#### HAMBURG BOARD OF EDUCATION

# REGULAR MEETING AGENDA

29 October 2019 7:00 p.m.

### A. Flag Salute & Pledge of Allegiance

### STATEMENT----OPEN PUBLIC MEETING

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, the Star-Ledger and the Sunday Herald.

#### **ROLL CALL:**

	Mr.	Mrs.	Vacant	Mr.	Vacant	Mrs.	Mrs.	Mr.	Mr.
	Jones	Ambrose		Christy		Davis	Frayko	Gillen	Tobachnick
PRESENT									
ABSENT									

#### B. PRESENTATION TO THE BOARD -

Presentation of the FY 2018-19 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report by Mrs. Valerie Dolan, Nisivoccia & LLP and the Board Secretary. [Note: As of Friday18 October 2019, I have not received the reports from the auditors. As discussed at the BOE meeting, copies of these reports will be available at your seats and for the public. I will be at the NJSBA conference the week of 21 October 2019. If my office receives these documents while I am at the conference, Toni or Ann from my office will email these documents to your Hamburg BOE email address. wjs]

	Meeting opened to the public for comm Comprehensive Annual Financial ReportP.M.	
	(VOICE VOTE)	
	Meeting closed to the public for comme Comprehensive Annual Financial ReportP.M.  (VOICE VOTE)	
C.	APPROVAL OF MINUTES	
	MOTION BYSECONDED B the Regular Meeting minutes of the 24	

	Mr. Jones	Mrs. Ambrose	Vacant	Mr. Christy	Vacant	Mrs. Davis	Mrs. Frayko	Mr. Gillen	Mr. Tobachnick
Yes									
No									
Abstain									

#### D. CORRESPONDENCE

**Regular Board meeting.** 

To review the letter of interest from an individual who responded to the legal notices placed in the New Jersey Herald and the Sunday Herald by the due date of Friday 18 October 2019, as follows:

- A letter of interest from Mr. David Dreifus [DOCUMENT A].
- E. TO INTERVIEW INDIVIDUAL[S] WHO SUBMITTED A LETTER OF INTEREST TO FILL A VACANT BOARD SEAT(S)

## **OPEN TO THE PUBLIC (for discussion of agenda items only)**

~ 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.

Meeting opened to the public for comment at	P.M
(VOICE VOTE)	
Meeting closed to the public for comment at	P.M.
(VOICE VOTE)	

#### F. COMMITTEE REPORTS

## **State & County School Boards**

## **Sussex County Educational Services Commission**

# **Liaison with the Hamburg Borough Council**

# **Building & Grounds**

 To review the projects discussed at the meeting held on Tuesday 15 October 2019 **DOCUMENT B.**

# **Education & Policy**

# **Negotiations & Personnel**

## **Finance Committee**

Discussion of items 1 through 6:

- 1. To approve the bills as presented.
- 2. To approve bills for the Cafeteria Account in the amount of \$341.28.

- 3. To accept the Board Secretary's and Treasurer's reports for **30 September 2019.**
- 4. To approve Transfers made by the Superintendent after the 24 September 2019 Board Meeting, with fund 10 debits totaling \$301,500 depicted in DOCUMENT C 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.
- Pursuant to N.J.A.C. 6A:23A-16.10, the Business Administrator/Board Secretary certifies that as of 30 September 2019 no budgetary line item account has been over-expended violating N.J.A.C. 6A:23-2.12(a).
- 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.

MOTION BY	SECONDED BY	to approve items
1 through 6.		

	Mr. Jones	Mrs. Ambrose	Vacant	Mr. Christy	Vacant	Mrs. Davis	Mrs. Frayko	Mr. Gillen	Mr. Tobachnick
Yes									
No									
Abstain									

#### G. OLD BUSINESS

To review 18A:12-14, the Reduction of membership of a Board of Education [DOCUMENT D]

#### H. NEW BUSINESS

#### I. BOARD SECRETARY'S REPORT

To report the Board received a \$3,500 Safety Grant for FY 2019-20
from the New Jersey Schools Insurance Group that the Board approved
the submission of the application at the 25 April 2019 Board meeting.

<b>MOTION</b>	BY	SECONE	DED BY	to accept the FY			
2018-19	Comprehensive	Annual	<b>Financial</b>	Report	[CAFR]	and	the
Auditor's	Management R	eport as	presente	d. No R	ecomme	ndat	ions
were cite	d.						

	Mr.	Mrs.	Vacant	Mr.	Vacant	Mrs.	Mrs.	Mr.	Mr.
	Jones	Ambrose		Christy		Davis	Frayko	Gillen	Tobachnick
Yes									
No									
Abstain									

MOTION BY\_\_\_\_\_\_ SECONDED BY \_\_\_\_\_\_ to approve/accept the FY 2019-20 Health and Safety Evaluation of School Building Checklist DOCUMENT E .

	Mr.	Mrs.	Vacant	Mr.	Vacant	Mrs.	Mrs.	Mr.	Mr.
	Jones	Ambrose		Christy		Davis	Frayko	Gillen	Tobachnick
Yes									
No									
Abstain									

MOTION BY\_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve the Comprehensive Maintenance Plan, the Annual Maintenance Budget Amount Worksheet (Form M-1), and the Maximum Capital Reserve Certification as depicted on DOCUMENT F.

	Mr. Jones	Mrs. Ambrose	Vacant	Mr. Christy	Vacant	Mrs. Davis	Mrs. Frayko	Mr. Gillen	Mr. Tobachnick
Yes									
No									
Abstain									

MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve the FY 2019-20 Staff Listing as of 15 October 2019 DOCUMENT G.

	Mr. Jones	Mrs. Ambrose	Vacant	Mr. Christy	Vacant	Mrs. Davis	Mrs. Frayko	Mr. Gillen	Mr. Tobachnick
Yes									
No									
Abstain									

MOTION BY \_\_\_\_\_\_ SECONDED BY \_\_\_\_\_\_ to approve Payment Request #5, as submitted by Echelon Services, Inc. for the Cafeteria HVAC Project at the Hamburg School and to possibly accept the project as complete [Note: As of 18 October 2019 a payment request has not been received and if received I will distribute it at the BOE meeting. Also the minor punch list items and closeout documents are being addressed-wjs].

	Mr. Jones	Mrs. Ambrose	Vacant	Mr. Christy	Vacant	Mrs. Davis	Mrs. Frayko	Mr. Gillen	Mr. Tobachnick
Yes									
No									
Abstain									

MOTION BY \_\_\_\_\_ to approve:

the Positive Pay Services Agreement between Lakeland Bank and the Hamburg Borough Board of Education, to be implemented as soon as practicable, contingent upon the Board's payroll vendor [R&L Data Centers, Inc.] and the Board's financial software vendor [CDK Systems, Inc.] can set up the necessary data files to facilitate the electronic transfer of data DOCUMENT H.

	Mr. Jones	Mrs. Ambrose	Vacant	Mr. Christy	Vacant	Mrs. Davis	Mrs. Frayko	Mr. Gillen	Mr. Tobachnick
Yes									
No									
Abstain									

<b>MOTION BY</b>	SECONDED BY	to approve:
	SECONDED DI	to approve.

the professional services proposal from Parette Somjen Architects for the roof and eave replacement of the Gymnasium at the Hamburg School, which includes the updating/filing of the Board's Long Range Facility Plan [LRFP] with the Department of Education for flat fee of \$16,250 plus reimbursable expenses [DOCUMENT I]

	Mr. Jones	Mrs. Ambrose	Vacant	Mr. Christy	Vacant	Mrs. Davis	Mrs. Frayko	Mr. Gillen	Mr. Tobachnick
Yes									
No									
Abstain									

#### J. SUPERINTENDENT'S REPORT

<b>1.</b>	MOTION BY	SECONDED BY
	to approve/accept/a	ppoint the following item(s) a-e:

- a. Accept: Resignation from Margaret McNeir, classroom aide effective 17 October 2019
- Approve: Combined Professional Development/Field
   Trip/Facility Use/Substitute Approval requests as depicted on DOCUMENT J.
- c. Approve:

Pamela Dean	Assistant Drama Director	Step 1	\$1126.00
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- d. Approve: Shared Services Agreement between Hardyston Township Board of Education and the Hamburg Board of Education for the purpose of utilizing school nursing services in emergent situations as depicted in DOCUMENT K.
- e. Approve: Shared Serviced Agreement between Franklin Borough Elementary Board of Education and the Hamburg Board of Education for the purpose of utilizing school nursing services in emergent situations as depicted in **DOCUMENT L.**

**Page 8 of 14** 

	Mr. Jones	Mrs. Ambrose	Vacant	Mr. Christy	Vacant	Mrs. Davis	Mrs. Frayko	Mr. Gillen	Mr. Tobachnick
Yes									
No									
Abstain									

2.	MOTION BY	SECONDED BY	
	to approve item a:		

## a. Approve the second/final 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]

	Mr. Jones	Mrs. Ambrose	Vacant	Mr. Christy	Vacant	Mrs. Davis	Mrs. Frayko	Mr. Gillen	Mr. Tobachnick
Yes				,			,		
No									
Abstain									

# 3. Fire/Evacuation/Safety Drills

Shelter in Place – October 2, 2019 Fire Evacuation Drill – October 25, 2019 time TBD

- 4. MOTION BY \_\_\_\_\_\_ SECONDED BY \_\_\_\_\_\_ to approve/accept/change/report:
  - **a.** Accept: The Superintendent's report of zero (0) instances of HIB as presented to the Board on 24 September 2019.
  - **b.** Report: Zero [1] reported instances of Harassment, Intimidation or Bullying between 25 September 2019 and 25 October 2019.
  - c. Approve: Amy Breitenbach unpaid maternity leave from 1 March through 31 March 2020 and the use of sick days from 1 April through 9 April 2020 t returning 10 April 2019.

	Mr.	Mrs.	Vacant	Mr.	Vacant	Mrs.	Mrs.	Mr.	Mr.
	Jones	Ambrose		Christy		Davis	Frayko	Gillen	Tobachnick
Yes									
No									
Abstain									

<b>5</b> .	MOTION BY	SECONDED BY	
	to approve/accept tl	ne following district a-c goals:	

- a. Goal #1: The Hamburg School will collaborate with the schools in our region to align our curricular programs and develop a shared curricular vision.
- b. Goal #2: The Hamburg School will enhance relationships between the school community and greater community.
- c. Goarl#3: The Hamburg School will use the most advanced educational technology available to enhance student learning.

	Mr.	Mrs.	Vacant	Mr.	Vacant	Mrs.	Mrs.	Mr.	Mr.
	Jones	Ambrose		Christy		Davis	Frayko	Gillen	Tobachnick
Yes									
No									
Abstain									

6. MOTION BY \_\_\_\_\_SECONDED BY \_\_\_\_
to accept the results of the 2018-2019 Electronic Violence
and Vandalism Report and the bi-annual report of
Harassment, Intimidation and Bullying for the time period
of 1 January 2019 through 30 June 2019:

#### Annual Violence and Vandalism Hearing for the 2018-2019 School Year

The week of October 21-25, 2019 is Violence Awareness in New Jersey schools. As part of our obligation to prevent violence in schools, this report details the activities that were conducted during the 2018-2019 school year and those planned for this academic year:

- 1. The Peer Leadership Group provides mentoring and tutoring services and act as role models for children under the leadership of guidance counselor, Ms. Blake.
- 2. Middle School students [30 total] attended the Center for Prevention's Anti-Bullying Summit on October 25, 2019. Each year, students in grades 6-8 from Hamburg School participate in presentations, and activities that identify violent or bullying behaviors and learn ways to put an end to and prevent violence and bullying in our school.
- 3. The New Jersey Child Assault Prevention [CAP] program held discussions with students on bullying and anti-bullying measures.
- 4. The Health curriculum that is covered each year addresses bullying and violence on several levels.
- 5. During the week of October 1-5, 2018 Hamburg students participated in New Jersey's Week of Respect during which special attention and class lessons were given to reinforce the importance of being respectful to each other, themselves and anyone with whom they interact both in school and in their community. Students and staff were encouraged to participate in wearing different colors on certain school days to show unity and commitment in preventing bullying. Middle School students also had the opportunity to "stomp out" bullying by popping balloons which contained positive messages. Students participated in Week of Respect activities during the week of October 7-11, 2019 this school year.
- 6. Red Ribbon week activities to reinforce staying drug free were conducted during the month of November.
- 7. The Hamburg PTA provides assembly programs which support positive messages about being kind towards others and preventing bullying.

- 8. Materials received from the New Jersey Bar Association are implemented during instruction and provide teachers with guidelines on conflict resolution, respect for others and peer mediation.
- 9. Law enforcement is invited into the school to provide school safety and anti-violence discussion to students.
- 10. The school culture and climate committee meets regularly throughout the school year to discuss the positive activities that take place at Hamburg School and plan activities to enhance the educational experience.
- 11. Hamburg PRIDE assemblies are held throughout each year and focus on themes of respect, trustworthiness, responsibility, fairness, caring and citizenship, the six pillars of good character.

#### Violence, Vandalism and Substance Abuse

As per Public Law 6A:16-5.3, each school district hall report incidents of violence, vandalism and substance abuse two times per year. Those incidents shall also be reported to the NJ Department of Education via the DOE's Electronic Violence and Vandalism Reporting System [EVVRS].

As reported to the Department of Education for the period of 1 January 2019 through 30 June 2019 of the 2018-2019 school year, there were [0] incidents of violence or vandalism which rose to the standards established by the Department of Education.

#### Harassment, Intimidation and Bullying

As per Public Law N.S.D.A 18A:7E-3, each school district shall report incidents of harassment, intimidation or bullying two times per year. As reported to the Board of Education at their meetings from February 2019 through June 2019, there were 7 confirmed instances of harassment, intimidation and bullying reported to the Hamburg Anti-Bullying Specialist [Meghan Braccioforte] and/or the District HIB Coordinator [Kimberly Sigman]. Through investigation, it was determined that each instance of harassment, intimidation or bullying was confirmed. The accused were disciplined in accordance with Hamburg Board of Education Polity 5600 Student Discipline/Code of Conduct. The victims and accused also received counseling and sensitivity/awareness training.

	Mr.	Mrs.	Vacant	Mr.	Vacant	Mrs.	Mrs.	Mr.	Mr.
	Jones	Ambrose		Christy		Davis	Frayko	Gillen	Tobachnick
Yes									
No									
Abstain									

#### 7. To report:

- a. Spring 2019 School Performance Levels on the New Jersey Student Learning Assessment
- b. The implementation of the Share911 notification system that supports school/emergency personnel communication and accountability of student/staff. This notification system will meet the requirements of NJ Bill A764 also known as "Alyssa's Law."
- c. Clinical Practice (Montclair University), Brian McGuinness (Physical Education/Health) to work with Mr. Barry Douglass 3 days per week from 22 January 2020 through 7 May 2020.
- d. The distribution of the New Jersey Department of Education School Safety Specialist [SSS] Guide dated September 2019.
   Current Hamburg School Safety Specialist is Kimberly Sigman.
   Additional staff are to be certified. [DOCUMENT M]

#### K. 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.

Meeting opened to the (VOICE VOTE)	oublic for comment at	P.M <b>.</b>
Meeting closed to the p (VOICE VOTE)	ublic for comment at	P.M.
L. EXECUTIVE SESSION	ON	
MOTION BY closed the meeting to the	SECONDED BY ne public at 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:

# <u>FYI</u>

# October 2019 Edition of Board & Administrator