#### HAMBURG BOARD OF EDUCATION

# REGULAR MEETING AGENDA

**17 December 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 report Mr. Davis Dreifus was sworn into Office on 5 December 2019.

#### **ROLL CALL:**

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

#### B. PRESENTATION TO THE BOARD -

#### C. APPROVAL OF MINUTES

<b>MOTION BY</b>	SECONDED BY	to approve
the minutes	of the 19 November 2019 Regular	<b>Board meeting.</b>

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

#### D. CORRESPONDENCE -

• Letter from staff member ID# 85528727 regarding retirement in 2020 [Actual date to be determined]

# 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**

MOTION BY	SECONDED BY	•
IVIOTION BY	SECUNDED BY	το

approve Parette Somjen Architects [PSA] the authority to prepare all plans, specifications, drawings and necessary bid related documents including the analysis of the bids received, for the Sidewalk Replacement & Playground Renovations at the Hamburg Elementary School as depicted in DOCUMENT A [in the amount of \$5,750] and in accordance with the terms & conditions of the FY 2019-20 contract with PSA. Additionally, the Business Administrator ensures that funds are available for this professional service. Note: This proposal is for the Pre-school playground area added to this project and will be bid as an alternate to the Base Bid that was bid unsuccessfully & rejected by the Board in May 2019.

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

# MOTION BY\_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve the following:

RESOLVED, that the Hamburg Board of Education, in the County of Sussex, New Jersey authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the "Roof & Eave Replacement at Hamburg School" to serve as an application to the Office of School Facilities and an amendment to the District's Long Range Facility Plan; and

BE IT FURTHER RESOLVED, this project shall be a "Capital Reserve" project and the Board of Education is NOT seeking State funding but will fund the Project through the District's Reserve Account.

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

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MOTION BY	SECONDED BY	to approve
the following: Paret	te Somjen Architects [PSA]	the authority to
prepare all plans, spe	ecifications, drawings and r	necessary bid
related documents in	ncluding the analysis of the	bids received, for

School, and in accordance with the Professional Services
Agreement the Board approved on 29 October 2019 and the
terms & conditions of the FY 2019-20 contract with PSA.
Additionally, the Business Administrator ensures that funds are
available for this professional service.

the Gym Roof & Eave Replacement at the Hamburg Elementary

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

To review the New Jersey Office of Clean Energy-Direct Install Program, **Project Summary/Energy Assessment Tool** as prepared by Donnelly Energy [DOCUMENT B]

# **Education & Policy**

# **Negotiations & Personnel**

<b>MOTION BY_</b>	SECONDED BY	to approve
the increase of	of the hourly rate for the substitute	e aides from
\$10.50 per ho	our to \$11.00 per hour effective 1 .	January 2020

[This is the result of the minimum wage increasing \$1 per year until it reaches \$15 per hour-wjs].

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

# **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 \$12,314.41.
- 3. To accept the Board Secretary's and Treasurer's reports for **30 November 2019.**
- 4. To approve Transfers made by the Superintendent after the 19 November 2019 Board Meeting, with fund 10 debits totaling \$56,500 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 November 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 - 6.		

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

#### G. OLD BUSINESS

To review 18A:12-14, the Reduction of Membership of a Board of Education [DOCUMENT D], which was discussed at the 29 October 2019 Board meeting.

To report a legal notice for the 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. One letter of interest was received from Ms. Tricia L. Schels and it was forwarded to Dr. Rosalie Lamonte, Interim Executive County Superintendent on Tuesday 10 December 2019.

To report the Reorganization meeting is scheduled for **Tuesday 7 January 2020 at 7 p.m.** in the Board Meeting Room, with a **snow date of Thursday 9 January 2020**.

#### H. NEW BUSINESS

#### I. BOARD SECRETARY'S REPORT

To update the Board on the Lakeland Bank's Positive Pay security feature.

MOTION BY \_\_\_\_\_\_ second by \_\_\_\_\_ to reapprove the 403(b) plan document and adoption agreement as depicted on DOCUMENT E.

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

MOTION BY	SECONDED BY	to approve
	SECONDED DI	to applove

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

J.	SLIPFR	INTFNI	)FNT'S	<b>REPORT</b>
J.	JUFLIN		JLINI J	ILLEGILL

1.	MOTION BY	_ SECONDED BY	
	to approve/accept/appoir	<b>t</b> the following:	

a. Approve: Staff member [ID# 72073430] to utilize Maternity/Disability Leave of Absence beginning 30 March 2020, commencing on 15 May 2020 and followed by an unpaid leave of absence [NJFLA] from 18 May 2020 until 23 October 2020. Staff member [ID# 72073430] is anticipated to resume teaching responsibilities on 26 October 2020.

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

2.	MOTION BY	SECONDED BY
	to approve/accept/appoint	the following:

Approve: Combined Professional Development/Field
 Trip/Facility Use/Substitute Approval requests as depicted on DOCUMENT F.

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

# 2. Fire/Evacuation/Safety Drills

Fire Evacuation Drill - 11/15/19 - 2 min. 58 sec. Non-Fire Evacuation Drill - 11/27/19 - 2 min. 49 sec. Safety Drill [Shelter-In-Place] - 12/10/19 - 5 min.

- 3. MOTION BY \_\_\_\_\_SECONDED BY \_\_\_\_\_to approve/accept/change/report items a-b:
  - a. Accept: The Superintendent's report of two (2) [one substantiated, one unsubstantiated] instances of HIB as presented to the Board on 19 November 2019. [HIB002 & HIB003]
  - **b.** Report: Zero [0] instances of HIB between 12 November 2019 and 13 December 2019.

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

approve/accept/appoint the following:

Approve: The shared services agreement between the Wallkill Valley Regional High School Board of Education and the Hamburg School Board of Education to jointly utilize the services of a Learning Disabilities Teacher Consultant to provide services to Hamburg School for the period 1 July 2019, through 30 June 2020 at a cost of \$707.45 per diem [\$100,989.00 +\$40,500/200 days] as depicted on **DOCUMENT G.** 

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

# 5. To report the following:

- a. Mock Board of Education presentation planning will begin in January 2020.
- b. Student BOE Report to begin in January 2020

#### 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	<b>SECONDED BY</b>	
closed the meeting to the p	ublic atl	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 –
[]	Appointment of a public official
[]	Matters covered by the attorney-client privilege
[X]	Pending or anticipated litigation- Update on Case # 2015-16#1
[]	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.

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MOTION BY	SECONDED BY	to
exit Executive Session at	P.M.	
MOTION TO ADJOURN N	MEETING	
MOTION BY	SECONDED BY	
tha	t the Board adjourned the meetin	ng at
P.M. [Voice Vote]		

# <u>FYI</u>

# December 2019 Edition of Board & Administrator