

MINUTES OF REGULAR MEETING

September 24, 2019

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

PRESENT: Charlotte Ambrose, Mathew Christy, Jennifer Davis (arrived at 7:30 P.M.), Timothy Gillen, Brian Tobachnick, Sheila Frayko, Vice President, Robert Jones, President

ABSENT: 2 Vacant Seats

4 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

None.

APPROVAL OF THE MINUTES

On motion by Mr. Gillen, seconded by Mrs. Ambrose, and carried by the following voice vote, **approved the minutes of the 27 August 2019 Regular Board meeting and Executive Session meeting minutes.**

Yes	-	4
No	-	0
Abstain	-	Mr. Christy, Mrs. Frayko

On motion by Mr. Gillen, seconded by Mrs. Ambrose, and carried by the following voice vote, **approved the minutes of the 3 September 2019 Special Board meeting minutes.**

Yes	-	5
No	-	0
Abstain	-	Mr. Tobachnick

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CORRESPONDENCE

Mr. Jones, Board President, summarized the following:

- A letter from Dr. June Cade resigning from the Hamburg Borough Board of Education effective 3 September 2019.
- A letter from Mrs. Sandra Cunningham resigning from the Hamburg Borough Board of Education effective 15 September 2019.
- Approval from Donors Choose of a request from Michele Sealander for 2 Q-ball Throwable Microphones
- A thank you note from the kindergarten class for their t-shirts.

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. Ambrose, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:03 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 7:03 P.M.**

COMMITTEE REPORTS

State & County School Boards – No Report.

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Sussex County Educational Services Commission – Mrs. Ambrose reported on the activities that are occurring at the Sussex County Educational Services Commission.

Liaison with the Hamburg Borough Council – Mrs. Frayko reported that at the 4 September 2019 Council meeting, Mrs. Ambrose was honored by the Borough with a plaque commemorating her thirty (30) years of service on the Board of Education.

Building & Grounds – A Building and Grounds Committee meeting was scheduled for Tuesday 15 October 2019 at 6 P.M. to review various facility projects.

Education & Policy –

Negotiations & Personnel – Mrs. Frayko had no report.

Finance Committee –

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion approved, accepted, announced and/or certified items 1 through 6 by the following roll call vote:

1. Approved the August 2019 bills in the amount of \$672,940.16 and the bills from September 1 to September 24, 2019 in the amount of \$540,814.20.
2. Approved the bills for the Cafeteria Account in the amount of \$0.
3. Accepted the Board Secretary's and Treasurer's Reports for 31 August 2019.
4. Approved the Transfers made by the Superintendent after the 27 August 2019 Board Meeting, with fund 10 debits totaling \$58,000 as depicted on DOCUMENT A and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2019-20 budget process for various professional services.
5. Pursuant to N.J.A.C. 6A:23A-16.10, the Board Administrator/Board Secretary certifies that as of 31 August 2019, no budgetary line item account has been over-expended violating N.J.A.C. 6A:23-2.12(a).

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6. 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 August 2019
DATE

Yes	-	5
No	-	Mr. Christy
Abstain	-	0

The Board Secretary informed Mr. Christy that he may have to give his reasons for voting "no" on these certifications to the Executive County Superintendent of Schools.

Mrs. Davis arrived at 7:33 P.M.

OLD BUSINESS

A discussion was held on the filling of the vacant Board seats and the possibility of reducing the number of Board members from nine (9) to seven (7) members.

A discussion was held on the recent addition of the additional kindergarten class.

NEW BUSINESS

A discussion was held on the Board Goals for FY 2019-20 and it was the consensus of the Board to have a Committee meeting on 15 October 2019.

Mr. Tobachnick commented on the success of the recent "Color Run" held in the Borough.

BOARD SECRETARY'S REPORT

The Board Secretary reviewed the expense log and reporting requirements for the people attending the New Jersey School Boards Workshop 21-24 October 2019. The workshop and hotel information will be sent to your house by Friday 18 October 2019.

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The Board Secretary reminded the Board of Education members of their annual required training and if a Board Member is not sure of the class to take, the Board member should contact the New Jersey School Boards Association.

The Board Secretary discussed the number of hard bound copies of the FY 2018-2019 Comprehensive Annual Financial Report/Audit reports for the Board to have. After a brief discussion it was the consensus of the Board to have six (6) hard bound CAFR books available at the Board meeting, should a Board member like to take one home. The Auditors are scheduled to present the draft audit (or if the State of New Jersey provides the information in time, the final audit) at the 29 October 2019 Regular Board meeting.

