

MINUTES OF REGULAR MEETING

April 28, 2020

AT 7:00 P.M. Held Electronically via Remote Access

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

ABSENT: 2 Vacant Seats

22 Members of the Public Participated

The Board President **opened the meeting at 7:23 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 28 April 2020 meeting was being held electronically via remote access.

The Board Secretary reviewed the legal notice that was posted and placed in the New Jersey Herald on Friday 24 April 2020 and Sunday 26, 2020 regarding this meeting being held remotely **[DOCUMENT A]**.

Mrs. Sigman and the Board Secretary discussed the proposed FY 2020-21 Budget via a slide presentation as depicted on **[DOCUMENT B]**. The Board Secretary stated that the Budget that was approved by the Board on 10 March 2020 was reviewed and approved by the Executive County Superintendent as submitted with no changes. Some discussion occurred among the Board and Mrs. Sigman on the proposed staffing changes and on the vacant Spanish position.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **opened the meeting to the public for comment on the proposed FY 2020-21 Budget at 7:40 P.M.**

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

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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.

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 on the proposed FY 2020-21 Budget at 7:40 P.M.

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, adopted the budget for the 2020-21 school year for the Hamburg Borough Board of Education, as follows:

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.

Expenditures

General Current Expense	\$ 6,313,451
Capital Outlay	\$ 656,130
Special Revenue Fund	\$ 63,380
Repayment of Debt	\$ 223,000
Transfer to Charter School	\$ 660,000
Total Expenditures	\$ 7,915,961

Revenue

General Fund	
..Budgeted Fund Balance	\$ 668,617
..Local Tax Levy	\$ 4,934,817
..Misc Revenue	\$ 2,000
..Tuition	\$ -
..State Aid	\$ 1,393,147
Withdraw from C/R	\$ 631,000
..Semi/Medicaid	\$ 0
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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28 APRIL 2020 REGULAR MEETING AGENDA

FY 2020-21 ANNUAL PERSONNEL APPOINTMENTS

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved the following FY 2020-21 Annual Personnel Appointments, A through C:

- A. Appointed 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. Appointed the Right-to-Know Officer, AHERA/Asbestos Management Officer, Integrated Pest Management Coordinator and Indoor Air Quality Designated Individual — Robert Zierden
- C. Approved the Treasurer of School Monies – Christine Licata at a salary to be determined.

FY 2020-21 ANNUAL DESIGNATIONS

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, approved the following FY 2020-21 Annual Designations, A through C:

- A. Designates AXA/Equitable, Lincoln National Life Insurance Company and Lincoln Investment Planning, Inc. as 403(b)/Tax Shelter vendors/providers.
- B. Designates 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. Designates Chris Imbrie as surrogate parent for the 2020–21 school year.

FY 2020-21 ANNUAL AUTHORIZATIONS

On motion by Mrs. Frayko, seconded by Mr. Tobachnick, and carried unanimously by roll call vote, approved the following FY 2020-21 Annual Authorizations, A through F:

- A. Empowers 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

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Board of Education.

- B. Permits 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. Authorizes 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. Authorizes the Business Administrator, on an as needed basis, to issue advance payment and/or partial payment to facilitate district requisitions.
- E. Authorizes the Superintendent and/or their designee to declare miscellaneous items no longer needed as surplus and to dispose of these items.
- F. Authorizes 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.

FY 2020-21 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved the following FY 2020-21 Miscellaneous Annual Adoptions/Appointments, A through D:

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

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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 minutes of the 10 March 2020 meeting.

Yes	-	7
No	-	0
Abstain	-	0

CORRESPONDENCE

The Board Secretary reviewed a letter of interest, dated 27 April 2020, for one of the two vacant Board seats from Mrs. Brianne Perrotto-Zicarelli [DOCUMENT C] and stated that this letter would be forwarded to Dr. Rosalie Lamonte, Executive County Superintendent for consideration /appointment.

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 Mr. Dreifus, and carried unanimously by voice vote, opened the meeting to the public for comment at 7:48 P.M.

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mr. Tobachnick, and carried unanimously by voice vote, closed the meeting to the public for comment at 7:48 P.M.

COMMITTEE REPORTS

State & County School Boards – No report.

Sussex County Educational Services Commission – No report.

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Liaison with the Hamburg Borough Council – No report.

Building & Grounds –

The Board Secretary reviewed 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]

Additionally, it was stated that the two lowest bids submitted for each project are under attorney review. The Board Secretary requested a Building & Grounds Committee meeting to review the recommendations for these two projects and to discuss other facility concerns. The necessary actions will be 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.

Mr. Dreifus asked if the Board has heard anything from the foam roof warranty holder (Bayer Material Science, LLC). The Board Secretary stated that the contractor (Remtek Services, Inc.) has emailed the Board Secretary stating that they have a job starting in Carlstadt, NJ soon and once they mobilize for this work, Remtek will come over to Hamburg to inspect the roof.

Education & Policy –

On motion by Mrs. Davis, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, approved the first reading of the following Curriculum writings:

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

Negotiations & Personnel – No report.

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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 a. through f. by the following roll call vote:

- a. Approved the March 2020 bills in the amount of \$630,489.97 and the bills from April 1 to April 28, 2020 in the amount of \$502,137.94.
- b. Approved the bills for the Cafeteria Account in the amount of \$9,969.08.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 March 2020.
- d. Approved the Transfers made by the Superintendent on 31 March 2020, with fund 10 debits totaling \$6,500 as 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 Board 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.



Business Administrator/Board Secretary

31 March 2020
DATE

Yes	-	7
No	-	0
Abstain	-	0

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OLD BUSINESS

The Board Secretary reminded Board members to schedule their required training & the on-line training sessions are available on the New Jersey School Board's website and to please reach out to Mrs. Toni Dykstra in the Business Office to be registered.

A brief discussion occurred on the Superintendent evaluation process utilizing the New Jersey School Board's electronic template.

NEW BUSINESS

Mr. Tobachnick stated that he liked the electronic version of the Board agenda and supporting documents. Some Board members would like hard copies in addition to the electronic version. The Board Secretary requested that Board members email him if they would like paper Board packets sent to their house prior to the Board meeting.

BOARD SECRETARY'S REPORT

The Board Secretary reported a potential interest income shortfall in FY 2019-20 but the shortfall should be made up by increases in other revenue categories.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by the following roll call vote, after a brief discussion, approved 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

Yes	-	6
No	-	0
Abstain	-	Mrs. Davis

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, approved the FY2019-20 Federal Grant-ESEA/IDEA expenditure [modified due to staffing changes] as depicted on [DOCUMENT G].

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On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, approved the **FY 2020-21 Resolutions for Participation in Joint Transportation Agreement Services [Administrative fees of 4% or 2% for the type of student transportation requested]** 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]**.

The Board Secretary reported as of 28 April 2020, one letter of interest has been received for one of 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].

The Board Secretary reported 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 terms [Mrs. Schels, Vacancy]**
- **1-Two Year Unexpired Term [Vacancy]**

Mr. Jones stated that he is planning on submitting a nominating petition to run for the Board again and he is encouraging all Board members to consider running for the Board again.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved the **Fiscal Year 2020-21 Horizon Dental Option Plan rates as Depicted in [Document J]**. [Note: No premium increase over the FY 2018-19 & 2019-20 rates].

On motion by Mr. Tobachnick, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the **submission of the FY 2020-21 New Jersey School Boards Insurance Group Safety Grant Application in the amount of \$3,700 for the upgrade/replacement of security cameras around the campus and to authorize the Interim Business Administrator to take the necessary actions to apply for and implement the grant application.**

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved 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]**.

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

SUPERINTENDENT'S REPORT

Mrs. Kimberly Sigman, CSA, thanked the staff for their efforts during the school closure. A brief discussion ensued.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved the 2020-2021 calendar as depicted on [DOCUMENT M].

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved the 2020-2021 staffing list as depicted on [DOCUMENT N].

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved 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 Substitute Custodian @ \$13.67/hour
- Jennifer Smalley Substitute Custodian @ \$13.67/hour
- Jessica Smalley Substitute Custodian @ \$13.27/hour

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

- Michele Sealander Computer Technician @ \$25.00/hour

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, accepted the 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
- Antoinette Ratzner – 33 days

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On motion by Mr. Dreifus, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after considerable discussion, **amended 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)**

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 the following remote learning platforms:**

- **Zoom**
- **Flipgrid**
- **Google Meet**
- **Doxy.me**

Mrs. Sigman addressed the security measures for these platforms.

Mr. Jones left the virtual of meeting at 8:46 P.M.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the cancellation of all Hamburg School field trips through June 30, 2020.**

On motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the payments of Co-Curricular spring sports given a remote learning environment (inclusive of Head Coach & Assistant Coach for Track & Field).**

Mr. Gillen commented that most High Schools are paying their coaches.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the presentation of the NJSLA Science Results: Spring 2019 [DOCUMENT Q].**

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Mrs. Sigman discussed/reported the following:

- 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]

A brief discussion was held on a proposed FY 2020-21 Interim Business Administrator contract for William Sabo.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the submission of a proposed FY 2020-21 Interim Business Administrator contract to Dr. Rosalie Lamonte, Executive County Superintendent for review and approval.**

Mrs. Sigman commended Mr. R.J. Baumgartner, Vice Principal, for all of his efforts in supporting staff members and students during this emergency closure. Mrs. Sigman discussed student attendance utilizing the remote learning platforms. Some discussion ensued.

OPEN TO THE PUBLIC

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On motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, **opened the meeting to the public for comment at 9:15 P.M.**

Mrs. Sealander, teacher, addressed the Board and thanked the Board and the Administration for all of their support during this emergency closure/remote learning environment.

On motion by Mr. Gillen, seconded by Mr. Tobachnick, and carried unanimously by voice vote, **closed the meeting to the public for comment at 9:16 P.M.**

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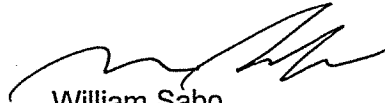
EXECUTIVE SESSION

No Executive Session.

Mrs. Frayko and Mr. Gillen volunteer to come in to review the bills.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by voice vote, **that the Board adjourned the meeting at 9:16 P.M.**

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary