#### HAMBURG BOARD OF EDUCATION

# REGULAR MEETING AGENDA

18 February 2020 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.	Mr.	Mrs.	Mr.	Mrs.	Mr.	Vacant	Vacant
	Jones	Davis	Dreifus	Frayko	Gillen	Schels	Tobachnick		
PRESENT									
ABSENT									

### **B. PRESENTATION TO THE BOARD –** Student presentation/update

#### **B1.** Interview of Board Candidates

To interview individuals that submitted a letter of interest to fill the vacant seat [two seats are vacant] on the Hamburg Borough Board of Education. The legal notice was placed in the Sunday Herald on 12 January 2020 and in the New Jersey Herald on 15 January 2020, with a due date of Thursday 13 February 2020.

#### C. APPROVAL OF MINUTES

MOTION BY	SECONDED BY	to approve
the Regular mee	eting and the Executive Session	meeting minutes
of the 28 Januar	y 2020 meeting.	

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

#### D. CORRESPONDENCE -

 To review a 8 February 2020 email from Mr. George Morville, Arthur J. Gallagher Risk Management Services, Inc. [Hamburg Borough BOE's insurance agent] regarding the FY 2020-21 insurance renewal options.

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

#### F. COMMITTEE REPORTS

#### **State & County School Boards**

#### **Sussex County Educational Services Commission**

#### **Liaison with the Hamburg Borough Council**

#### **Building & Grounds**

- To review the proposed bidding time lines for the following projects as depicted on DOCUMENT A:
  - The Exterior Site Improvements at the Hamburg School.
  - The Roof & Eave Replacement Project at the Hamburg School.
  - To report the Board Secretary accepted the bid specifications for these projects on Friday 7 February 2020 and it is anticipated that the attorney review of the bid specifications will be completed by Friday 21 February 2020. As discussed previously in committee, these projects will be budgeted in the FY 2020-21 Budget with a start date of 1 July 2020.
- To report on 3 February 2020 a roof warranty claim [for the Bayer Foam Roof that was installed in August 2011] notification was send to Mr. Douglas Orcutt, Warranty Manager, Carlisle Roof Foam & Coating, the (new) warranty holder.
- To report the 1971 boiler pipe wrap repairs are scheduled for the week of April 13, 2020.

### **Education & Policy**

# **Negotiations & Personnel**

#### **Finance Committee**

- 1. To approve the bills as presented.
- 2. To approve bills for the Cafeteria Account in the amount of \$5,710.56.
- 3. To accept the Board Secretary's and Treasurer's reports for 31 January 2020.
- 4. To approve Transfers made by the Superintendent made after the 28 January 2020 Board meeting, with fund 10 debits totaling \$62,367 depicted in DOCUMENT B 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**January 2020 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.	Vacant	Vacant
	Jones	Davis	Dreifus	Frayko	Gillen	Schels	Tobachnick		
Yes									
No									
Abstain									

#### H. NEW BUSINESS

#### I. BOARD SECRETARY'S REPORT

MOTION BY	SECONDED BY	to approve
Payment Request #6	, as submitted by Echelon	Services, Inc. for
the Cafeteria HVAC P	Project at the Hamburg Scl	hool and to
possibly accept the p	roject as complete [Note:	As of 10 February
2020 a payment requ	uest has not been received	d and if received I
will distribute it at th	ne BOE meeting. Also the r	minor punch list
items and closeout d	ocuments are being addre	essed-wjs].

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

MOTION BY\_\_\_\_\_\_ SECONDED BY\_\_\_\_\_\_ to approve the FY 2020-21 SEMI Waiver request that was submitted to the Sussex County Department of Education on 31 January 2020 as depicted on DOCUMENT C.

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

MOTION BY	SECONDED BY	to approve:
Pursuant to N.J.A.C	c. 6A:23A-8.3 subsection c,	districts under the
regional limit may	submit a request to exceed	d the district's
adjusted February	1 per pupil administrative	cost for the current
year by up to 2.5%	or the CPI, whichever is gr	eater, by a request
to the Executive Co	ounty Superintendent in w	riting prior to the
due date of the bud	dget submission and be it i	resolved that the
<b>Hamburg Borough</b>	Board of Education approv	ves the submission
	ease the current year's Fe	
administrative cost	by 2.5% or the CPI, which	ever is greater and
authorizes the Sup	erintendent and the Interi	m Business
Administrator to su	ıbmit this request in writir	ng to the Executive
<b>County Superinten</b>	•	

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

#### J. SUPERINTENDENT'S REPORT

1.	MOTION BY	SECONDED BY
	to approve/accept/appoint	items a & b]:

- a. Accept: the resignation letter of Staff Member [ID# 36062826] as classroom aide beginning 2 March 2020.
- b. Accept: the resignation letter of Staff Member [ID# 70570601] as classroom aide beginning 30 March 2020.

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

2.	MOTION BY	SECONDED BY
	to approve/accept/a	ppoint items c & d]:

- c. Approve: Staff Member [ID# 70570601] to become Replacement teacher substitute for Staff Member [ID# 72073430] beginning 30 March 2020 through 4 May 2020 at Step MA1, [\$61,867] pro-rated which is \$309.34 per diem for days worked. This position does not qualify for medical or dental benefits.
- d. Approve: Staff Member [ID# 36062826] to become Replacement teacher substitute for Staff Member [ID# 85715399] beginning 2 March 2020 through 27 March 2020 at Step BA 1, [\$58,547] pro-rated which is \$292.74 per diem for days worked. This position does not qualify for medical or dental benefits.

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

<b>3.</b>	MOTION BY	SECONDED BY				
	to approve/accept	/appoint:				

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

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

to:

**a.** Accept: The Superintendent's report of one [1] substantiated [HIB005, Part 1] and two [2] unsubstantiated [HIB004 and HIB005, Part 2] instances of HIB as presented to the Board on 28 January 2020

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

#### 5. To report the following:

- Three [3] instances of HIB between 24 January and 14
   February 2020. [HIB 006, HIB 007 and HIB 008]
- 2019-2020 Superintendent's Roundtable Recipient.
- 6. Fire/Evacuation/Safety Drills
  Shelter-in-Place 2/12/2020 3 min. 12 sec.

#### K. OPEN TO THE PUBLIC

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Meeting opened to the public for comment at \_\_\_\_\_P.M. (VOICE VOTE)

	Meeting closed to the public for comment atP.M. (VOICE VOTE)
L.	EXECUTIVE SESSION
	MOTION BY SECONDED BY to close the meeting to the public atP.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);
	<b>NOW, THEREFORE, BE IT RESOLVED</b> 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 – To discuss candidates interviewed by the BOE Appointment of a public official
[ ] [X]	Matters covered by the attorney-client privilege Pending or anticipated litigation- Update on litigation Case # 2016- 17#1, #2 & #3, FY 2019-20 Case #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.

MOTION BY	SECONDED BY	Page 10 of 12
exit Executive Session a	tP.M.	
MOTION TO ADJOURN I	MEETING	
MOTION BY	SECONDED BY	
tha	it the Board adjourned the meeti	ing at
P.M. [Voice Vote]		

# <u>FYI</u>

February 2020 Edition of Board & Administrator Board of Education Member Contact Information

# Notes