

MINUTES OF REGULAR MEETING

March 10, 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

13 Members of the Public

The Board President 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."

PRESENTATION

Mr. RJ Baumgartner stepped in for Ms. Isabella Yakkey, 8th grade student who was under the weather and presented to the Board a student body achievement report on the school activities.

Mrs. Pollison acknowledged the Youth Art Month winners as follows: Dante Molinari, 2nd grade student, Tame Mansour, kindergarten student, Isabella Yakkey, 8th grade student, and Victoria Couto, 8th grade student.

APPROVAL OF MINUTES

On motion by Mrs. Frayko, seconded by Mrs. Davis, carried by the following roll call vote, approved the minutes of the Regular meeting and Executive Session meeting minutes of the 18 February 2020 meeting:

Yes	-	7
No	-	0
Abstain	-	0

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CORRESPONDENCE

The Board Secretary reviewed the 21 February 2020 email string between Dr. Rosalie Lamonte, Executive County Superintendent and the Board Secretary regarding the two vacant Board seats (attached to the Minutes) and noting that three legal notices were placed in the New Jersey Herald on 28 February 2020 and in the Sunday Herald on 1 & 8 March 2020, with no due date.

It was the consensus of the Board to post these vacancies on the school's website, on the school's digital sign and for Board members to speak to people personally about these two vacancies.

The Board Secretary reviewed the 5 March 2020 letter from Dr. Lamonte stating that the FY 2020-21 Special Education Medicare Incentive (SEMI) waiver was approved (attached to the Minutes).

The Board Secretary announced that the New Jersey School Boards Association New Board Member training to be held on 13 March 2020 was cancelled.

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 – No report.

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Sussex County Educational Services Commission – Mr. Jones attended the 2 March 2020 Sussex County Educational Services meeting, where their proposed FY 2020-21 Budget was adopted.

Liaison with the Hamburg Borough Council – Mrs. Frayko discussed the March 2nd meeting she attended. A brief discussion occurred on having items from each entity (the school and the Borough) having items in their respective public communications.

Building & Grounds –

The Board Secretary reported the Pre-bid meetings for the Exterior Site Improvement and the Roof & Eave Replacement projects at the Hamburg School occurred on Thursday 5 March 2020, with approximately five (5) contractors attending each of Pre-Bid the meetings; as well as Mr. Lionel Camrcho from Parette Somjen Architects.

The Board Secretary reported that on 21 February 2020 the district received an email from Remtek Services, Inc. that they have been authorized by Carlisle Roof Foam & Coating [warranty holder] to inspect the foam roof and take core samples and will contact the Board Secretary for a site visit when the weather warms up.

Education & Policy – Mrs. Sigman requested a committee meeting prior to the 28 April 2020 Board meeting.

Negotiations & Personnel – No report.

Finance Committee –

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 February 2020 bills in the amount of \$548,452.49 and the bills from March 1 to March 10, 2020 in the amount of \$395,446.59.**
2. **Approved the bills for the Cafeteria Account in the amount of \$11,677.44.**
3. **Accepted the Board Secretary's and Treasurer's Reports for 29 February 2020.**
4. **Approved the Transfers made by the Superintendent on 29 February 2020, with fund 10 debits totaling \$5,000 as depicted on [DOCUMENT A] 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.**

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5. Pursuant to N.J.A.C. 6A:23A-16.10, the Board Administrator/Board Secretary certifies that as of 29 February 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

29 February 2020
DATE

Yes	-	7
No	-	0
Abstain	-	0

FY 2020-21 BUDGET ADOPTION

Mrs. Sigman discussed the proposed FY 2020-21 Budget stating that the current staffing is accounted for in the proposed budget and she reviewed some of the academic/programmatic changes that she will be making in 20/21. Mr. Tobachnick, Chairperson of the Finance Committee, said that the committee (Mrs. Davis, Mr. Dreifus, Mr. Gillen and Mr. Jones) met on Wednesday 4 March 2020 to review the proposed FY 2020-21 Budget in detail. Various Board members commented positively on the proposed academic changes and are recommending/supporting the proposed FY 2020-21 Budget as presented.

The Board Secretary reviewed some of the financial highlights of the proposed FY 2020-21 budget, stating the proposed budget is increasing the tax levy by 2% over the prior year's levy; utilizing an enrollment (tax levy) adjustment and utilizing tax accrued from prior years (Banked Cap). Additionally, the proposed FY 2020-21 Budget is appropriating Capital Reserve monies to fund a Gym Roof Replacement Project; a Preschool Sidewalk/Staircase Replacement Project and; to replace network switches. The proposed 2020 tax impact is a 9.1 cents increase per \$100 of assessed value.

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OPEN TO THE PUBLIC – on the proposed FY 2020-21 budget

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, opened the meeting to the public for comment at 7:42 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 7:42 P.M.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, adopted the resolution to submit the proposed FY 2020-21 budget to the Executive County Superintendent as depicted on [DOCUMENT B].

OLD BUSINESS

No Old Business.

NEW BUSINESS

BOARD SECRETARY'S REPORT

The Board Secretary reported that all sitting Board Member's Disclosure Statement have been submitted and accepted by the New Jersey Department of Education.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, after some discussion, approved Payment Request #6 in the amount of \$20,072.24, as submitted by Echelon Services, Inc. for the Cafeteria HVAC Project at the Hamburg School and to accept the project as complete and to approve Change Order #002R1 dated 4 March 2020 in the amount of \$8,366.78 with the final contract amount being \$222,377.78 [DOCUMENT B-1].

On motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved the FY 2020-21 Workshop, Meetings & Travel Budgets and the Professional Service, Athletic & Activity Budgets as depicted on [DOCUMENT C]. [Note: These items were lifted from the proposed FY 2020-21 budget].

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The Board Secretary reviewed the FY 2020-21 Internet Service Provider quotation process [posted on the internet via the Federal E-rate website] with a closing date of 14 February 2020. There were three proposals submitted [DOCUMENT D]. The Evaluation Committee [Mrs. Sigman, Mr. Baumgartner and Mrs. Sealander] reviewed the three proposals submitted and PenTeleData scored the highest.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, after some discussion, **approved the FY 2020-21 Internet Service Provider quotation as submitted by PenTeleData, to provide a 100 mps internet service at an annual cost of \$11,280, as depicted on [DOCUMENT D]. [Note: The service can be scaled up at any time during the contract period as per PenTeleData's proposal].**

The Board Secretary reviewed the Request for Proposal process for the FY 2020-21 Meraki Switcher [or equivalent], licensing, support and miscellaneous supplies for the Server Room Upgrades process [posted on the internet via the Federal E-rate website] with a closing date of 14 February 2020. There were two proposals submitted [DOCUMENT E]. The Evaluation Committee [Mrs. Sigman, Mr. Baumgartner and Mrs. Sealander] reviewed the two proposals and Dyntek Services, Inc. scored the highest.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, after some discussion, **approved the FY 2020-21 Server Room Upgrades/Network Switch Project proposal as submitted by Dyntek Services, Inc., in the amount of \$30,343.38 as depicted on [DOCUMENT E], under New Jersey State contract for Cisco NVP AR233 (14-19), RFP#JP14001, PA#87720, NJ Participating Addendum #87720.**

SUPERINTENDENT'S REPORT

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after considerable discussion, **approved Student #14787491 to attend Northern Hills Academy beginning 6 January 2020 at a cost of \$48,873 [pro-rated] for the 2019-2020 school year, personal aide at a shared cost of \$13,163 [pro-rated], plus transportation.**

On motion by Mrs. Frayko, seconded by Mr. Dreifus, 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 request as depicted on [DOCUMENT F] and the addendum field trip.**

The Proposed FY 2020-21 calendar was discussed and it will be on the 28 April 2020 agenda for Board action.

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On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted the Superintendent's report of three [3] instances of HIB as presented to the Board on 18 February 2020:**

- HIB006 – Unsubstantiated
- HIB007 - Substantiated
- HIB008 - Unsubstantiated

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

- a. The change in Staff Member [ID# 72073430] Maternity/Disability Leave of Absence to begin on 16 March 2020.
- b. Staff Member [ID#3606286 as part-time classroom aide at 5.5 hours per day inclusive of a ½ hour unpaid lunch at a rate of \$13.71/hour [annual salary of \$12,547/year pro-rated] effective 10 April 2020.

Mrs. Kimberly Sigman reported the following:

- Zero [0] instances of HIB between 14 February 2020 and 6 March 2020.
- Sgt. Francis M. Glynn American Legion Post 132 Coloring Contest [depicting NASA Space Program].
- Hamburg School Open House is scheduled for 24 March 2020.

Mrs. Kimberly Sigman reported the following:

- Fire Evacuation Drill – 2/25/2020 – 2 min. 48 sec.

On motion by Mrs. Frayko, seconded by Mr. Tobachnick, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **approved home instruction for student #29586 at a rate of \$40/hour, not to exceed 10 hours per week and provided by staff ID# 85566040, effective 11 March 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 8:56 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 8:56 P.M.**

Mrs. Sigman reviewed the issues, plans and guidance given to schools regarding the Corona Virus (Covid-19) as it relates the closing of school; remote teacher instruction; serving of breakfast and lunches to our students who qualify for free/reduced meals; the paying of staff and bills if school is closed and; the meeting the unique needs of certain students. A brief discussion ensued.

Mrs. Sigman discussed that at a recent PTA bingo fund raiser on February 21, 2020 where beer bottles were found in the garbage that was taken out of the school by our custodians. Considerable discussion ensues among the Board. Mr. Jones asked the PTA officers who were present (Mrs. Amy Christy, Mr. Jeff Altieri and Mrs. Andrea Rastello) to comment. Mrs. Amy Christy, President, as well as the other PTA officers had no knowledge of the alcohol on the school's property for this event and assured the Board that if known, the Hamburg Police would have been contacted. The PTA officers stated that for future events, additional notifications and announcements would/will be made as well as more help at their events to assist with things like this. After a brief discussion, Mr. Jones thanked the PTA officers for coming to the meeting.

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EXECUTIVE SESSION

No Executive Session.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:56 P.M.**

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary