

MINUTES OF REORGANIZATIONAL MEETING AND 17 DECEMBER 2019*

January 7, 2020

*The regular meeting scheduled for 17 December 2019 was cancelled due to inclement weather and was held on 7 January 2020 after the Reorganizational meeting posted at the school, sent to the Hamburg Clerk Administrator and advertised in the 19 December 2019 edition of the New Jersey Herald.

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

PRESENT: Jennifer Davis, David Dreifus, Timothy Gillen, Tricia Schels, Brian Tobachnick, Sheila Frayko, Vice President, Robert Jones, President

ABSENT: 2 Vacant Seats
9 Members of the Public

The Board Secretary **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."

The Board Secretary stated the Reorganizational meeting agenda will be followed by the 17 December 2019 meeting agenda (that was cancelled due to inclement weather) as advertised in 19 December 2019 New Jersey Herald. The Board Documents from the original 17 December 2019 agenda were not changed.

REORGANIZATIONAL MEETING AGENDA

The Board Secretary reviewed with the Board the Statement of Determination of the 5 November 2019 Annual School Election as listed on **[DOCUMENT A]**.

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The Board Secretary reported the following:

- Mr. David Dreifus was sworn into Office on 5 December 2019.
- Summarized an e-mail from Mr. Mathew Christy resigning from the Hamburg Board of Education effective 2 January 2020 [DOCUMENT C1].
- Dr. Rosalie Lamonte, Interim Executive County Superintendent issued a letter dated 13 December 2019 [attached] appointing Mrs. Tricia Schels to the Hamburg Borough Board of Education. Additionally, the necessary background documents were received from the NJ Department of Education.

The Board Secretary administered the oath to and swears in newly elected and appointed Board Members, as follows:

Three-year term [2020, 2021, and 2022]

- Mrs. Sheila Frayko, Mr. Timothy Gillen, Vacancy [Note: One vacant seat since no write-in candidate received a majority of write-in votes at the 5 November 2019 Annual School Election].
- Mrs. Tricia Schels [2020].
- The Board Secretary reported that a Notice of Vacancy will be placed in the NJ Herald for two (2) vacancies.

ROLL CALL:

The Board Secretary summarized the Board Policy regarding items for the Reorganizational meeting.

The Board Secretary asked for nominations for President.

Mrs. Frayko nominated Mr. Jones.

Mr. Jones was nominated for President with no other nominations Mr. Jones was unanimously elected president by roll call vote.

The meeting was turned over to Mr. Jones.

Mr. Jones asked for nominations for Vice President.

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Mr. Jones nominated Mrs. Frayko.

Mrs. Frayko was nominated for Vice President with no other nominations, Mrs. Frayko was unanimously elected Vice President by roll call vote.

2020 ANNUAL DESIGNATIONS

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the following 2020 Annual Designations [A through D]:

A. Designated the following banks as depositories:

TD Bank, Franklin, NJ
Sussex Bank, Franklin, NJ
Lakeland Bank, Sussex, NJ
NJ Cash Management Fund, Trenton, NJ

B. Designated the following officers to sign against the accounts of the Board of Education as follows:

<u>General/Flex Spend & P/R Deduct</u>	<u>Activities</u>	<u>Food Service</u>	<u>Payroll</u>
President or Vice President	Secretary	Secretary	Treasurer or
Secretary	CSA	Treasurer	Secretary
Treasurer			

C. Designated AXA/Equitable, Lincoln National Life Insurance Company and Lincoln Investment Planning Inc. as 403(b)/Tax Shelter vendors/providers.

D. Designated the New Jersey Herald, The Sunday Herald and the Star Ledger [faxed and asked to publish if no fee] as the official newspapers for advertising and for public notices, the Star Ledger for certain employment ads and/or public notices, and njhire.com for various employment ads.

FY 2020 ANNUAL MEETING SCHEDULE

The Board Secretary reviewed the recently published New Jersey Department of Education 2020 Annual School Election and Budget Calendar.

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On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved 2020 Annual Meeting Schedule as depicted on [DOCUMENT B] with having the March Board meeting on 10 March 2020 with a snow date of 12 March 2020 and a snow date of 30 April 2020 for the 28 April 2020 Board meeting.

The Board Secretary discussed the advertising of the two vacant seats on the Board (Mr. Christy and the November 2019 annual school election vacancy). It was the consensus of the Board to advertise the vacancies and to interview interested candidates at the 18 February 2020 Board meeting – it was noted the 65-day timeline for the Board to fill the vacancies is 5/6 March 2020.

2020 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, approved the 2020 Miscellaneous Annual Adoptions/Appointments [A through F]:

- A. Readopted the existing Board Bylaws and Policy Manual.
- B. Readopted any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.
- C. Reviewed and adopted the Board Member Code of Ethics [DOCUMENT C] and for the individual Board Members to sign an acknowledgement of receipt of the Board Members Code of Ethics.
- D. Adopted the existing Curriculum Guides and Curriculum textbooks.
- E. Established a Petty Cash Account in the amount of \$200 and to appoint Louise Murphy as Custodian of the Petty Cash Account.
- F. Appointed the Business Administrator/Board Secretary as the public Agency Compliance Officer [per Affirmative Action requirements).

CORRESPONDENCE

The Board Secretary reviewed a Notice of Hearing from the Borough of Hamburg Land Use Board for the Falcon Ridge Homeowners Association was reviewed (attached to the minutes). Mr. Jones and Mrs. Frayko stated they would attend the meeting on 13 January 2020.

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OPEN TO THE PUBLIC

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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 7:22 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:22 P.M.**

BOARD SECRETARY'S REPORT

The Board Secretary reviewed with the Board, the Board member training requirements, as a result of the Accountability Regulations, and discuss Board members being responsible for their own training requirements.

The Board Secretary informed the Board that an e-mail will be sent to the individual Board member's Hamburg e-mail account from the School Ethics Commission regarding the 2020 Annual Disclosure/Financial filing requirement. The Board Secretary stated that Mr. Dreifus and Mrs. Schels should have their reports filed within 30 days of appointment and the rest of the Board by 1 March 2020.

The Board Secretary reported the district will be going out to Request For Proposals [RFP] for the FY 2020-21 Internet Service Provider services and RFP for the FY 2020-21 Server Room Network Switch Upgrades. Both of these RFPs will be posted on the Federal E-rate website and the district has been working closely with the Board's E-rate Consultant [Education Consortium] for these RFPs to be in compliance with the E-rate requirements [Note: Hamburg is able to apply for reimbursement of expenses up to 40-50% of eligible cost for these 2 RFP's].

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On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved the revised FY 2019-20 ESEA and IDEA grant listing as depicted on [DOCUMENT E]. [Note: The revision is to reflect the actual staffing and staffing changes for Title 1].

17 DECEMBER 2019 AGENDA ITEMS

PRESENTATION

Mr. Jones and Mrs. Sigman presented Mrs. Charlotte Ambrose flowers and a gift for her years of services on the Hamburg Board of Education. It was noted that Mr. Jones will be taking her place on the Sussex County Educational Services Commission Board.

APPROVAL OF MINUTES

On motion by Mr. Gillen, seconded by Mrs. Frayko, carried by the following roll call vote, approved the minutes of the 19 November 2019 Regular Board meeting:

Yes	-	5
No	-	0
Abstain	-	Mr. Dreifus, Mrs. Schels

CORRESPONDENCE

The Board reviewed a letter from staff member ID#85528727 regarding retirement in 2020 [actual date to be determined]. Some discussion ensued.

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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 7:32 P.M.**

Councilman John Burd addressed the Board stating the Borough's Emergency Medical Services is 24 hours a day, 7 days a week and is now being provided by St. Claire's Hospital. A brief discussion ensued among Mr. Burd and various Board members.

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:40 P.M.**

COMMITTEE REPORTS

State & County School Boards – Mr. Jones stated that the December meeting was cancelled due to inclement weather.

Sussex County Educational Services Commission – Mr. Jones reported that he was sworn in on the Board of Directors for the Sussex County Educational Services Commission at the 6 January 2020 meeting, replacing Mrs. Charlotte Ambrose.

Liaison with the Hamburg Borough Council – Mrs. Frayko reported that she attended the 6 January 2020 Reorganizational meeting for the Borough of Hamburg and stated that there will be a Council Meeting on March 19th to celebrate Hamburg's 100th anniversary.

Building & Grounds –

On motion by Mr. Gillen, seconded by Mr. Tobachnick, and carried unanimously by roll call vote, after some discussion, **approved 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.**

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On motion by Mr. Gillen, seconded by Mr. Tobachnick, and carried unanimously by roll call vote, after some discussion, approved 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.

