HAMBURG BOARD OF EDUCATION PUBLIC HEARING ON THE FY 2020-21 BUDGET AND REGULAR MEETING AGENDA 28 April 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. Jones	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mr. Tobachnick	Vacant	Vacant
PRESENT									
ABSENT									

To review the legal notice that was posted and placed in the New Jersey Herald on 24 & 26 April 2020 regarding this meeting being held remotely [Document A].

B. Presentation to the Board:

Public Hearing on the proposed FY 2020-21 Budget - [Document B]

To discuss the proposed FY 2020-21 Budget.

MOTION BY	SECONDED BY	opened the meeting to	the
public for comment	on the proposed FY <mark>2020-2</mark> 3	1 Budget atP.M. (VOICE	Ε
VOTE)			
public comments on the Public Presentation at Iimited to three minute	he agenda items will be made t Board Meetings. Each stater	address the Board. Please note in accordance with Policy 0167 ment made by all participants ma e to address the Board, please s ent to the Board.	7 – ay be
MOTION BY	SECONDED BY	closed the meeting to th	ne
public for comment ((VOICE VOTE)	on the proposed FY 2020-2 2	1 Budget at P.M.	
MOTION BY	SECONDED BY	' to adop	t the
budget for the 2020 as follows:	-21 school year for the Han	nburg Borough Board of Educ	ation,

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	\$ 6,313,451	General Fund	
Capital Outlay	\$ 656,130	Budgeted Fund Balance	\$ 668,617
Special Revenue Fund	\$ 63,380	Local Tax Levy	\$ 4,934,817
Repayment of Debt	\$ 223,000	Misc Revenue	\$ 2,000
Transfer to Charter School	\$ 660,000	Tuition	\$ -
		State Aid	\$ 1,393,147
		Withdraw from C/R	\$ 631,000
		Semi/Medicaid	\$ 0
Total Expenditures	\$ 7,915,961	Special Revenue Fund	
		State Aid	\$ 0
		Federal Aid	\$ 63,380
		Debt Service Fund	_
		Budgeted Fund Balance	\$ 0
		Local Tax Levy	\$ 223,000
		State Aid	\$ _
		Total Revenue	\$ 7,915,961

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	Mr. Jones	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mr. Tobachnick	Vacant	Vacant
YES									
NO									
ABSTAIN									

C. 28 APRIL 2020 REGULAR MEETING AGENDA

1. FY 2020-21 ANNUAL PERSONNEL APPOINTMENTS

- A. To appoint the Affirmative Action Officer, the ADA Coordinator and the Temporary/Acting Board Secretary [if the Board Secretary is absent from a Board meeting] Kimberly Sigman
- B. To appoint the Right-to-Know Officer, AHERA/Asbestos Management Officer, Integrated Pest Management Coordinator and Indoor Air Quality Designated Individual Robert Zierden
- C. To appoint the Treasurer of School Monies Christine Licata at a salary to be determined

MOTION BY	SECONDED BY	to approve the
FY 2020-21 Annu	ual Personnel Appointments, as depicted A t	hrough C:

	Mr. Jones	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mr. Tobachnick	Vacant	Vacant
	JOILES	Davis	Dicitas	Trayko	dilicii	Scricis	TODUCITIER		
YES									
NO									
ABSTAIN									

2. FY 2020-21 ANNUAL DESIGNATIONS

- A. To designate AXA/Equitable, Lincoln National Life Insurance Company and Lincoln Investment Planning, Inc. as 403(b)/Tax Shelter vendors/providers.
- B. To designate the New Jersey Herald, the Star-Ledger and the Sunday Herald as the official newspaper for advertising and for public notices the Star Ledger for certain employment ads and/or notices and njhire.com for various employment ads.
- C. To designate **Chris Imbrie** as surrogate parent for the **2020-21** school year.

MOTION BY	SECONDED BY	to approve the
FY 2020-21	Annual Designations [A - C]:	

	Mr.	Mrs.	Mr.	Mrs.	Mr.	Mrs.	Mr.	Vacant	Vacant
	Jones	Davis	Dreifus	Frayko	Gillen	Schels	Tobachnick		
YES									
NO									
ABSTAIN									

3. FY 2020-21 ANNUAL AUTHORIZATIONS

- A. To empower the Chief School Administrator and Business Administrator/Board Secretary to implement the **2020-21** budget pursuant to the policies and regulations of the NJ State Department of Education and the Hamburg Borough Board of Education.
- B. To permit the Business Administrator to audit and to approve any account and demand to be paid prior to presentation to the Board. Any such approval shall be presented to the Board for ratification at their next meeting as per NJSA 18A:19-4.1.
- C. To authorize the Business Administrator to make purchases up to the bid threshold, utilizing the quotation process and/or purchases from New Jersey State Contract Vendors and/or from board approved pricing cooperatives/consortiums approved awarded vendor lists [such as approved vendors from the West/Central New Jersey Cooperative Bid Program/Ed-Data/Morris County Educational Services Commission the lead agency, the Middlesex Regional Educational Services Commission's Cooperative Pricing System, the Hunterdon County Educational Services Commission's Pricing System, etc].

- D. To authorize the Business Administrator, on an as needed basis, to issue advance payment and/or partial payment to facilitate district requisitions.
- E. To authorize the Superintendent and/or his designee to declare miscellaneous items no longer needed as surplus and to dispose of these items.
- F. To authorize the Superintendent and/or the Business Administrator to enter into inter-local agreements with other school districts, municipalities and/or county governments for miscellaneous services, supplies or equipment.

MOTION BY_	SECONDED BY	to approve the
FY 2020-21 A	nnual Authorizations [A through F], as depicted:	

	Mr. Jones	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mr. Tobachnick	Vacant	Vacant
YES									
NO									
ABSTAIN									

4. FY 2020-21 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS

- A. To readopt the existing Board Bylaws and Policy Manual for the **2020-21** school year.
- B. To readopt any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.
- C. To adopt the existing Curriculum Guides and Curriculum textbooks.
- D. To establish a Petty Cash Account in the amount of \$200 and to appoint Louise Murphy as Custodian of the Petty Cash Account.

MOTION BY	SECONDED BY	to approve the
FY 2020-21 Mis	scellaneous Annual Adoptions/Appointments	[A through D].

	Mr. Jones	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mr. Tobachnick	Vacant	Vacant
YES									
NO									
ABSTAIN									

Please note that the Annual Professional and Services Appointments are usually on the April agenda. The annual appointments will be on the May/June 2020 agendas because there has been a delay in getting some paperwork back from vendors due to the COVID-19 closures.

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MOTION BY	SECONDED BY	to approve the minutes of
the 10 March 2020	Regular Board meeting. [[<mark>Document C]</mark>

	Mr. Jones	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mr. Tobachnick	Vacant	Vacant
YES									
NO									
ABSTAIN									

6. CORRESPONDENCE

7. 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 state your name and address before making your statement to the Board.

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

8. COMMITTEE REPORTS

- A. State & County School Boards
- **B. Sussex County Educational Services Commission**
- C. Liaison with the Hamburg Borough Council
- D. <u>Building & Grounds</u> To review the results of the bid opening on 7 April 2020 at 11am & at noon respectively and a letter from Parette Somjen Architects on their review of the two lowest bids submitted for each project for the following projects:
 - The Roof & Eave Replacement Project [Document D]
 - The Site Work Project [Document E]

Please note that as of 17 April 2020, the two lowest bids submitted for each project are under attorney review and the resolution(s) to award a contract or reject all bids submitted may be on an addendum for the 28 April 2020 meeting. If by chance we are not through attorney review or we have other delays, the necessary actions will on the agenda for the 19 May 2020 meeting—the Board has 60 days to award or reject bids from the date of the bid opening.

E. Education & Policy

MOTION BY	SECONDED BY	to
approve the first re	eading of the following Curriculum wri	tings:

- 21st Century Life & Careers
- English Language Arts
- Mathematics
- Preschool
- Physical Education
- Science
- Social Studies
- Technology
- Visual & Performing Arts
- World Language

	Mr.	Mrs.	Mr.	Mrs.	Mr.	Mrs.	Mr.	Vacant	Vacant
	Jones	Davis	Dreifus	Frayko	Gillen	Schels	Tobachnick		
YES									
NO									
ABSTAIN									

F. Negotiations & Personnel

G. Finance Committee

Discussion of items A through F...

- a. To approve the bills as presented.
- b. To approve bills for the Cafeteria Account in the amount of \$9,969.08.
- c. To accept the Board Secretary's and Treasurer's reports for **31**March 2020.
- d. To approve Transfers made by the Superintendent after the 10 March 2020 Board Meeting, with fund 10 debits totaling \$6,500 depicted on Document F 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.
- e. Pursuant to N.J.A.C. 6A:23A-16.10, the Business Administrator/Board Secretary certifies that as of **31 March 2020** no budgetary line item account has been over-expended violating N.J.A.C. 6A:23-2.12(a).
- f. 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
a through f.		

	Mr.	Mrs.	Mr.	Mrs.	Mr.	Mrs.	Mr.	Vacant	Vacant
	Jones	Davis	Dreifus	Frayko	Gillen	Schels	Tobachnick		
YES									
NO									
ABSTAIN									

9. OLD BUSINESS

 To remind Board members to schedule their required training & the on-line training sessions are available on the New Jersey School Board's website.

10. NEW BUSINESS

11. BOARD SECRETARY'S REPORT

To report a potential interest income shortfall in FY **2019-20** but the shortfall should be made by increases in other revenue categories.

MOTION BY_____ SECONDED BY _____ to approve the FY 2020-21 tuition rates, as follows [keeping the rates the same as the rates for FY 2019-20]:

•	Pre-school (full day)	\$ 5,000
•	Kindergarten	\$18,633
•	Grades 1-5	\$20,105
•	Grades 6-8	\$23,708
•	PSD F/T	\$12,860

	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 2019-20 Federal Grant-ESEA/IDEA expenditure [modified due to staffing changes] as depicted on Document G.

	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

Resolutions for Participation in Joint Transportation Agreement Services [Administrative fees of 4% or 2% for the type of student transportationrequested] with the Sussex County Regional Transportation Cooperative [Hopatcong Borough Board of Education as the lead agency] for all of the Board's student transportation needs as depicted on Document H.

	Mr. Jones	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mr. Tobachnick	Vacant	Vacant
YES									
NO									
ABSTAIN									

To report as of 20 April 2020, no letters of interest have been received for the two (2) vacant Board of Education seats [No single candidate received the majority vote at the November 2019 Annual School Election for the seat vacated by Mrs. Charlotte Ambrose and the seat vacated due to Mr. Mathew Christy's resignation on 2 January 2020].

To report that the following 2020 seats are up for election at the November 2020 Annual School Elections [Document I]. If people are interested in running for a board seat, they should go to the Sussex County Clerk's website [www.sussexcountyclerk.com] and obtain a nominating petition:

- 3-Three Year Terms [Mr. Dreifus, Mrs. Davis and Mr. Jones]
- 2-One year unexpired term [Mrs. Schels, Vacancy]
- 1-Two Year Unexpired Term [Vacancy]

MOTION BY_	SECONDED BY	_ to a	i pprove the
Fiscal Year 202	20-21 Horizon Dental Option Plan rates as Depicte	ed in	Document J.
[Note: No pre	mium increase over the FY 2018-19 & 2019-20 ra	tes].	

	Mr. Jones	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mr. Tobachnick	Vacant	Vacant
YES									
NO									
ABSTAIN									

MOTION BY	SECONDED BY	to approve the
submission of the FY 2	2020-21 New Jersey School Bo	ards Insurance Group Safety
Grant Application in t	he amount of \$3,700 for the u	pgrade/replacement of
security cameras arou	ınd the campus and to authori	ze the Interim Business
Administrator to take	the necessary actions to apply	, for and implement the grant
application		

	Mr. Jones	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mr. Tobachnick	Vacant	Vacant
YES									
NO									
ABSTAIN									

MOTION BY ______ SECONDED BY ______ to approve the submission of the New Jersey Department of Agriculture Emergency Procurement/Contract Modification Request Form [Form #232, Rev.3/24/2020] and to accept the Letter of Understanding from Maschio's Food Services, Inc. because of the need for an emergency contract modification to the FY 2019-20 Food Service Management Company contract with Maschio's Food Services, Inc., due to the Novel Coronavirus/Covid-19 [Document K]

	Mr.	Mrs.	Mr.	Mrs.	Mr.	Mrs.	Mr.	Vacant	Vacant
	Jones	Davis	Dreifus	Frayko	Gillen	Schels	Tobachnick		
YES									
NO									
ABSTAIN									

MOTION BY _____ SECONDED BY _____ Resolution # FY

20-21 FSMC#1: To approve the FY 2020-21 Food Service Management Company contract [Form #18CR, Format 1, January 2020] with Maschio's Food Services, Inc. for a flat management fee of \$8,380.16 based upon the estimated total cost of the contract of \$90,596.76 and the projected FY 2020-21 Projected Operating Statement [Form #23CR-public, revised 2/2020] as depicted in **Document L** [Note: FY 2018-19 was the Base Year and FY 2020-21 is renewal #2 out of a maximum of 4 possible renewals].

