

# MINUTES OF PUBLIC HEARING AND REGULAR MEETING

April 25, 2019

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

PRESENT: June Cade, Mathew Christy, Jennifer Davis, Timothy Gillen, Brian Tobachnick,  
Sheila Frayko, Vice President,

9 Members of the Public

ABSENT: Robert Jones, President, Charlotte Ambrose, Sandra Cunningham

Mrs. Frayko, Vice 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 April 2018 honorees were:

Grade PreK – 2 recipient – Joseph Landrud - absent

Grade 3 - 5 recipient – Maximus Ilyinskyy

Grade 6 - 8 recipient – MartinTranes - absent

Mrs. Frayko presented the student with a certificate of recognition.

## PUBLIC HEARING ON THE PROPOSED FY 2019-2020 BUDGET

Mr. Cardinale and Mr. Mistretta discussed the proposed FY 2019-20 budget.

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**OPEN TO THE PUBLIC**

On motion by Mr. Christy, seconded by Mrs. Davis, and carried unanimously by voice vote, **opened the meeting to the public for comment on the proposed FY 2019-20 Budget at 7:03 P.M.**

*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.*

Mr. Mistretta gave Mr. Burd, Councilman, the tax assessed value on a house of \$100,000.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public for comment on the proposed FY 2019-20 Budget at 7:15 P.M.**

On motion by Mr. Christy, seconded by Mr. Gillen, and carried unanimously by roll call vote, **adopted the budget for the 2019-20 school year for the Hamburg Borough Board of Education, as follows:**

**The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.**

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	\$ 6,571,055	<u>General Fund</u>	
Capital Outlay	\$ 245,130	..Budgeted Fund Balance	\$ 493,217
Special Revenue Fund	\$ 64,128	..Local Tax Levy	\$ 4,629,778
Repayment of Debt	\$ 226,300	..Misc Revenue	\$ 2,000
		..Tuition	\$ -
		..State Aid	\$ 1,471,190
		Withdraw from C/R	\$ 220,000
		..Semi/Medicaid	\$ 0
<b>Total Expenditures</b>	<u>\$ 7,106,613</u>	<u>Special Revenue Fund</u>	
		..State Aid	\$ 0

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..Federal Aid	<u>\$ 64,128</u>
<u>Debt Service Fund</u>	
..Budgeted Fund Balance	\$ 0
..Local Tax Levy	<u>\$ 226,300</u>
..State Aid	\$ -
Total Revenue	<u>\$ 7,106,613</u>

**APRIL 25, 2019 REGULAR MEETING AGENDA**

**FY 2019-20 ANNUAL PERSONNEL APPOINTMENTS**

On motion by Mr. Gillen, seconded by Mr. Christy, and carried unanimously by roll call vote, approved the following FY 2019-20 Annual Personnel Appointments as depicted A through C:

- A. Appointed the Affirmative Action Officer, the ADA Coordinator and the Temporary/Acting Board Secretary [if the Board Secretary is absent from a Board meeting] — Kimberly Sigman
- B. Appointed the Right-to-Know Officer, AHERA/Asbestos Management Officer, Integrated Pest Management Coordinator and Indoor Air Quality Designated Individual — Robert Zierden
- C. Approved the Treasurer of School Monies – Christine Licata at a salary to be determined.

**FY 2019-20 ANNUAL DESIGNATIONS**

On motion by Mr. Christy, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved the following FY 2019-20 Annual Designations [A - C]:

- A. Designates AXA/Equitable, Lincoln National Life Insurance Company and Lincoln Investment Planning, Inc. as 403(b)/Tax Shelter vendors/providers.
- B. Designates the New Jersey Herald, the Star-Ledger and the Sunday Herald as the official newspaper for advertising and for public notices the Star Ledger for certain employment ads and/or notices and njhire.com for various employment

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ads.

- C. Designates Chris Imbrie as surrogate parent for the 2019 – 2020 school year.

