to discuss the district programs. She also said there was a Golf Outing scheduled for May 9 and the Winter Ball was a success. In addition, 100-day community project was taking place in an effort to collect funds for the homeless.

Liaison with the Hamburg Borough Council – No report.

Building & Grounds –

On motion by Mrs. Ambrose, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, **authorized the Interim School Business Administrator to advertise to go out for bid for the Cafeteria A/C Project at Hamburg School for an amount not to exceed \$400,000.**

Education & Policy – Mrs. Cunningham and Mrs. Sigman explained the changes to Policy 2430 – Co/Extra Curricular Athletic Eligibility. In addition, Mrs. Sigman stated that there would be a presentation on bullying by Mallory's Army.

On motion by Mrs. Cunningham, seconded by Mrs. Davis, and carried unanimously by roll call vote, **accepted/approved/abolished the following:**

- **Changes to Policy 2430 – Co/Extra Curricular Athletic Eligibility**

Negotiations & Personnel – No report.


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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 December 2018 bills in the amount of \$583,006.44 and the bills from January 1 to January 29, 2019 in the amount of \$610,912.27.
- b. Approved the bills for the Cafeteria Account in the amount of \$7,255.06.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 December 2018.
- d. Approved the Transfers made by the Superintendent after the 18 December 2018 Board Meeting, with fund 10 debits totaling \$27,750 as depicted on DOCUMENT B 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 December 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

31 December 2018
DATE

OLD BUSINESS

Mr. Cardinale, Interim Chief School Administrator, stated that at the recent Regionalization Meeting there was discussion on the possibility of closing a school, as well as sharing nurses, special education programs and professional development programs. He also said that regionalization was not discussed at the meeting.

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NEW BUSINESS

Mr. Tobachnick proposed a program in which students would participate in a Board meeting as Board members. He volunteered to gather information on the program and would share it with the Board members at a future meeting.

BOARD SECRETARY'S REPORT

The Board secretary reviewed the bidding/RFP timeline for solicitation of Proposals for the FY 2018 – 2019 Food Service Management Company (FSMC) contract.

The Hamburg Borough BOE went out for RFP for the FY 2018 -2019 Food Service Management Contract, utilizing the NJ Department of Agriculture RFP document for cost reimbursement price model. The legal notice was placed in the December 28, 2018 NJ Herald newspaper. A walk through of the cafeteria occurred on January 8, 2019. There were no questions raised by the food service management companies regarding the Request for Proposal. The proposals were due in the Board of Education by 11:00 am on January 18, 2019. There were five companies who requested the RFP, Maschio's Food Service was the only vendor to submit a proposal and attend the building walk through. (SODEXO Food Service Company sent a letter thanking the district for the opportunity to bid but did not submit a proposal.) The Board attorney is reviewing the bid for legal sufficiency. The evaluation committee of Mr. Mistretta, Mr. Cardinale and Mrs. Sigman reviewed and scored the proposal submitted by Maschio's Food Service, Inc.

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

BE IT RESOLVED THAT THE BOARD OF EDUCATION of the Hamburg Borough School Board of Education upon recommendation of the Interim School Business Administrator hereby award and approve the contract with Maschio's Food Service, Inc. for the 2018 – 2019 school year:

Maschio's Food Service, Inc. fees are \$3,223.20 (for four months)

Guarantee – there is no guarantee and the projected loss is \$872.25 (for four months)

The Board Secretary reviewed with the Board the timeline/deadline for the filing of the School Ethics/Financial Disclosure Statements.

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The Board Secretary reviewed the Department of Education FY 2019-20 budget calendar:

- By Wednesday 20 March 2019, the FY 2019-20 Budget is due to Executive County Superintendent.
- Action on the proposed FY 2019-20 Budget will be on the agenda of the Tuesday 19 March 2019 Board meeting.

The Public Hearing will be held on Tuesday 30 April 2019 at the regular meeting, like we have done over the last few years.

- A Finance and Buildings and Grounds meeting is scheduled for February 19 to review the proposed FY 2019-20 budget in early March 2019—please note that the state aid amounts may not be released until late in this budget calendar.

On motion by Mrs. Ambrose, seconded by Mr. Christy, and carried unanimously by roll call vote, **approved the FY 2019-2020 purchases to be made from the approved low bid vendors utilizing the Educational Data Services, Inc./West/Central New Jersey Cooperative Bidding Program with the Morris County Educational Services Commission as the lead agency, with the bid pricing being firm until 30 November 2019 as depicted on DOCUMENT B2.**

Special Education Medicaid Incentive Program – There are not enough students to support the financial benefit for operating this program. Therefore, as in the past I am recommending the district to authorize the Interim School Business Administrator to file the waiver to not participate in the program for 2019-2020.