	Mr.	Mrs.	Mr.	Mrs.	Mr.	Mrs.	Mr.	Vacant	Vacant
	Jones	Davis	Dreifus	Frayko	Gillen	Schels	Tobachnick		
YES									
NO									
ABSTAIN									

12. SUPERINTENDENT'S REPORT

MOT	ION BY		S	ECONDE	D BY		to appr	ove:	
the 2	020-20	21 calend	ar as de _l	picted o	n <mark>Docum</mark>	<mark>ent M</mark> .			
	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 2020-2021	staffing list as depicted on Documer	it N.

	Mr. Jones	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mr. Tobachnick	Vacant	Vacant
YES									
NO									
ABSTAIN									

MOTION BY	SECONDED BY	to approve items a -	b:

a) Substitute custodians for the balance of the 2019-2020 school year as well as the 2020-2021 school year: (summer hours include an 8-hour workday inclusive of a 30- minute lunch break and two 15-minute breaks)

Dorothy Smalley
 Jennifer Smalley
 Jessica Smalley
 Substitute Custodian @ \$13.67/hour
 Substitute Custodian @ \$13.27/hour

b) Summer computer technician hours as follows (not to exceed 275 hours)

Michele Sealander Computer Technician @ \$25.00/hour

	Mr.	Mrs.	Mr.	Mrs.	Mr.	Mrs.	Mr.	Vacant	Vacant
	Jones	Davis	Dreifus	Frayko	Gillen	Schels	Tobachnick		
YES									
NO									
ABSTAIN									

MOTION BY	SECONDED BY	to accept the
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substitute extension letter dated 11 March 2020 from Dr. Lamonte, Sussex County Executive Superintendent, [Document O] allowing for the following instructional continuity extensions:

- Heather McDevitt 9 days
- Antionette Ratzer 33 days

	Mr. Jones	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mr. Tobachnick	Vacant	Vacant
YES									
NO									
ABSTAIN									

MOTION BY	SECONDED BY	to approve: Field Trips,
Professional De	evelopment, Substitutes, and Facil	ity Use as depicted on
Document P.		

	Mr. Jones	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mr. Tobachnick	Vacant	Vacant
YES									
NO									
ABSTAIN									

MOTION BY	SECONDED BY	to amend	the

last day of school for students and staff, given 16 March 2020 was the start date to remote learning. (Note: March 16, 2020 was originally scheduled as a Staff Professional Development In-service where school was to be closed for students).

- Student Last Day (June 18, 2020)
- Staff Last Day (June 19, 2020)
 - √ 3 weather closures
 - ✓ March 16 (Instructional Day for students)

	Mr.	Mrs.	Mr.	Mrs.	Mr.	Mrs.	Mr.	Vacant	Vacant
	Jones	Davis	Dreifus	Frayko	Gillen	Schels	Tobachnick		
YES									
NO									
ABSTAIN									

	MOTION BY				_SECONI	DED BY_	to a	to approve		
	the fo		g remote	learning	platforr	ns:				
	•	Flipgri	d							
	•	Google	e Meet							
	•	Doxy.r	ne							
		Mr. Jones	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mr. Tobachnick	Vacant	Vacant
YES										
NO										
ABS	TAIN									
								to a n June 30, 20		
		Mr. Jones	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mr. Tobachnick	Vacant	Vacant
YES										
NO										
ABS	TAIN									
	the p	ayment	s of CoCu	ırricular	spring s _l	oorts give	en a remo	to a te learning for Track &		
		_			_			to a		
		Mr.	Mrs.	Mr.	Mrs.	Mr.	Mrs.	Mr.	Vacant	Vacant

	Mr. Jones	Mrs. Davis	Mr. Dreifus	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mr. Tobachnick	Vacant	Vacant
YES									
NO									
ABSTAIN									

- No instances of HIB from 7 March 2020 through 24 April 2020.
- No fire, evacuation or safety drills
- Remote Learning update
- Max 106.3 March Teacher of the Month (Dorothy Smalley)
- PPE Partnership with OPT (Face Shields) [Document R]
- Mighty Rebekah Book Drive Donation [Document S]
- Student Elective Choices [Document T]

13. 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.

Meeting opened to the public for comment at ______P.M. (VOICE VOTE)

Meeting closed to the public for comment at _____P.M. (VOICE

VOTE)

15. EXECUTIVE SESSION

MOTION BY _____ SECONDED BY _____

closed the meeting to the public at P.M.

TO EXECUTIVE SESSION

NOW, THEREFORE, BE IT RESOLVED that the Board of Education shall forthwith enter into closed session to discuss the following matter(s)

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);

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 [] 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 TO ADJOURN MEETING MOTION BY SECONDED BY _____ that the Board adjourned the meeting at P.M. [Voice Vote]

<u>FYI</u>

• Board & Administrator (attached in Documents folder)

Notes