The Board Secretary reported the Notice of a Board vacancy was published in the Monday 9 September 2019 edition of the New Jersey Herald (Dr. Cade) and in the 15 September 2019 edition of the Sunday Herald a notice was published depicting two vacancies (Dr. Cade and Mrs. Cunningham). Interested candidates should forward to the Board Secretary a letter of interest by Friday 18 October 2019. Candidates will be called to be interviewed by the Board at the 29 October 2019 Regular Board meeting.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the revised FY 2019-20 ESEA & IDEA grant listing as depicted on DOCUMENT B. [Note: the revision is to reflect the actual staffing].

SUPERINTENDENT'S REPORT

On motion by Mrs. Frayko, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, approved/accepted/appointed the following items a-e:

- a. Accepted the letter of resignation from Cynthia Langenfeld, classroom aide effective 1 July 2019.
- b. Approved CAP (Child Assault Protection) Program for grades 3, 5, and 7 at a district cost of \$314.00 (grant monies received \$733.00).
- c. Accepted a grant from the Hamburg Drug Alliance [Mark Sena] to offset costs of Lions Quest curriculum for grades K, 1, 2 and 8 (\$150 per grade level). The Center of Prevention (Newton, NJ) obtained a grant under the NJ Department of Mental Health and Addiction Services (SMHAS) allowing for programming for 3-5 years which include Lions Quest SEL program. Trained staff from the Center of Prevention will provide 10 weeks of Social Emotional Learning Curriculum to your 3rd, 4th, 5th, 6th and 7th grade students.

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d. Approved the Combined Professional Development/Field Trip/Facility Use/Substitute approval requests as depicted on DOCUMENT C.

e. Approved the following Co-curricular assignments:

Allison Pollison	Art Club Advisor	Step 1	\$1013.00
Susan Hearn	Asst. Girls B'ball Coach	Step 1	\$1463.00
Antoinette Ratzer	Head Boys B'ball Coach	Step 1	\$1688.00
Michele Clark	Asst. Boys B'ball Coach	Step 2	\$1575.00
Heather McDevitt	Asst. Track Coach	Step 1	\$900.00

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried by the following roll call vote, as per the Superintendent's recommendation, after a brief discussion, approved the Marzano Focused Teacher Evaluation Model and the Marzano School Leader Evaluation Model as the district evaluation tools for the 2019-2020 school year:

Yes	-	6
No	-	0
Abstain	-	Mr. Tobachnick

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, approved the first reading of:

R2464 – Gifted and Talented Students [revised]
P&R 1642 – Earned Sick Leave Law [M] [new]
P3159 – Teaching Staff Member/School District Reporting Responsibilities [M] [revised]
P&R 3218 – Use, Possession, or Distribution of Substances [M] [rev]
P&R 4218 – Use Possession, or Distribution of Substances [M] [rev]
P&R 5517 – School District Issued Student Identification Cards [rev]
P&R 6112 – Reimbursement of Federal and Other Grant Expenditures [M] [rev]
P&R 7440 – School District Security [M] [rev]
P 8630 – Bus Driver/Bus Aide Responsibility [M] [rev]
R 8630 – Emergency School Bus Procedures [M] [rev]
P 8670 – Transportation of Special Needs Students [M] [rev]
P 9210 – Parent Organizations [rev]
P 9400 – Media Relations [rev]

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Mrs. Sigman reported:

Fire/Evacuation/Safety Drills: 9/19/18 - 2 min. 06 sec.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved/accepted/changed/reported the following:**

- a. **Accepted the Superintendent's report of one (1) instance [founded] of HIB as presented to the Board on 18 June 2019.**
- b. **Reported zero [0] reported instances of harassment, Intimidation or Bullying between 6 September 2019 and 23 September 2019.**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the following in-services:**

Mrs. Hoglund - Writing Legally Defensible IEPs	N/C
	Plus related travel & mileage
Mrs. Freeswick - Writing Legally Defensible IEPs	N/C
	Plus related travel & mileage
Mr. Douglass - Integrating Technology & Assessment	N/C
	Plus related travel & mileage

Mrs. Kimberly Sigman announced that Michael Blochinger, teacher, and Michele Sealander, teacher will receive a grant for \$5,000 from National Education Association (NEA) "Student Success Grant".

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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 8:05 P.M.**

No one addressed the Board.

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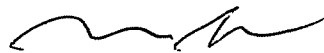
On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, closed the meeting to the public for comment at 8:05 P.M.

EXECUTIVE SESSION

No Executive Session.

On motion by Mrs. Frayko, seconded by Mr. Christy, and carried unanimously by voice vote, that the Board adjourned the meeting at 8:07 P.M.

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary