

MINUTES OF REGULAR MEETING

February 18, 2020

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

5 Members of the Public

The Board President **opened the meeting at 7:05 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 reported that a legal notice was placed in the Sunday Herald on 12 January 2020 and in the New Jersey Herald on 15 January 2020 for individuals interested in serving on the Board of Education to submit a letter of interest by the due date of Thursday, 13 February 2020. There were no letters of interest received. Since the next Board meeting is outside of the 65-day window for the Board to appoint an individual(s) to the Board, it was the consensus of the Board for the Board Secretary to notify Dr. Rosalie Lamonte, Executive County Superintendent, of these two vacancies.

APPROVAL OF MINUTES

On motion by Mrs. Frayko, seconded by Mr. Gillen, carried by the following roll call vote, **approved the minutes of the Regular meeting and Executive Session meeting minutes of the 28 January 2020 meeting:**

Yes	-	6
No	-	0
Abstain	-	Mrs. Davis

MINUTES OF REGULAR MEETING

February 18, 2020

PRESENTATION

Ms. Isabella Yakkey, 8th grade student, presented to the Board a student achievement report on the school activity for the student body.

CORRESPONDENCE

The Board Secretary reviewed the 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 [attached to the minutes]. It was the consensus of the Board to use renewal Option #2.

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.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:17 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 7:17 P.M.**

COMMITTEE REPORTS

State & County School Boards – Mr. Dreifus reported that he attended the recent Sussex County School Boards meeting and summarized for the Board the topics discussed.

Mr. Jones noted that Mrs. Kathy Hellewa, Field Service Representative from the New Jersey School Boards Association, was in earlier this evening to go over the Superintendent evaluation process with Mrs. Schels and Mr. Dreifus.

Sussex County Educational Services Commission – Mr. Jones reported on the recent Sussex County Educational Services Commission meeting where they discussed future construction projects, fund raising activities and their FY 2020-21 fee structure.

MINUTES OF REGULAR MEETING

February 18, 2020

Liaison with the Hamburg Borough Council – Mrs. Frayko reported that the Borough is considering a “Time Capsule”. A brief discussion ensued among the Board.

Building & Grounds –

Mr. Gillen and the Board Secretary reviewed the proposed bidding time lines for the following projects as depicted on [DOCUMENT A]:

- The Exterior Site Improvements at 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. A legal notice will be placed in the New Jersey Herald on 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.
- Donnelly Energy re-ran the numbers to replace the Laars boilers that heat the main section of the school (under the NJ Clean Energy Program) and the rebates would go significantly down and it would cost the Board about \$135,000. After some discussion, it was the consensus of the Board to test the 1991 boiler for asbestos and if found negative, to have Donnelly Energy to rework the scope of the Direct Install Program to replace the 1991 boiler.

Mr. Gillen and the Board Secretary reported:

- On 3 February 2020 a roof warranty claim [for the Bayer Foam Roof that was installed in August 2011] notification was sent to Mr. Douglas Orcutt, Warranty Manager, Carlisle Roof Foam & Coating, the (new) warranty holder. A brief discussion ensued.
- Reported the 1991 boiler pipe wrap repairs are scheduled for the week of April 13, 2020.

Education & Policy – No report.

Negotiations & Personnel – No report.

Finance Committee –

MINUTES OF REGULAR MEETING

February 18, 2020

On motion by Mr. Tobachnick, seconded by Mr. Gillen, 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 January 2020 bills in the amount of \$598,450.04 and the bills from February 1 to February 18, 2020 in the amount of \$346,767.38.
2. Approved the bills for the Cafeteria Account in the amount of \$5,710.56.
3. Accepted the Board Secretary's and Treasurer's Reports for 31 January 2020.
4. Approved the Transfers made by the Superintendent on 28 January 2020, with fund 10 debits totaling \$63,367 as depicted on [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 Board 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.



Business Administrator/Board Secretary

31 January 2020
DATE

Yes	-	7
No	-	0
Abstain	-	0

OLD BUSINESS

No Old Business.

NEW BUSINESS

MINUTES OF REGULAR MEETING

February 18, 2020

Mr. RJ Baumgartner, Vice Principal, discussed the 7th & 8th graders have their own mock Board of Education meeting. A brief discussion ensued.

BOARD SECRETARY'S REPORT

The Board Secretary reported the FY 2019-20 insurance cost to the New Jersey School Insurance Group is approximately \$80,000.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried by the following roll call vote, **approved 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].**

The Board Secretary reviewed with the Board the New Jersey Department of Education per pupil administrative cost limits.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by the following roll call vote, **approved: Pursuant to N.J.A.C. 6A:23A-8.3 subsection c, districts under the regional limit may submit a request to exceed the district's adjusted February 1 per pupil administrative cost for the current year by up to 2.5% or the CPI, whichever is greater, by a request to the Executive County Superintendent in writing prior to the due date of the budget submission and be it resolved that the Hamburg Borough Board of Education approves the submission of a request to increase the current year's February 1st per pupil administrative cost by 2.5% or the CPI, whichever is greater and authorizes the Superintendent and the Interim Business Administrator to submit this request in writing to the Executive County Superintendent.**

SUPERINTENDENT'S REPORT

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **accepted items a & b:**

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

Mrs. Sigman explained item letters a – d.

MINUTES OF REGULAR MEETING

February 18, 2020

On motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, approved items c & d:

- c. 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. Staff Member [ID# 36062826] to become Replacement Teacher Substitute for Staff Member [ID# 85715399] beginning 2 March 2020 through 27 March 2020 at Step BA1, [\$58,547] pro-rated which is \$292.74 per diem for days worked. This position does not qualify for medical or dental benefits.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, approved combined Professional Development/Field Trip/Facility Use/Substitute approval requests as depicted on [DOCUMENT D].

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, as per the Superintendent's recommendation, accepted the Superintendent's report of one [1] substantiated [HIB005, Part 1] and two [2] unsubstantiated [HIB004 & HIB005, Part 2] instances of HIB as presented to the Board on 28 January 2020.

Mrs. Kimberly Sigman reported the following:

- Three [3] instances of HIB between 24 January and 14 February 2020 [HIB006, HIB 007 and HIB008].
- The 2019-2020 Superintendent's Roundtable Recipient is Ms. Lilly Tobachnick.
- There will be an open house at Hamburg School on 24 March 2020.

Mrs. Kimberly Sigman reported:

Shelter –in-Place – 2/12/20 – 3 min. 12 sec.

MINUTES OF REGULAR MEETING

February 18, 2020

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.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, **opened the meeting to the public for comment at 8:15 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **closed the meeting to the public for comment at 8:15 P.M.**

EXECUTIVE SESSION

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public at 8:15 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 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

MINUTES OF REGULAR MEETING

February 18, 2020

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. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **that the Board returned to Regular Session at 8:21 P.M.**

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:21 P.M.**

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary