

MINUTES OF REGULAR MEETING

October 29, 2019

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

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

ABSENT: 2 Vacant Seats

8 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."

CORRESPONDENCE

Mr. Jones, Board President reviewed 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].

Various Board members commented on their knowledge of Mr. Dreifus's qualifications and character. Mr. Dreifus addressed the Board and a brief question and answer session occurred.

On motion by Mr. Gillen, seconded by Mr. Christy, and carried unanimously by roll call vote, **appointed Mr. David Dreifus to the seat vacated by Dr. June Cade and to be sworn into office after acceptable proof of New Jersey Department of Education background check.**

PRESENTATION TO THE BOARD

Mrs. Valerie Dolan, Partner Nisivoccia, LLP, and the Board Secretary presented the draft FY 2018-2019 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report.

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Mrs. Dolan explained the reports that are presented to the Board are in draft form due to the State of New Jersey not releasing the necessary data so Nisivoccia could finalize the necessary notes to the financial statements. Further, Mrs. Dolan stated that the final reports will be issued prior to the 5 December 2019 deadline but she is able to discuss the draft reports since the foot notes do not impact the final financial statements. It was noted that there were no audit recommendations. The Board Secretary stated the Board action on these documents will occur at the November or December 2019 Board meeting. A brief question and answer session occurred at the end of the presentation.

On motion by Mr. Frayko, seconded by Mr. Gillen, and carried by voice vote, **opened the meeting to the public for comment on the FY 2018-2019 Comprehensive Annual Financial Report at 7:18 P.M.**

No one addressed the Board.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by voice vote, **closed the meeting to the public for comment on the FY 2018-2019 Comprehensive Annual Financial Report at 7:18 P.M.**

Mrs. Valerie Dolan left the meeting at 7:25 P.M.

APPROVAL OF THE MINUTES

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by the following voice vote, **approved the minutes of the 24 September 2019 Regular Board meeting minutes with one revision on page 1426, depicting that Mr. Tobachnick abstained on the vote on the Marzano Focused Teacher Evaluation Model and the Marzano School Leader Evaluation Model.**

Yes	-	7
No	-	0
Abstain	-	0

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.

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On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by voice vote, opened the meeting to the public for comment at 7:20 P.M.

No one addressed the Board.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by voice vote, closed the meeting to the public for comment at 7:20 P.M.

COMMITTEE REPORTS

State & County School Boards – Mr. Tobachnick updated the Board on the recent Sussex County School Boards meeting.

Sussex County Educational Services Commission – Mrs. Ambrose updated the Board on the various programs the Sussex County Educational Services Commission is sponsoring this month. Additionally, Mrs. Ambrose requested that since she will no longer represent the Hamburg Board of Education on the Commission (since her term is expiring on 31 December 2019), she hopes that a Board member will take her place on the Commission.

Liaison with the Hamburg Borough Council – No Report.

Building & Grounds – Mr. Gillen and the Board Secretary reviewed the projects discussed at the meeting held on Tuesday 15 October 2019 [DOCUMENT B].

Education & Policy – Mr. Jones said that he will need to appoint some more Board members to this Committee since two Board members who recently resigned are on this committee.

Negotiations & Personnel – 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 September 2019 bills in the amount of \$546,456.43 and the bills from October 1 to October 29, 2019 in the amount of \$538,842.81.
2. Approved the bills for the Cafeteria Account in the amount of \$341.28.
3. Accepted the Board Secretary's and Treasurer's Reports for 30 September 2019.

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4. Approved the Transfers made by the Superintendent after the 24 September 2019 Board Meeting, with fund 10 debits totaling \$301,500 as depicted on 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.
5. Pursuant to N.J.A.C. 6A:23A-16.10, the Board 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.



Business Administrator/Board Secretary

30 September 2019
DATE

Yes	-	7
No	-	0
Abstain	-	0

OLD BUSINESS

The Board Secretary reviewed 18A:12-14, the Reduction of Membership of a Board of Education [DOCUMENT D]. After a brief discussion, it was the consensus of the Board to discuss this further at the December 2019 Board meeting.

NEW BUSINESS

Mrs. Sigman distributed thank you letters to the Board that were written by the sixth grade class who went on the field trip to the Pocono Environmental Education Center.

BOARD SECRETARY'S REPORT

The Board Secretary stated that once the final reports are received from Nisivoccia, the reports will be e-mailed to the Board with paper copies available at the Board meeting where action will be taken.

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The Board Secretary reported the contractor who installed the cafeteria air conditioning is in the final phases of completing the outstanding punch list items [Echelon Services, LLC].

The Board Secretary reported 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.

On motion by Mrs. Ambrose, seconded by Mrs. Davis, and carried unanimously by roll call vote, after some discussion, **approved/accepted the FY 2019-20 Health and Safety Evaluation of School Building Checklist [DOCUMENT E].**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved the Comprehensive Maintenance Plan, the Annual Maintenance Budget Amount Worksheet (Form M-1), and the Maximum Capital Reserve Certification as depicted on DOCUMENT F.**

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, **approved the FY 2019-20 Staff Listing as of 15 October 2019 [DOCUMENT G].**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, **approved the Positive Pay Service 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].**

On motion by Mr. Gillen, seconded by Mr. Tobachnick, and carried unanimously by roll call vote, **approved 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 a flat fee of \$16,250 plus reimbursable expenses [DOCUMENT I].**

SUPERINTENDENT'S REPORT

On motion by Mrs. Frayko, seconded by Mrs. Davis, 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 Margaret McNeir, classroom aide effective 17 October 2019.**
- b. **Approved Combination Professional Development/Field Trip/Facility Use/Substitute Approval requests as depicted on DOCUMENT J.**

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- c. Approved Pamela Dean, Assistant Drama Director, Step 1 at \$1,126.
- d. Approved 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 on DOCUMENT K.
- e. Approved Shared Services 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 on DOCUMENT L.

On motion by Mrs. Frayko, seconded by Mrs. Christy, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved 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]

Mrs. Sigman reported:

Shelter in Place – October 2, 2019

Fire/Evacuation/Safety Drills: October 29, 2019

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 zero (0) instances of HIB as presented to the Board on 24 September 2019.

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- b. Reported one [1] reported instance of Harassment, Intimidation or Bullying between 25 September 2019 and 24 October 2019.
- c. Approved 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 returning 10 April 2020.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, approved/accepted the 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. Goal #3: The Hamburg School will use the most advanced educational technology available to enhance student learning.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, accepted the results of the 2018-2019 Electronic Violence and Vandalism Report and the bi-annual report of Harassment, Intimidation and Bulling 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.

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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 a 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 shall 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

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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.

Mrs. Kimberly Sigman reported:

- a. Spring 2019 School Performance Levels on the New Jersey Student Learning Assessment [DOCUMENT L-1].
- 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) is 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].

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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 8:15 P.M.

No one addressed the Board.

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On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, closed the meeting to the public for comment at 8:15 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 8:15 P.M.

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary