

# MINUTES OF REGULAR MEETING

March 19, 2019

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

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

ABSENT: None

13 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 Mrs. Frayko, seconded by Mr. Christy, and carried by the following voice vote, approved the Regular minutes and Executive minutes of the 26 February 2019 Board meeting.

Yes	-	9
No	-	0
Abstain	-	0

## PRESENTATION TO THE BOARD

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

Grade PreK – 2 recipient – Marcus Funicelli  
Grade 3 – 6 recipient – Beatrice Douglas - Absent  
Grade 6 – 8 recipient – William Hasbrouck

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

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## CORRESPONDENCE

None.

## 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 7:07 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 7:07 P.M.**

## COMMITTEE REPORTS

**State & County School Boards** – Mr. Jones stated that Mr. Tobachnick and he attended a N.J.S.B.A. meeting. Two topics presented were STEAM and insurance costs to school districts.

**Sussex County Educational Services Commission** – Mrs. Ambrose stated the second meeting for strategic planning was held. Participants were separated into two small groups. Some of the topics discussed were non duplication of programs; getting more parents involved in education and technology, to name a few. She also said the next regular meeting is scheduled for April 1, 2019.

**Liaison with the Hamburg Borough Council** – Mrs. Frayko stated that a presenter discussed how to handle an “active shooter” situation. She also said the security camera problem was recently resolved. In addition, the recreation department was putting together various activity dates.

**Education & Policy** – Mrs. Cunningham said the policies could be discussed when the Board voted on them during the meeting.

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**Building & Grounds** – Mr. Mistretta reviewed the bids for the HVAC project with the Board. He explained how the Board Council determined Echelon Services, L.L.C. as the low bidder. In addition, he also discussed the revised estimate to do the sidewalk and staircase by the preschool playground. He further recommended that the finalized budget resolution be changed to include the new estimated costs.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved Parette Somjen Architects, L.L.C. to complete the final phase of the Cafeteria HVAC Improvements at Hamburg School in an amount not to exceed \$7,000.00 dollars.**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved [after attorney review] Echelon Services L.L.C. to complete the Cafeteria HVAC project at Hamburg School in the bid amount of \$229,300.00.**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved Parette Somjen L.L.C. to provide professional services for the sidewalk replacement at Hamburg School in an amount not to exceed \$20,750.00, and be it further resolved the Board approved Parette Somjen L.L.C. for professional services to replace related stairs in an amount not to exceed \$7,250.00.**

## **Negotiations & Personnel** –

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **accepted the letter of resignation from Marla Liscinsky, classroom aide, effective 15 March 2019.**

## **Finance Committee** –

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved amended transfers made by the Superintendent for January 2019 with fund 10 debits totaling \$78,550 as depicted on DOMUMENT 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.**

On motion by Mr. Christy, seconded by Mrs. Davis, and carried unanimously by roll call vote, **amended the Board Secretary Report and Treasurer Report for January 2019.**


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## BOARD SECRETARY'S REPORT

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:

- a. Approved the February 2019 bills in the amount of \$604,331.94 and the bills from March 1 to March 19, 2019 in the amount of \$537,569.10.
- b. Approved the bills for the Cafeteria Account in the amount of \$7,386.59.
- c. Accepted the Board Secretary's and Treasurer's Reports for February 2019.
- d. Approved the Transfers made by the Superintendent after the 28 February 2019 Board Meeting, with fund 10 debits totaling \$10,100 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 28 February 2019, 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

28 February 2019  
DATE

On motion by Mr. Christy, seconded by Mrs. Cunningham and carried unanimously by roll call vote, approved the FY 2019-20 Workshop, Meetings & Travel Budgets and the Professionals Service, Athletic & Activity Budgets as depicted on DOCUMENT C. [Note: These items were taken from the proposed FY 2019-20 budget].

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## FY 2019-20 BUDGET ADOPTION

Mr. Mistretta and Mr. Cardinale presented FY 2019-20 Tentative Budget to the Board of Education and public. Mr. Mistretta reviewed the Budget Highlight sheet that was given to the Board and public. In addition, he requested the Budget Hearing date be changed and an additional ninety thousand dollars be added to the sidewalk/staircase project. Since the funds to pay for the project would come out of the Capital Reserve Account, there would be no in-pact on the tax rate.

## **OPEN TO THE PUBLIC (on the proposed FY 2019-20 budget)**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried by the following voice vote, **opened the meeting to the public for comment at 8:09 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried by the following voice vote, **closed the meeting to the public for comment at 8:09 P.M.**

On motion by Mrs. Frayko, seconded by Mrs. Davis and carried unanimously by roll call vote, **adopted the resolution to submit the proposed FY 2019-20 budget to the Executive County Superintendent as depicted on DOCUMENT D.**

## **OLD BUSINESS**

Mr. Jones recognized the recent High School presentation. He said there were at least ten students from Hamburg performing and the district should be pleased with the Hamburg music department.

## **NEW BUSINESS**

No new Business.

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## SUPERINTENDENT'S REPORT

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, approved the following as depicted on DOCUMENT E:

1. Professional Development
2. Field Trips
3. Facility Use
4. Substitutes

Mr. Cardinale reported:

### Fire/Evacuation/Safety Drills:

Fire Evacuation Drill – 3/14/19 – 2 min. 09 sec.  
Lockdown Drill – 2/28/19 – 1 min. 58 sec.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, accepted the Superintendent's HIB report as presented at the 26 February 2019 Board meeting of three [3] reported instances of Harassment, Intimidation or Bullying between 4 January 2019 and 20 February 2019.

Mr. Cardinale reported that there were four [4] reported instances of Harassment, Intimidation or Bullying between 21 February 2019 and 13 March 2019.

On motion by Mrs. Frayko, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, approved the following: [second of two readings]

P2422	Health and Physical Education [M] [Rev]
P2431.3	Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletics and Extra-Curricular Activities [Rev]
P2610	Educational Program Evaluation [M] [Rev]
P4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing [M] [Rev]
P&R5111	Eligibility of Resident/nonresident Students [M] [Rev]
P&R5330.04	Administering an Opioid Antidote [M] [Rev]
P5337	Service Animals
P5756	Transgender Students [M] [Rev]
P&R7440	School District Security [M] [Rev]
P8860	Memorials [Rev]

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

- Substitute Nurse pay to \$260.00 per day
- Stipend for Dorothy Smalley of \$1,000.00 for the 2019-2019 school year as acting Teacher-In-Charge

Yes	-	8
No	-	Mrs. Cade
Abstain	-	0

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, accepted/approved the following field trips:

- Liberty Science Center – [Gr. 7] - 6/6/19 - \$548.50 Plus cost of bus
  - Pocono Valley – [Gr. 8] – 5/22/19 – not to exceed \$1,400\* Plus cost of bus
- \*To be paid from Class of 2019 account

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, rescinded the 2019-2020 calendar approved on 26 February 2019 with the exception of the parent conference changes.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, approved the 2019-2020 calendar as depicted on DOCUMENT AD1.

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On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, opened the meeting to the public for comment at 8:47 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 8:47 P.M.

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## EXECUTIVE SESSION

No executive Session.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, that the Board adjourned the meeting at 8:47 P.M.

Respectfully submitted,

  
Anthony Mistretta  
Interim Business Administrator/  
Board Secretary