## FY 2019-20 ANNUAL AUTHORIZATIONS

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, approved the following FY 2019-20 Annual Authorizations [A through F], as depicted:

- A. Empowers the Chief School Administrator and Business Administrator/Board Secretary to implement the 2019-20 budget pursuant to the policies and regulations of the NJ State Department of Education and the Hamburg Borough Board of Education.
- B. Permits the Business Administrator to audit and to approve any account and demand to be paid prior to presentation to the Board. Any such approval shall be presented to the Board for ratification at their next meeting as per NJSA 18A:19-4.1.
- C. Authorizes the Business Administrator to make purchases up to the bid threshold, utilizing the quotation process and/or purchases from New Jersey State Contract Vendors and/or from board approved pricing cooperatives/consortiums approved awarded vendor lists [such as approved vendors from the West/Central New Jersey Cooperative Bid Program/Ed-Data/Morris County Educational Services Commission the lead agency, the Middlesex Regional Educational Services Commission's Cooperative Pricing System, the Hunterdon County Educational Services Commission's Pricing System, etc.].
- D. Authorizes the Business Administrator, on an as needed basis, to issue advance payment and/or partial payment to facilitate district requisitions.
- E. Authorizes the Superintendent and/or his designee to declare miscellaneous items no longer needed as surplus and to dispose of these items.
- F. Authorizes the Superintendent and/or the Business Administrator to enter into inter-local agreements with other school districts, municipalities and/or county governments for miscellaneous services, supplies or equipment.

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## FY 2019-20 PROFESSIONAL SERVICES ANNUAL APPOINTMENTS

On motion by Mr. Christy, seconded by Mrs. Davis, and carried unanimously by roll call vote, approved the following FY 2019-20 Annual Professional Services Annual Appointments [1 – 14]:

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 2019-20 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:

- 1) Cleary, Giacobbe, Alfieri & Jacobs, Matthew Giacobbe, Esq., Board Attorney & Negotiator-\$150 per hour, plus reimbursable expenses as depicted in DOCUMENT A.
- 2) Nisivoccia LLC, Valerie A. Dolan, Board Auditor, - \$28,900, as depicted in DOCUMENT B, including the Peer Review Summary Report.
- 3) Parette Somjen, Greg Somjen, Board Architect, - \$164 per hour and other reimbursable expenses as depicted in DOCUMENT C.
- 4) J&B Therapy, LLC, - \$92.00 per hour for OT & PT, \$87.50 for Speech Services, \$93.00 for LDTC Services, \$93 for BCBA Services, \$405.00 per LDTC evaluation and other reimbursable expenses as depicted in DOCUMENT D.
- 5) Gurbir S. Saluja, M.D., and Manmohan Saluja, M.D., School Physicians, \$2,500 per annum as depicted in DOCUMENT E.
- 6) Arthur J. Gallagher Risk Management Services, Inc., George Morville, Agent/Risk Management Consultant for the New Jersey Schools Insurance Group.
- 7) Agent, Fortitude Insurance Group, Mitchell Mund, Agent, Dental Insurance Broker.

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- 8) Phoenix Advisors, LLC-Continuing Disclosure Agent \$1,000 as depicted in DOCUMENT F.
- 9) CDK Systems, Inc.—Financial Software Provider.
- 10) R&L Data, Inc.-Payroll Software Provider.
- 11) Educational Data Services, Inc.—Cooperative Bidding Service Vendor
- 12) The Educational Services Commission of NJ Cooperative.
- 13) Hunterdon County Ed. Services Commission-Cooperative.
- 14) Bayada Home Health Care, Inc.

## FY 2019-20 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS

On motion by Mr. Gillen, seconded by Mr. Christy, and carried unanimously by roll call vote, approved the following FY 2019-20 Miscellaneous Annual Adoptions/Appointments [A through D]:

- A. Readopts the existing Board Bylaws and Policy Manual for the 2019-20 school year.
- B. Readopts any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.
- C. Adopts the existing Curriculum Guides and Curriculum textbooks.
- D. Establishes a Petty Cash Account in the amount of \$200 and to appoint Louise Murphy as Custodian of the Petty Cash Account.