The Board Secretary reviewed the results of the 21 November 2019 Infrared Survey of the Hamburg School's roof [DOCUMENT D from the Reorganizational agenda]. A discussion ensued between the Board Secretary and various Board members regarding the necessary repairs to the foam roofing system and the inclusion of these repairs in the application to the New Jersey Department of Education.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the following: 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 Gym Roof & Eave Replacement at the Hamburg Elementary School, and in accordance with the professional Services Agreement the Board approved on 29 October 2019 and the terms and conditions of the FY 2019-20 contract with PSA. Additionally, the Business Administrator ensures that funds are available for this professional service.

The Board Secretary reviewed the New Jersey Office of Clean Energy Direct Install Program, Project Summary/Energy Assessment Tool as prepared by Donnelly Energy [DOCUMENT B].

The Board Secretary discussed some of the environmental issues that would have to be addressed to the 1971 & 1991 boilers before they could be removed. It was noted that one of the boilers is included in the project summary to be replaced. After considerable discussion, it was the consensus of the Board to see if it is possible to have the 2003 boilers (that heat the main section of the school) to be replaced and included in the Direct Install Program. The Board Secretary would reach out to Donnelly Energy to see if it would be feasible for the 2003 boilers could be included in the Direct Install Program.

Education & Policy – No report.

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Negotiations & Personnel –

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, after a brief discussion, approved the increase of the hourly rate for the substitute aides from \$10.50 per hour 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].

Finance Committee –

On motion by Mr. Tobachnick, 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 November 2019 bills in the amount of \$542,129.05 and the bills from December 1 to December 17, 2019 in the amount of \$540,389.65.
2. Approved the bills for the Cafeteria Account in the amount of \$12,314.41.
3. Accepted the Board Secretary's and Treasurer's Reports for 30 November 2019.
4. Approved the Transfers made by the Superintendent after the 19 November 2019 Board Meeting, with fund 10 debits totaling \$56,500 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 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.



Business Administrator/Board Secretary

30 November 2019
DATE

Yes	-	7
No	-	0
Abstain	-	0

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OLD BUSINESS

The Board reviewed 18A:12-14, the Reduction of Membership of a Board of Education [DOCUMENT D], which was discussed at the 29 October 2019 Board meeting. It was the consensus of the Board not to pursue the reduction in membership but to revisit this issue in January 2021, if the Board had difficulty filling the current vacancies on the Board.

NEW BUSINESS – None

BOARD SECRETARY'S REPORT

The Board Secretary updated the Board on the Lakeland Bank's Positive Pay security feature, as a result of two fraudulent checks drafted against the Board's Payroll Account in October 2019. A brief discussion ensued but the Board Secretary stated that he could not go into much detail because this incident is currently being investigated by the Hamburg Police Department.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by the following roll call vote, after some discussion, approved the 403(b) plan document and adoption agreement as depicted on [DOCUMENT E]:

Yes	-	6
No	-	0
Abstain	-	Mr. Tobachnick

SUPERINTENDENT'S REPORT

On motion by Mr. Gillen, 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 & b:

- a. Approved staff member [ID# 72073430] to utilized Maternity/Disability Leave of Absence beginning 30 March 2020 concluding 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 of 26 October 2020.

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- b. Approved combined Professional Development/Field Trip/Facility Use/Substitute approval requests as depicted on [DOCUMENT F] from the 17 December 2019 agenda and [DOCUMENT F] from the 7 January 2020 addendum.

Mrs. Kimberly Sigman reported:

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.

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 items a - b:

- a. Accepted 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. Reported zero [0] reported instances of HIB between 12 November 2019 and 11 December 2019.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, approved 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 of 1 July 2019 through 30 June 2020 at a cost of \$707.45 per diem [\$100,989 + \$40,500/200 days] as depicted on [DOCUMENT G].

Mrs. Kimberly Sigman reported:

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

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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 9:15 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public for comment at 9:15 P.M.**

EXECUTIVE SESSION

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, **closed the meeting to the public at 9:15 P.M.**

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
- 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

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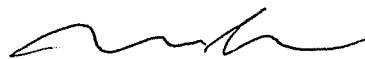
- [] Matters in which the release of information would impair a right to receive Funds from the United States Government
- [] Matters concerning collective negotiations and/or the negotiation of terms and Conditions of employment of employees of the Board of Education
- [] Possible imposition of a civil 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. Action may be taken upon return from executive session.

On motion by Mrs. Davis, seconded by Mrs. Frayko, and carried unanimously by voice vote, **that the Board returned to Regular Session at 9:39 P.M.**

On motion by Mr. Dreifus, seconded by Mrs. Davis, and carried unanimously by voice vote, **that the Board adjourned the meeting at 9:39 P.M.**

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary