

# MINUTES OF REGULAR MEETING

May 19, 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

There was a 15-minute delay due to technology issues with the Business Administrator/Board Secretary's internet connection.

The Board President **opened the meeting at 7:17 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.

## APPROVAL OF MINUTES

On motion by Mrs. Frayko, seconded by Mrs. Davis, carried by the following roll call vote, approved the minutes of the 28 April 2020 Public Hearing and Regular Board meeting.

Yes	-	7
No	-	0
Abstain	-	0

# MINUTES OF REGULAR MEETING

May 19, 2020

## CORRESPONDENCE

The Board Secretary reviewed a letter from Dr. Rosalie Lamonte, Interim Executive County Superintendent, dated 30 April 2020 authorizing the appointment of Mrs. Brianne Perrotto-Zicarelli to the Hamburg Borough Board of Education [DOCUMENT A]. On 19 May 2020 the district received notification that Mrs. Perrotto-Zicarelli's background check has been completed and the Board Secretary would be scheduling as appointment with Mrs. Perrotto-Zicarelli to swear her into office.

## 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. Tobachnick, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:18 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 7:18 P.M.**

## COMMITTEE REPORTS

**State & County School Boards** – No report.

**Sussex County Educational Services Commission** – Mr. Jones reviewed the recent Sussex County Educational Services Commission Board meeting that was held electronically via remote access, stating the FY 2020-21 fees were approved and the Superintendent's evaluation was discussed.

**Liaison with the Hamburg Borough Council** – Mrs. Frayko stated she attended the recent Mayor and Council meeting by using her phone (dialing in) and it was noted that Mayor Marino has reached the twenty (20) year mark as Mayor.

# MINUTES OF REGULAR MEETING

May 19, 2020

## Building & Grounds –

Mr. Tim Gillen and the Board Secretary reviewed the notes from the 7 May 2020 Building & Grounds Committee meeting [DOCUMENT B].

## Education & Policy –

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

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

On motion by Mrs. Davis, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the first reading of the following policies and regulations [DOCUMENT C]:

- P0152 – Board Officers (Revised)
- P1581 – Domestic Violence (Revised)
- P2422 – Health & Physical Education (Revised)
- P3421.13 – Postnatal Accommodations (New)
- P4421.13
- P & R 5330 – Administration of Medication (Revised)
- P7243 – Supervision of construction (Revised)
- P8210 – School Year (Revised)
- P8220 – School Year (Revised)
- P8220 – School Day (Revised)
- P8462 – Reporting Potentially Missing or Abused Children (Revised)
- P8550 – Food Services Charges
- P9160 – School Visitors

# MINUTES OF REGULAR MEETING

May 19, 2020

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved the FY 2020-21 Ancillary Agreement with the Sussex County Educational Services Commission [DOCUMENT D].

## Negotiations & Personnel –

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, after some discussion, adopted the following FY 2020-21 Professional Services Annual Appointment Resolution, as follows:

WHEREAS, there exists a need for various professional services, and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-5) requires that a resolution authorizing the contracting of professional services without competitive bids as adopted:

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Borough of Hamburg that the following professional services be contracted by the Hamburg Borough Board of Education for the 2020-21 school year without competitive bidding as a professional service in accordance with 18A:18A-15 of the Public School Contracts Law, not to exceed a contractual amount of \$200,000, as follows:

- a) Cleary, Giacobbe, Alfieri & Jacobs, Matthew Giacobbe, Esq., Board Attorney & Negotiator-\$150 per hour, plus reimbursable expenses as depicted in [DOCUMENT E]
- b) Nisivoccia LLC, Valerie A. Dolan, Board Auditor, \$31,930, as depicted in [DOCUMENT F], including the Peer Review Summary Report.
- c) Parette Somjen, Greg Somjen, Board Architect, -\$165 per hour and other reimbursable expenses as depicted in [DOCUMENT G]
- d) J&B Therapy, LLC, -\$92.00 per hour for OT & PT, \$87.50 for Speech Services, \$93.00 for LDTC Services, BCBA Services \$93.00, \$405.00 per LDTC evaluation and other reimbursable expenses as depicted in [DOCUMENT H]
- e) Gurbir S. Saluja, M.D., and Manmohan Saluja, M.D., School Physicians,

# MINUTES OF REGULAR MEETING

May 19, 2020

\$2,500 per annum as depicted in [DOCUMENT I]

- f) Arthur J. Gallagher Risk Management Services, Inc., George Morville, Agent/Risk Management Consultant for the New Jersey Schools Insurance Group.
- g) Fortitude Insurance Group, Mitchell Mund, Agent, Dental Insurance Broker
- h) Phoenix Advisors, LLC-Continuing Disclosure Agent \$1,000 as depicted in [DOCUMENT J]
- i) CDK Systems, Inc.—Financial Software Provider.
- j) R&L Data, Inc.-Payroll Software Provider.
- k) Educational Data Services, Inc.—Cooperative Bidding Service
- l) The Educational Services Commission of NJ Cooperative
- m) Hunterdon County Ed. Services Commission-Cooperative

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved a FY 2020-2021 salary adjustment of \$4,000 for William Wyman to account for completion of Black Seal licensure.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved a FY 2020-2021 stipend of \$6,000 for Louise Murphy to complete the NJ SMART data management uploads for Hamburg School.

## 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 April 2020 bills in the amount of \$511,531.56 and the bills from May 1 to May 19, 2020 in the amount of \$314,837.00.
- b. Approved the bills for the Cafeteria Account in the amount of \$7,343.78.

# MINUTES OF REGULAR MEETING

May 19, 2020

- c. Accepted the Board Secretary's and Treasurer's Reports for 30 April 2020.
- d. Approved the Transfers made by the Superintendent on 28 April 2020, with fund 10 debits totaling \$33,000 as depicted on [DOCUMENT K] 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 30 April 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

30 April 2020  
DATE

Yes	-	7
No	-	0
Abstain	-	0

## OLD BUSINESS

No old Business.

## NEW BUSINESS

No new Business.

# MINUTES OF REGULAR MEETING

May 19, 2020

## BOARD SECRETARY'S REPORT

The Board Secretary reported that the 2020 New Jersey School Boards Association Conference on Monday 19 October 2019 to 22 October 2019 will be a virtual conference.

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

Be it resolved that the amount of district taxes needed to meet the obligations of the Hamburg Borough Board of Education from 1 July 2020 to 30 June 2021 is \$5,157,817 and Hamburg Borough is hereby requested to put into the hands of the Business Administrator the monthly dollar amount as depicted on [DOCUMENT L], by the 15<sup>th</sup> of each month, commencing on 15 July 2020 and authorize the Business Administrator to work with the municipality if there is a need to deviate from the tax requisition schedule.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the FY 2020-21 Cafeteria Price List [DOCUMENT M].

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, adopted the following Resolution authorizing the rejection of bids submitted on 7 April 2020 for the Site Work at the Hamburg School:

WHEREAS, pursuant to N.J.S.A. 18A:18A-1, et seq. the Hamburg Board of Education advertised and received bids for a project entitled "Site Improvements at Hamburg School;" and

WHEREAS, the Board received the following bids:

	Base Bid	Alternate	Total
A-Tech Concrete Co., Inc.	\$204,000	+\$75,000	\$279,000
G.L. Group Inc.	\$261,829	+58,000	\$319,829

WHEREAS, the bid of A-Tech Concrete Co., Inc. has a material defect and has been rejected as nonresponsive; and

WHEREAS, the remaining bid from G.L. Group Inc. substantially exceeds the Board's budget for the project; and

# MINUTES OF REGULAR MEETING

May 19, 2020

WHEREAS, pursuant to N.J.S.A. 18A:18A-22(a), a board of education may reject all bids when the lowest bid substantially exceeds the cost estimates for the goods or services.

NOW, THEREFORE BE IT RESOLVED, by the Hamburg Board of Education that the Board rejects all bids received as being either nonresponsive or exceeding the budget estimate for the project.

BE IT FURTHER RESOLVED that the Chief School Administrator and the Business Administrator are empowered to re-advertise for bids in accordance with the Public School Contracts Law.

The Board decided to hold off to re-advertise for bids until after we know if state aid is cut and to revisit the re-bidding in November/December 2020.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the Resolution awarding a contract for the Roof and Eave replacement at the Hamburg School to G.C. Dynatech Construction, LLC for the bid that was submitted on 7 April 2020 as follows:

WHEREAS, pursuant to N.J.S.A. 18A:18A-1, et seq. the Hamburg Board of Education advertised and received bids for a project entitled "Roof and Eave Replacement at Hamburg School;" and

WHEREAS, the Board received the following bids for the project:

G.D. Dynatech Construction, LLC \$156,000.00

Journey Contracting Co., Inc. \$197,000.00

Slate Roof Professionals \$231,000.00

Arista Builders and Designers, Inc. \$248,000.00

Roof Management Inc. \$269,000.00

White Rock Corp. \$330,000.00

WHEREAS, the lowest responsive bid received was from G.C. Dynatech Construction, LLC in the amount of \$156,000.00



# MINUTES OF REGULAR MEETING

May 19, 2020

WHEREAS, the Board Attorney has reviewed the bid of G.C. Dynatech Construction, LLC for legal sufficiency and set forth his recommendation in a letter attached hereto and incorporated by reference herein.

NOW, THEREFORE BE IT RESOLVED, by the Hamburg Board of Education that the Board hereby awards a contract for Roof and Eave Replacement to G.C. Dynatech Construction, LLC in the amount of \$156,000.00 and authorizes the Business Administrator to execute the necessary contract documents on the Board's behalf.

BE IT FURTHER RESOLVED that the Chief School Administrator and the Business Administrator are empowered to execute any change orders that may be necessary for this project.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, approved Parette Somjen Architect Professional Services proposal for the Construction Phase [Phase 2] for the Roof & Eave Replacement Project at the Hamburg School, in the amount of \$3,250 plus reimbursable expenses and to approved the proposal for the submission of a project application to the New Jersey Department of Education, in the amount of \$4,500 for a camera system upgrade/replacement project at the Hamburg School, to be partially funded by the Hamburg School's allocation of \$20,000 under the Securing Our Children's Future Bond Act, as depicted on [DOCUMENT N].

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the purchase under State of New Jersey BPA (G-2075) Contract from Kyocera Document Solutions of a Kyocera TASKalfa 6003i copier in the amount of \$2,950, a Kyocera TASKalfa 6053ci copier in the amount of \$6,100 and a Kyocera Ecosys M2540 copier in the amount of \$783, plus miscellaneous accessories as depicted on [DOCUMENT O] and to declare KM-1820 copier purchased in February 2006, the Kyocera TASKalfa 520i copier purchased in April 2011 and the Kyocera TASKalfa 5500i purchased in May 2013 as surplus and to dispose the copiers as appropriate.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the Coronavirus Aid Relief, Economic Security Act (CARES Act) – Temporary Optional Retirement Plan Changes - Temporary Retirement 403b Hamburg Borough Board of Education Plan Document Changes.

Mr. Tobachnick discussed the \$27,000 that was allocated to Hamburg School under the Coronavirus Aid, Relief Economic Security Emergency Relief Act (CARES Act). The Board Secretary responded stating that he and Mrs. Sigman have discussed the use of these funds and that approval of this Grant will be on the June 2020 agenda.

# MINUTES OF REGULAR MEETING

May 19, 2020

## SUPERINTENDENT'S REPORT

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, as per the Superintendent's recommendation, accepted the contract approved by Dr. Lamonte, Sussex County Executive Superintendent of Schools for William J. Sabo, Interim Business Administrator beginning 1 July 2020 ending 30 June 2020 at an hourly rate of Seventy-five Dollars (\$75.00). It is agreed that the Interim Business Administrator shall work sixteen hours a week as needed and that he shall attend all Board meetings in his role as Interim School Business Administrator/Board Secretary without additional compensation other than the hourly rate set forth herein as depicted on [DOCUMENT P].

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 the stipend for Dorothy Smalley of \$1,000 for the 2020-2021 school year as acting Teacher-In-Charge.

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, approved items a-c:

### a) Co-Curricular Stipends:

Activity	Advisor	Level	Stipend
AVA Coordinator	Blochinger, M.	6	\$1,688
Safety Patrol	Smalley, D.	6	\$1,294
Newspaper	Smalley, D.	6	\$1,350
NJHS Advisor	Sealander, M.	6	\$1,463
Yearbook Advisor	Sealander, M.	6	\$1,913
G8 Advisor	Smalley, D.	6	\$1,848

### b) Extended School Year (Summer 2020):

Staff for the Hamburg School Extended School Year Program (July 6-31):

- Amy Breitenbach Special Education Teacher @ \$39.07/hour, not to exceed 40 hours
- Michelle Clark Special Education Teacher @ \$39.07/hour, not to exceed 40 hours
- Susan Hearn Special Education Teacher @ \$39.07/hour, not to exceed 40 hours
- Klara Azzopardi, Speech Teacher @ \$39.07/hour, not to exceed 40 hours

# MINUTES OF REGULAR MEETING

May 19, 2020

**c) Additional Summer Staff:**

- Veronica Danko, Office Assistant to check in deliveries @ \$14.13/hour, not to exceed 50 hours
- Antoinette Ratzler, Office Assistant to check in deliveries @ \$13.66/hour, not to exceed 50 hours

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved staffing for custodial, secretarial, and paraprofessionals for the 2020-2021 school year as depicted on [DOCUMENT Q].

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved a vacation day payout for custodians, secretaries/clerks, and the Vice Principal (with a cap of 10 vacation days) for the 2019 – 2020 school year as a non-precedent setting practice.

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, approved to allow secretarial staff (should the CSA/Supervisor as designee need) to work up to 3 days over Winter Break in exchange for 3 floating holidays to be used between January – June of the given school year. [Note: The existing contracts have the secretarial staff off during the winter break].

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved Professional Development for April and May 2020 as follows:

Date	Name	Workshop	Cost
11-Mar	Danko	LinkIt Data Workshop	\$0.00
5-Jun	Decker	Spotlight on Dyslexia (Virtual)	\$79.00
8-Jul	Sealander	Using Innovative Google & Educational Tech Tools (Virtual)	\$279.00

Mrs. Sigman reported:

- Thank you letter from Hamburg Borough [Document R]
- CSA self-reflection evaluation in New Jersey School Boards Association [NJSBA] portal has been completed and submitted for Board of Education member completion

# MINUTES OF REGULAR MEETING

May 19, 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 Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **opened the meeting to the public for comment at 8:18 P.M.**

Mrs. Amy Christy addressed the Board on the transitioning of the new Parent Teacher Association (PTA) Officers with the interactions/approval and the funding of teacher requests.

Mrs. Sigman responded.

On motion by Mrs. Frayko, seconded by Mr. Gillen and carried unanimously by voice vote, **closed the meeting to the public for comment at 8:27 P.M.**

Mrs. Sigman reported that there were no HIB to report from April 24, 2020 through May 19, 2020.

## EXECUTIVE SESSION

No Executive Session.

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

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:29 P.M.**

Respectfully submitted,



William Sabo  
Interim Business Administrator/  
Board Secretary