

HAMBURG BOARD OF EDUCATION
REGULAR MEETING
AGENDA
19 November 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.

To Swear into Office Mr. David Dreifus [assuming the necessary background documents are received from the NJ Department of Education].

ROLL CALL:

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

B. PRESENTATION TO THE BOARD -

C. APPROVAL OF MINUTES

MOTION BY _____ SECONDED BY _____ to approve the Regular Meeting minutes of the 29 October 2019 Regular Board meeting.

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

D. CORRESPONDENCE

To review the email string between the Board Secretary and Dr. Rosalie Lamonte, Interim Executive County Superintendent regarding the vacancy on the Hamburg Borough Board of Education and the guidance advice, should the Board decide to go forward with a public question to reduce its membership.

E. 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 update the Board on the meeting held on Monday 18 November 2019 with Mr. Josh Thompson, Parette Somjen Architects, regarding the Sidewalk Replacement Project that was bid in the spring of 2019 & the bids received were rejected by the Board in May 2019.

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 **\$10,843.34**.
3. To accept the Board Secretary's and Treasurer's reports for **31 October 2019**.
4. To approve Transfers made by the Superintendent after the **29 October 2019** Board Meeting, with fund 10 debits totaling **\$42,400** depicted in **DOCUMENT** 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 Business Administrator/Board Secretary certifies that as of **31 October 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	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mr. Tobachnick
Yes									
No									
Abstain									

G. OLD BUSINESS

To review the FY 2018-19 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report as presented. No Recommendations were cited. [As of 11 November 2019, the final reports have not been received from the auditors. This discuss may have to be pushed to the December 2019 meeting-wjs]

H. NEW BUSINESS

To report a legal notice for a vacancy on the Hamburg Borough Board of Education was placed in the Friday 8 November 2019 edition of the New Jersey Herald and the 10 November 2019 edition of the Sunday Herald (and sent to the Star Ledger), with a due date of Monday 9 December 2019.

I. BOARD SECRETARY'S REPORT

To review the Statement of Determination for the 5 November 2019 Annual School Election [DOCUMENT]. [As of 11 November 2019, I have not received the certified results from the County Clerk's Office-wjs].

To schedule the Annual Reorganizational Meeting between January 1st and 7th [recommending Tuesday January 7th].

To discuss the 2020 Board meeting calendar [recommending keeping the same format that has been in place for the last several years].

MOTION BY _____ SECONDED BY _____ to accept the FY 2018-19 Comprehensive Annual Financial Report [CAFR] and the Auditor’s Management Report as presented. No Recommendations were cited.

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

MOTION BY _____ SECONDED BY _____ to approve the submission of the FY 2019-20 ESEA Title 4 Carryover Grant Application as depicted in DOCUMENT .

	Mr. Jones	Mrs. Ambrose	Vacant	Mr. Christy	Mrs. Davis	Mr. Dreifus	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 11 November 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	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mr. Tobachnick
Yes									
No									
Abstain									

Kim/Louise, I stopped here from editing the 29 October 2019 agenda...Please update the remaining voting blocks to account for Mr. Dreifus being added to the BOE.

J. SUPERINTENDENT’S REPORT

1. MOTION BY _____ SECONDED BY _____ to approve/accept/appoint the following item(s) a-e:

- a. **Accept:** Resignation from Margaret McNeir, classroom aide effective 17 October 2019
- b. **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.**

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

5. MOTION BY _____ SECONDED BY _____ to approve/accept 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.

	Mr. Jones	Mrs. Ambrose	Vacant	Mr. Christy	Vacant	Mrs. Davis	Mrs. Frayko	Mr. Gillen	Mr. 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 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 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. Jones	Mrs. Ambrose	Vacant	Mr. Christy	Vacant	Mrs. Davis	Mrs. Frayko	Mr. Gillen	Mr. 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 public for comment at _____ P.M.
(VOICE VOTE)

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

L. EXECUTIVE SESSION

MOTION BY _____ SECONDED BY _____
closed the meeting to the 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:

- Matters rendered confidential by state or federal law –
- Personnel – **Board Member candidate(s)**
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation-
- Pending or anticipated contract negotiations
- Protection of the safety or property of the public
- Matters which would constitute an unwarranted invasion of privacy
- Matters in which the release of information would impair a right to receive funds from the United States Government
- Matters concerning collective negotiations and/or the negotiation of terms and Conditions of employment of employees of the Board of Education
- 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.

MOTION BY _____ SECONDED BY _____
to exit Executive Session at _____ P.M.

MOTION TO ADJOURN MEETING

**MOTION BY _____ SECONDED BY
_____ that the Board adjourned the meeting at
____ P.M. [Voice Vote]**

FYI

October 2019 Edition of Board & Administrator

Notes