

## **HAMBURG BOROUGH BOARD OF EDUCATION MEMBERS**

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**Mrs. Patricia Harby, *President***

Term Expires: 2012

**Mr. John Burd, *Vice President***

Term Expires: 2013

**Mrs. Charlotte Ambrose**

Term Expires: 2013

**Mrs. Danielle Brunner**

Term Expires: 2013

**Mrs. Sandra Cunningham**

Term Expires: 2012

**Mrs. Sheila Frayko**

Term Expires: 2013

**Mrs. Donna Mangine**

Term Expires: 2012

**Mrs. Dawn O'Grady**

Term Expires: 2014

**Mr. Allen Rude**

Term Expires: 2014

## **ADMINISTRATIVE TEAM**

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### **Superintendent**

The Superintendent serves as a non-voting member of the Board of Education.

Roger A. Jinks, Jr. is appointed by the Board of Education and serves as Superintendent and Executive Officer in administering Board policies in the operation of the school. He also acts as an advisor in keeping the Board informed of the needs and programs of the school. The Superintendent is available to the Board as a professional resource and his recommendations normally precede any Board actions relating to recruitment, hiring, and supervision of personnel, selection of textbooks and instructional materials, development of curriculum, long-term planning, and fiscal affairs.

### **Business Administrator/Board Secretary**

William J. Sabo is appointed by the Board and serves as Chief Financial Officer. The Business Administrator supervises, manages, and coordinates the business affairs of the district and ensures that educational support services help to achieve the educational goals of the district with the available financial resources, as well as helps to secure additional financial resources. He is responsible for the efficient operation of the district's food services program and ensures that cafeteria procedures are in accordance with law and regulations. The Business Administrator also serves as Coordinator of Buildings and Grounds and oversees the district's transportation program.

### **Vice Principal**

Patrick Ketch is appointed by the Board and serves as building Vice Principal. He sits in the audience during meetings and reports to the Board regarding curriculum, staff development, and school events.

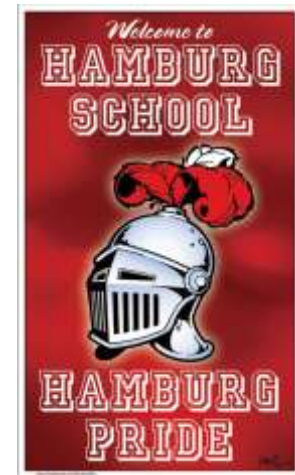
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***Welcome***

***to a***

Hamburg School  
District  
***Board of Education  
Meeting***

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Hamburg School  
District

30 Linwood Avenue  
Hamburg, New Jersey 07419

## **INTRODUCTION**

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The purpose of this brochure is to introduce you to the Hamburg Borough Board of Education and to show you how it is structured and operated. Public control of public education is one of the cornerstones of a free society, and accordingly, people are able to exercise that control through their local school board.

The Hamburg Borough Board of Education meets at 7:00 p.m. on the fourth Tuesday of each month in the School Board Conference Room of Hamburg Borough School. Occasionally, a holiday or other circumstance will alter this schedule and/or location. In this case, or in the event of a Special Meeting, public notice is given to the New Jersey Herald and is posted on the school signs located on Linwood Avenue.

## **THE BOARD OF EDUCATION'S ROLE**

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The Hamburg Borough Board of Education is governed by a nine-member Board who are elected by the members of the community. Board of Education members are elected for three-year terms and receive no compensation for their long hours of service to the community. The board of education is a policy-making body whose primary task is the formation and evaluation of all policies necessary for the efficient operation of the school district.

## **EXECUTIVE SESSION**

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Occasionally, during a regular Board of Education meeting, it becomes necessary for the Board of Education to leave the room in order to go into "Executive Session". This occurs when the Board needs to discuss a personnel matter or potentially sensitive issue; in accordance with the provisions of the *Open Public Meetings Act*.

## **ADDRESSING THE BOARD**

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The Board benefits from comments and questions from concerned citizens who attend meetings. Therefore, as per Board Policy 0167, an opportunity is provided for you to be heard during the public portion of the regular meeting. If you would like to address the Board, simply raise your hand and request to be called upon during the public portion of the meeting. Once called upon, kindly state your name and address. Understand that, depending upon the length of the Board's agenda, the Board has the right to limit each presenter to three (3) minutes.

The public meeting of the school board is not the place to initiate personal charges or complaints against individual employees. As per Board Policy 1100, if, after communicating with the appropriate personnel at the appropriate level, there are still issues and concerns, you should put them in writing to the Superintendent or Business Administrator. Please be sure to give us your name, address, and phone number. The Superintendent will then

communicate directly with the person or persons initiating the complaint.

## **THE AGENDA**

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The meeting of the Board follows a definite plan called "The Board Agenda." Copies of the agenda are provided to the Board in advance of the meeting and are available at all meetings. The agenda follows guidelines which are established by the State Legislature and New Jersey Department of Education. The school administration and board members recommend items on the agenda. The President of the Board, who is elected by other members of the school board, presides at all regular and special meetings. The Vice President presides in the President's absence. If you would like to be included on the agenda, you can contact the Superintendent's office, one week prior to the meeting. Groups are welcome, but the proceedings are facilitated by one person acting as the spokesperson.



Hamburg  
Pride