

# MINUTES OF REGULAR MEETING

June 18, 2019

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

PRESENT: Mathew Christy, Jennifer Davis, Timothy Gillen, Brian Tobachnick, Sheila Frayko, Vice President, Robert Jones, President

ABSENT: Charlotte Ambrose, June Cade, Sandra Cunningham

17 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."

## PRESENTATION TO THE BOARD

Isabel Costello, a student from Newton High School gave a presentation entitled "The Weekend Bag Program". Ms. Costello, who operates the programs, provides students in need of food and hygiene products with donated products on a weekly basis (see attachment).

Mrs. Amy Breitenbach and Mrs. Sharon Triolo, pre-school teachers, gave a follow-up presentation to have a full time Pre-K Program. Their proposal was reviewed by the Superintendent of Schools for Sussex County. The Educational Specialist has approved the proposal to be in alignment with state guidelines thus allowing the program to move forward for the 2019-2020 school year.

## APPROVAL OF THE MINUTES

On motion by Mr. Gillen, seconded by Mr. Christy, and carried by the following voice vote, **approved the Budget Hearing and Regular minutes of the 21 May 2019 Board meeting.**

Yes	-	5
No	-	0
Abstain	-	Mrs. Davis

# MINUTES OF REGULAR MEETING

June 18, 2019

## CORRESPONDENCE

Mrs. Ambrose stated "Many Thanks to you all for your encouragement and support of my 30 years of service on the Hamburg Board of Education. It was touching to receive the corsage and attend the county meeting with fellow board members as my term nears an end in December 2019." She also said she would attend programs and special events as well as wished everyone a happy summer.

Mr. Mistretta reviewed the agenda policies for approval and said it was a pleasure working in Hamburg School District.

## 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. Davis, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:37 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 7:37 P.M.**

## COMMITTEE REPORTS

**State & County School Boards** – Mr. Jones stated that Mr. Tobachnick, Mrs. Frayko and he attended the Sussex County School Boards Association meeting to honor Mrs. Ambrose for her thirty years of service on the Board of Education. He also stated that New Jersey School Board Association representative presented a host of issues. He further added that a study of the issues could take up to ten years. One of which was regionalizing districts into K-12.

**Sussex County Educational Services Commission** – None

# MINUTES OF REGULAR MEETING

June 18, 2019

**Liaison with the Hamburg Borough Council** – Mrs. Frayko stated the recreation department will be holding an ice-cream social. She also said the township would be contacting the district regarding paving.

## **Building & Grounds** –

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, to approve the transfer from Capital Reserve Account \$28,000 to Capital Outlay Account 12-000-400-334-000-000 for architectural costs.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved that the Chief School Administrator and the Business Administrator are empowered to execute any contracts and/or change orders that may be necessary for the installation of the Cafeteria HVAC system installed at Hamburg School.

## **Education & Policy** –

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, approved the adding of the USDA Nondiscrimination Statement as depicted on DOCUMENT A to the following policies as per U.S. Department of Agriculture guidance:

Policy 8505 Wellness Policy/Nutrient Standards for Meals and Other Food  
Policy 8507 Breakfast Offers Versus Service (OVS)  
Policy 8508 Lunch Offer Versus (OVS)  
Policy 8550 Outstanding Food Services Charges – Unpaid Meal  
Charges/Outstanding Food Service Charges.

**Negotiations & Personnel** – Mrs. Frayko said that Negotiations and Personnel would be addressed in executive session.

## **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 May 2019 bills in the amount of \$536,691.90 and the bills from June 1 to June 18, 2019 in the amount of \$603,830.04.
- b. Approved the bills for the Cafeteria Account in the amount of \$8,736.64.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 May 2019.

# MINUTES OF REGULAR MEETING

June 18, 2019

- d. Approved the Transfers made by the Superintendent after the 22 May 2019 Board Meeting, with fund 10 debits totaling \$31,100 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 31 May 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 May 2019

DATE

## OLD BUSINESS

No Old Business.

## NEW BUSINESS

No New Business.

# MINUTES OF REGULAR MEETING

June 18, 2019

## BOARD SECRETARY'S REPORT

The Business Administrator discussed the year end transfer of money to the Capital Reserve Account [this can only occur by BOE resolution in the month of June or during the budget process].

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **adopted the following resolution:**

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, Hamburg Borough Board of Education wishes to deposit anticipated current year excess surplus into a Capital Reserve account at year end, and

WHEREAS, the Hamburg Borough Board of Education has determined that not to exceed \$200,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Hamburg Borough Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, **approved the salary adjustment for Amelia Zummo, Child Study Team Secretary from \$54,256 to \$54,506 due to longevity increase as of January 1, 2019 through June 30, 2019.**

On motion by Mr. Christy, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved the following:**

To report, pursuant to PL 2015, Chapter 47 the Hamburg Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

- **Dyntek Services Inc.**

# MINUTES OF REGULAR MEETING

June 18, 2019

## SUPERINTENDENT'S REPORT

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved/accepted/appointed the following items 1-6:**