On motion by Mrs. Cunningham, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, **approved the FY 2019-2020 SEMI WAIVER request.**

Nisivoccia LLP, the audit firm, gave an audit presentation of the Comprehensive Annual Financial Report and the Auditor's Management Report at the November Board of Education meeting. The Division of Pensions needed to add pension information to the audit before the audit could be finalized. The additional information has not been added but has not altered any of the financial balances information that was presented to the Board of Education at the November meeting. Therefore, I am recommending the approval of the following resolution:

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, **accepted the Comprehensive Annual Financial Report and the Auditors Management Report for June 30, 2018 with no recommendations.**

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On motion by Mrs. Ambrose, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved increasing the hourly rate for hourly employees from \$8.60 to \$8.85 per hour retroactively to January 1, 2019 (This is to account for the increase in the minimum wage.)

SUPERINTENDENT'S REPORT

On motion by Mrs. Cunningham, seconded by Mrs. Davis, and carried unanimously by roll call vote, approved items 1 – 3:

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

On motion by Mr. Jones, seconded by Mrs. Davis, and carried unanimously by roll call vote, re-approved [due to the completion of negotiations] shared services agreement between Walkkill Valley High School Board of Education and the Hamburg School Board of Education to jointly utilize the services of Learning Disabilities Teacher Consultant to provide services to Hamburg School effective 1 January 2019 through 30 June 2021 at a cost of \$39,962 [pro-rated].

Mr. Cardinale reported:

Fire/Evacuation/Safety Drills:

Fire/Evacuation/Safety Drills - 12/19/18 – 3min 25 sec
Fire/Evacuation/Safety Drills – 1/25/19 – 2 min 49 sec

On motion by Mrs. Ambrose, seconded by Mrs. Cunningham, and carried by the following roll call vote, accepted the Superintendent's HIB report as presented at the 19 December 2018 Board meeting of one [1] reported instance of harassment, Intimidation or Bullying was reported between 28 November 2018 and 12 December 2018:

Yes	-	7
No	-	0
Abstain	-	Mr. Tobachnick

Mr. Cardinale reported that there were zero [0] reported instances of Harassment, Intimidation or Bullying between 15 December 2018 and 25 January 2019.

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On motion by Mr. Gillen, seconded by Mr. Christy, and carried unanimously by roll call vote, approved the **Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2018-2019 school year as depicted on DOCUMENT F. [complete copy will be available for review].**

On motion by Mrs. Cunningham, seconded by Mrs. Ambrose, and carried by the following roll call vote, after some discussion, approved a change in the calendar. Due to inclement weather on the regularly scheduled 1pm dismissal day in November, the Hamburg Education Association asks that February 15, 2019 now be changed to 1 PM dismissal as per HEA CBA:

Yes	-	7
No	-	Mr. Christy
Abstain	-	0

On motion by Mrs. Cunningham, seconded by Mrs. Davis, and carried unanimously by roll call vote, approved **Student #29112 to attend the Multiple Disable Class at Sussex-Wantage School District for the 2018-2019 school year at a cost of \$35,081, a personal aide at a cost of \$23,263.16 plus transportation and related services.**

On motion by Mrs. Ambrose, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, **accepted/approved:**

- **The resignation letter from Heather McDevitt, classroom aide, effective 8 February 2019**
- **Heather McDevitt as replacement BSI teacher for Kate Field as Step 1, \$57,747 [pro-rated] from 8 February 2019 through 22 March 2019. [Due to the 60-day wait period for medical/dental benefits, this position will not be eligible].**

On motion by Mrs. Cunningham, seconded by Mr. Christy, and carried unanimously by roll call vote, approved the following field trips:

5/16/19 – Storm King - Art Center Academic & Art Clubs - \$460 plus cost of bus
4/26/19 – SCUMA – Kindergarten - \$0 plus cost of bus
5/31/19 – Space Farms – First Grade - \$327 plus cost of bus

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On motion by Mrs. Ambrose, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, approved the following as substitute teachers [pending receipt of sub certificates]:

- Jennifer Smalley
- Jacqueline Combs

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On motion by Mr. Christy, seconded by Mrs. Davis, and carried unanimously by voice vote, opened the meeting to the public for comment at 8:00 P.M.

Mrs. Sealander said the Honor Society contributed to the gift bags for the Board Members and Administrators.

Mr. Christy stated there is a Bingo and Casino night planned. In addition, she stated the following two fund raiser programs were started - clothing drive and box top collection program.

On motion by Mr. Christy, seconded by Mr. Gillen, and carried unanimously by voice vote, closed the meeting to the public for comment at 8:03 P.M.

EXECUTIVE SESSION

On motion by Mr. Christy, seconded by Mrs. Cunningham, and carried unanimously by voice vote, closed the meeting to the public at 8:04 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 Mr. Christy, seconded by Mrs. Cunningham, and carried unanimously by voice vote, **that the Board returned to Regular Session at 8:55 P.M.**

On motion by Mrs. Davis, seconded by Mr. Christy, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:56 P.M.**

Respectfully submitted,


Anthony Mistretta
Interim Business Administrator/
Board Secretary