## APPROVAL OF MINUTES

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried by the following voice vote, approved the 19 March 2019 Regular Meeting minutes:

Yes	-	6
No	-	0
Abstain	-	0

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## CORRESPONDENCE –

Mrs. Frayko read a letter from New Jersey School Board Association congratulating Mrs. Ambrose for thirty years of service on the Board of Education. Mrs. Ambrose will be recognized at the next Sussex County School Board Meeting on May 29, 2019 at the Mohawk House, Sparta, N.J.

## 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 Mr. Tobachnick, and carried unanimously by voice vote, **opened the meeting to the public for agenda items at 7:30 P.M.**

No one addressed the Board.

On motion by Mr. Christy, seconded by Mr. Tobachnick, and carried unanimously by voice vote, **closed the meeting to the public for agenda items at 7:30 P.M.**

## COMMITTEE REPORTS

**State & County School Boards** – None.

**Sussex County Educational Services Commission** – None.

**Liaison with the Hamburg Borough Council** – Mrs. Frayko stated a postcard will be sent out to residents regarding the zip code meet the date celebration July 4, 2019. She also stated the parks opened on April 1, 2019.

**Building & Grounds** – Mr. Gillen went over the timeline for the bidding of the sidewalk and stair replacement at Hamburg School. He also stated the HVAC contract was being reviewed by legal counsel. In addition, he mentioned an odor in the staircase in the school was tested by an Environmental Company and although the results stated the area was safe, the architect would visit to find the source of the odor.

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A Building and Grounds Committee Meeting is scheduled for May 14, 2019 at 6 P.M.

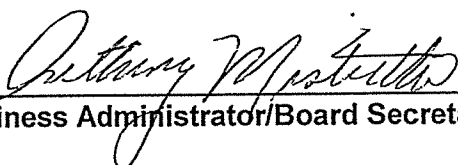
Education & Policy – None.

Negotiations & Personnel – None.

Finance Committee -

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 March 2019 bills in the amount of \$591,850.68 and the bills from April 1 to April 25, 2019 in the amount of \$553,524.07.**
- b. **Approved the bills for the Cafeteria Account in the amount of \$11,157.28.**
- c. **Accepted the Board Secretary's and Treasurer's Reports for 31 March 2019.**
- d. **Approved the Transfers made by the Superintendent after the 19 March 2019 Board Meeting, with fund 10 debits totaling \$24,615 as depicted on DOCUMENT G 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 March 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

31 March 2019  
DATE



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## OLD BUSINESS

Mrs. Frayko reminded the Board members to schedule their required training.

Mr. Tobachnick attended a student Board of Education for the River Edge School District. He was impressed with the event and how the students helped to develop the agenda as well as parent turnout. He would like the Board of Education to continue to pursue this event in the future.

## NEW BUSINESS

Mr. Mistretta, the Board Secretary, reported the following 2019 seats are up for election at the November 2019 Annual School Elections. If people are interested in running for a board seat, they should go to the Sussex County Clerk's website [[www.sussexcountyclerk.com](http://www.sussexcountyclerk.com)] and obtain a nominating petition:

- 3-Three year seats [Mrs. Ambrose, Mrs. Frayko and Mr. Gillen]

## BOARD SECRETARY'S REPORT

The Board Secretary reported a potential interest income shortfall in FY 2018-19 but the shortfall should be made by increases in other revenue categories.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, approved the FY 2019-20 tuition rates as follows:

• Kindergarten	\$18,633
• Grades 1-5	\$20,105
• Grades 6-8	\$23,708
• BD	\$12,860
• PSD F/T	\$12,860

On motion by Mr. Gillen, seconded by Mr. Christy, and carried unanimously by roll call vote, approved the submission of a FY 2019-20 grant application to the New Jersey Schools Insurance Group, in the amount of \$3,500, to defray the cost of purchasing security cameras and replacing fire doors.

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On motion by Mr. Gillen, seconded by Mr. Christy, and carried unanimously by roll call vote, **approved the FY 2018-19 Federal Grant-NCLB/IDEA expenditure [modified due to staffing changes] as depicted on DOCUMENT H.**

On motion by Mr. Gillen seconded by Mrs. Davis, and carried unanimously by roll call vote, **approved the FY 2019-20 Joint Resolutions for Participation of Transportation Services [4% & 2%] with the Sussex County Regional Transportation Cooperative [Hopatcong Borough Board of Education as the lead agency] for all of the Board's student transportation needs [DOCUMENT I].**

On motion by Mr. Christy, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved the FY 2019-20 Horizon Dental Option Plan rates as depicted on DOCUMENT J with no premium increase over the FY 2018-19.**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **authorized Anthony Mistretta, Interim School Business Administrator, to advertise in the New Jersey Herald on April 29, 2019 the following bid – Sidewalk and Stair Replacement at Hamburg School.**

## **SUPERINTENDENT'S REPORT**

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved/accepted the letter from Mrs. Carey Roth, third grade teacher regarding anticipated leave under NJFMLA.**

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the 2019-2020 staffing list as depicted on DOCUMENT K.**

On motion by Mr. Gillen, 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 on 19 March 2019 of four [4] instances of Harassment, Intimidation or Bullying between 12 February 2019 and 13 March 2019.**

Mr. Cardinale reported there were two [2] reported instances of Harassment, Intimidation or Bullying between 13 March 2019 and 8 April 2019.

On motion by Mr. Gillen, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved to increase the Substitute Teacher pay**

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to \$100 per and the Paraprofessional Substitute pay to \$10.50 per hour exclusive of lunch effective 1 May 2019.

Mr. Cardinale reported:

- **Fire/Evacuation/Safety Drills**

**Lockdown Drill 3/27/19 [during lunches]  
Fire Evacuation Drill – 3/14/19 – 2 min. 9 sec.**

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

1. **Field Trips and Professional Development as depicted on DOCUMENT L.**
2. **Re-signing of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2018-2019 year as depicted on DOCUMENT M.**

On motion by Mrs. Davis, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **approved items 1 – 3:**

1. **June 17, 18, and 19 as early dismissals (1:00 PM) days for students**
2. **June 19 as the last day and graduation for students**
3. **June 20 last day for staff**

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried by the following roll call vote, as per the Superintendent's recommendation, **approved the stipend in the amount of \$2,000 for the month of April 2019 to Kimberly Sigman.**

Yes	-	5
No	-	0
Abstain	-	Mr. Tobachnick

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted the contract approved by Dr. Lamonte, Sussex County Executive Superintendent of Schools for William J. Sabo Interim-Business Administrator beginning 1 July 2019 ending 11:59 P.M. 30 June 2020 at an hourly rate of Seventy-five Dollars (\$75.00). It is agreed that the Interim Business Administrator shall work sixteen hours a week as needed and that he shall attend all Board meetings in his role as Interim School Business Administrator/Board Secretary**

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without additional compensation other than the hourly rate set forth herein as depicted on DOCUMENT N. [This position is not eligible for benefits.]

On motion by Mr. Christy, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted the letter of resignation from Liane Grice, classroom aide, effective 30 June 2019.**

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

**Online – Samantha Decker – Wilson Language Trainings \$3,550.44**

On motion by Mrs. Davis, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the [updated] 2019-2020 rates for the Sussex County Educational Services Commission should the district choose to utilize the services depicted on DOCUMENT AD1.**

## OPEN TO THE PUBLIC

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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 at 8:08 P.M.**

Mrs. Christy stated along with the student Board of Education Meeting there is a scholarship award given each year and suggested the Board may also want to get involved with that.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public at 8:10 P.M.**

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**EXECUTIVE SESSION**

No Executive Session.

On motion by Mr. Gillen, seconded by Mrs. Cade, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:10 P.M.**

Respectfully submitted,

  
Anthony Mistretta  
Business Administrator/  
Board Secretary

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