1. **Robert Baumgartner as a substitute custodian/summer custodian/painter effective 20 June 2019 at a rate of \$14.85 per hour.**
2. **Pamela Dean as Academic Club Advisor for the 2019-2020 school year – Step 2 at \$1,126.00.**
3. **The stipend in the amount of \$2,400 for the month of June 2019 to Kimberly Sigman.**
4. **As a 2019-2020 Board goal, the collaboration with the schools in our Wallkill Valley region to align curricular programs and develop a shared curricular vision.**
5. **To approve tuition contract with Gordon Sparks Academy, East Orange, NJ for homeless student #26177 to attend Hamburg School in the amount of \$13,846.00 for the 2018-2019 school year.**
6. **Professional Development, Field Trips, and/or Substitutes as depicted on DOCUMENTS C.**

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried by the following roll call vote, as per the Superintendent's recommendation, **accepted the Superintendent's report of two (2) instances [unfounded] of HIB as presented to the Board on 21 May 2019.**

Mr. Mario Cardinale reported that there was one (1) reported instance of Harassment, Intimidation or Bullying between 17 May 2019 and 13 June 2019.

Mr. Cardinale reported:

### **Fire/Evacuation/Safety Drills:**

**Fire Evacuation Drill – 5/22/19 - 2 min 33 sec**

**Active Shooter Drill – 6/13/19**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted, with regret, the resignation of Meghan Braccioforte, School Counselor effective 30 June 2019.**

# MINUTES OF REGULAR MEETING

June 18, 2019

Mr. Cardinale advised the Board that the Fire Lane will be extended across the entire front of the building.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the contract with BAYADA Home Health Care, Inc. for substitute nurse services effective 6 September 2019 through 30 June 2020 as depicted on DOCUMENT D:**

**WHEREAS, there exists a need for various professional services, and**

**WHEREAS, the Public School Contracts Law (NJSA 18:A: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 2019-2020 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 \$100,000 as follows.**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **to table the Extended-School-Year contract to Sussex County Charter School for Technology in the amount of \$2,380.90 for student #25160 from 8 July through 1 August 2019.**

On motion by Mr. Gillen, seconded by Mr. Christy, and carried by the following roll call vote, as per the Superintendent's recommendation, **approved the expansion of our General Education Pre-K Program to offer at least one full day option, in addition to half day options, following the State guidelines including a maximum of 15 students. A portion of this full day is inclusive of Special Education students. The cost is \$250 for part time students and \$500 for full time students per month.**

Yes	-	5
No	-	0
Abstain	-	Mrs. Davis

Mr. Cardinale advised the Board that Walkkill Valley Recreation Basketball has scheduled the replacement/repair of the broken basketball backboard.

## 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*

# MINUTES OF REGULAR MEETING

June 18, 2019

*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. Frayko, and carried unanimously by voice vote, **opened the meeting to the public for comment at 8:00 P.M.**

Members of the public thanked the Board for allowing the preschool program to move forward to full time.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, **closed the meeting to the public for comment at 8:01 P.M.**

## EXECUTIVE SESSION

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public at 8:01 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 – CSA Contract
- 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



# MINUTES OF REGULAR MEETING

June 18, 2019

- [ ] Matters in which the release of information would impair a right to receive Funds from the United States Government
- [X] Matters concerning collective negotiations and/or the negotiation of terms and Conditions of employment of employees of the Board of Education – secretaries, custodian and VP/Head of CST Contracts
- [ ] 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. Davis, and carried unanimously by voice vote, **that the Board returned to Regular Session at 8:15 P.M.**

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendents recommendation, **approved amending the bereavement wording on the following contracts [Zummo, Murphy, Bremer, Dykstra] to read:**

1. **Absence due to death in employee's family or household will be allowed with pay for the required period not to exceed five [5] days. The term "immediate family" shall include the employee's spouse, child, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchild.**
2. **Absences due to the death of a grandparent, nephew, niece, aunt, uncle, cousin of an employee will be allowed with pay for the required period not to exceed [3] days. This may be extended by the Board of Education by one day upon request because of distance to allow adequate travel time by the quickest conveyance. [Time-frames for use of these days will stay the same.]**
3. **[Employee] shall not be required to attend school when closed for the December winter break and such days shall not be charged to [employee's] leave time.**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendents recommendation, **approved a 3% increase in the secretaries [Zummo, Murphy, Bremer, Dykstra] and maintenance 2019-2020 contracts: [Zierden, Niedjiewick, Babcock, Wyman] as discussed.**

# MINUTES OF REGULAR MEETING

**June 18, 2019**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried by the following roll call vote, as per the Superintendents recommendation, **approved the contract for Kimberly Sigman, Vice Principal/Head of Child Study Team ad depicted on DOCUMENT ES1:**

Yes	-	5
No	-	0
Abstain	-	Mr. Tobachnick

On motion by Mr. Gillen, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendents recommendation, to **hold a special meeting to approve an Interim Chief School Administrator on Tuesday, June 25, 2019 at 5:30 P.M. in the Board of Education Office.**

Mr. Tobachnick suggested the policy committee review the trip policy.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:23 P.M.**

Respectfully submitted,



Anthony Mistretta  
Interim Business Administrator/  
Board Secretary