

MINUTES OF REGULAR MEETING

June 23, 2020

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

PRESENT: Frank Brunke, David Dreifus, Timothy Gillen, Tricia Schels, Brian Tobachnick, Brianne Zicarelli, Sheila Frayko, Vice President, Robert Jones, President

ABSENT: Jennifer Davis

The Board President opened the meeting at 7:01 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.

Mr. Jones reported that Mrs. Perrotto-Zicarelli was sworn-in on 22 May 2020 and Mr. Francis Brunke was sworn-in on 18 June 2020.

APPROVAL OF MINUTES

On motion by Mr. Tobachnick, seconded by Mr. Dreifus, carried by the following roll call vote, approved the minutes of the 19 May 2020 Regular Board meeting.

Yes	-	6
No	-	0
Abstain	-	Mr. Brunke, Mrs. Zicaelli

CORRESPONDENCE

The Board Secretary reviewed a letter from Dr. Rosalie Lamonte, Interim Executive County Superintendent, dated 21 May 2020 authorizing the appointment of Mr. Francis D. Brunke to the Hamburg Borough Board of Education [DOCUMENT A].

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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 7:05 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 7:05 P.M.

COMMITTEE REPORTS

State & County School Boards – No report.

Sussex County Educational Services Commission – Mr. Jones stated the recent meeting for the Sussex County Educational Services Commission was their annual reorganizational meeting.

Liaison with the Hamburg Borough Council – Mrs. Frayko stated that almost all events have been cancelled by the Borough and their monthly meetings are being held remotely.

Building & Grounds –

The Board Secretary reported on Wednesday 17 June 2020 representatives from Carlisle Roof & Foam Coating [the warranty holder] were on site to inspect and take samples of the foam roof that was installed in 2011. This is the first step for the warranty claim that was filed with the Carlisle on 3 February 2020.

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On motion by Mrs. Frayko, seconded by Mr. Tobachnick, and carried unanimously by roll call vote, approved the following:

RESOLVED, that the Hamburg Board of Education, in the County of Sussex, New Jersey authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the "Energy Upgrade Project under the New Jersey Clean Energy Program & the Camera System Upgrade Project at Hamburg School" to serve as an application to the Office of School Facilities and an amendment to the District's Long Range Facility Plan; and **BE IT FURTHER RESOLVED**, this project shall be an "Other Capital " project and the Board of Education is **NOT** seeking State funding but will fund the Project through the District's Reserve Account.

Education & Policy – No report.

Negotiations & Personnel –

On motion by Mrs. Frayko, seconded by Mrs. Zicarelli 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:

Bayada Home Health Care, Inc. - \$52/\$62 per hour for contracted nursing services, as depicted on [DOCUMENT B].

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

- a. Approved the May 2020 bills in the amount of \$552,799.48 and the bills from June 1 to June 23, 2020 in the amount of \$521,501.70.
- b. Approved the bills for the Cafeteria Account in the amount of \$9,445.74.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 May 2020.
- d. Approved the Transfers made by the Superintendent on 19 May 2020, with fund 10 debits totaling \$50,000 as depicted on [DOCUMENT C] 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 May 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 May 2020
DATE

Yes	-	8
No	-	0
Abstain	-	0

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OLD BUSINESS

Mr. Jones stated that if anyone is interested in filing a nominating petition to run for the Board of Education on 3 November 2020, the nominating petitions forms are available on the Sussex County Clerk's website. The deadline for candidates to submit their nominating petition to the County Clerk is 4 p.m., 27 July 2020. There are six (6) Board seats that will be voted upon at the 3 November 2020 Annual School Election as depicted on [DOCUMENT D].

Mr. Jones reminded Board member to do their required Board member training and to contact Mrs. Toni Dykstra in the Business Office to register for any classes.

A brief discussion was held on the possibility of the state reducing the FY 2020-21 state aid to the Hamburg School as a result of the Covid-19 pandemic.

NEW BUSINESS

Mrs. Frayko complemented the recent virtual 8th grade graduation ceremony.

BOARD SECRETARY'S REPORT

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved the submission and acceptance of funds for the FY 2020-21 IDEA and ESEA Grants as depicted on [DOCUMENT E], and to decline Title 3 funds in the amount of \$178.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, after some discussion, approved the submission and acceptance of funds for the CARES Emergency Relief Grant [project period is from 13 March 2020 to 30 September 2022] in the amount of \$27,001 that will be used for cleaning/sanitizing supplies (\$13,500) and technology hardware/software (\$13,501).

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved the FY 2020-23 New Jersey Schools Insurance Group insurance renewal documents, as follows:

- The New Jersey Schools Insurance Group-Education Risk & Insurance Consortium-West [ERIC-West], Indemnity and Trust Agreement-Resolution to Join/Renew Membership [DOCUMENT F].
- The FY 2020-21 ERIC-West Quote #R714AL-01 in the amount of \$77,246, which represents a 2% increase over FY 2019-20 insurance premium [DOCUMENT G].

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The Board Secretary discussed the year end transfer of money to the Capital Reserve Account [this can only occur by BOE resolution in the month of June or during the budget process].

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, adopted the following resolution:

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, Hamburg Borough Board of Education wishes to deposit anticipated current year excess surplus into a Capital Reserve account at year end, and

WHEREAS, the Hamburg Borough Board of Education has determined that not to exceed \$200,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Hamburg Borough Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

The Board Secretary reported, pursuant to PL 2015, Chapter 47 the Hamburg Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et:seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

- Maschio's Food Service, Inc.
- Horizon Dental/Fortitude Insurance Group
- New Jersey Schools Insurance Group/Arthur J. Gallagher/Morville Agency
- Alliance for Competitive Energy Services
- Educational Consortium for Telecommunications Savings
- Educational Data Services, Inc./Morris County ESC
- Hunterdon County Educational Services Commission

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- The Educational Services Commission of New Jersey
- Sussex County Regional Transportation Cooperative
- Cleary, Giacobbe, Alfieri & Jacobs
- Nisivoccia LLC
- Parette Somjen Architects LLC
- J & B Therapy, LLC
- Gurbir S. Saluja, M.D.
- CDK Systems, Inc.
- ABCODE Security
- PenTele Data
- Otis Elevator Company
- Bayada Home Health Care, Inc.
- T.A. Mountford Co.
- R & L DataCenter, Inc.
- Northern Hills Academy
- Windsor Learning Center

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, **approved the Hamburg School's HIB Report card as posted on the school's website as depicted on [DOCUMENT H].**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, as per the Superintendent's recommendation, **approved the maternity leave/NJ Family leave for Staff Member ID # 24878027 as depicted on [DOCUMENT I].**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the Hamburg School's County Approved Health Related School Closure Plan as depicted on [DOCUMENT J].**

There was some discussion on school re-opening plan. Mrs. Sigman stated this issue is being worked on and will be on the July agenda for Board discussion.

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On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after considerable discussion, approved the Co-Curricular stipends as follows:

Activity	Advisor	Level	Stipend
Academic Club	Dean, P.	3	\$1,238
Art Club	Pollison, A.	2	\$1,126
Environmental Club	Kolb, D.	6	\$1,463
Computer Tech Advisor	Sealander, M.	2	\$1,463

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved Staff Member ID # 52605698 to increase step on salary guide from BA (\$68,470) to MA 8 (\$71,790) for FY 2020-21.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved Vice Principal Robert Baumgartner's 2020-21 employment contract [DOCUMENT K].

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved instructional contracts for the following:

- Student # 7519416569 to attend Newton School District beginning 10 March 2020 through 30 June 2020 at a cost of \$15,894.00 [pro-rated] for the 2019-2020 school year.
- Student # 8338311647 to attend Newton School District beginning 10 March 2020 through 30 June 2020 at a cost of \$15,769.00 [pro-rated] for the 2019-2020 school year.
- Student # 6312024143 to attend Windsor Learning Center September 2020 – June 2021 at a cost of \$57,960, plus transportation for the 2020-2021 school year.
- Student # 9230033251 to attend Northern Hills Academy beginning 1 July 2020 at a cost of \$9,727.00 [ESY] and \$2,645.50 [Shared Aide], plus transportation for the 2020 ESY program.

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- Student # 9230033251 to attend Northern Hills Academy beginning 1 September 2020 at a cost of \$49,850 [\$4,985 monthly] and \$13,426.50 [Shared Aide], plus transportation for the 2020-2021 school year.

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 Professional Development as follows [DOCUMENT L]:

Date	Name	Workshop	Cost
8-Jul	Smalley	Using Innovative Google & Educational Tech Tools (Virtual)	\$279.00
2020-2021	Sigman	Sussex county Superintendent Roundtable Meetings	\$0.00

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved/accepted/changed/reported the following:

- Zero (0) instances of HIB as presented to the Board on 18 June 2020.
- Fire/Evacuation/Safety Drills Fire Evacuation Drill – 6/17/20, 1 minute, 38 seconds.

Mrs. Sigman reviewed Hamburg School's District Goals for 2020-2021 [DOCUMENT M].

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. Dreifus, seconded by Mrs. Frayko, and carried unanimously by voice vote, opened the meeting to the public for comment at 7:44 P.M.

No one addressed the Board.

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On motion by Mrs. Frayko, seconded by Mr. Dreifus and carried unanimously by voice vote, closed the meeting to the public for comment at 7:44 P.M.

EXECUTIVE SESSION

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, closed the meeting to the public at 7:45 P.M.

TO EXECUTIVE SESSION

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 – CSA Evaluation, Employee # 72639503
- Appointment of a public official
- Matters covered by the attorney-client privilege – NJ Earned Sick Leave
- 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.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, that the Board returned to Regular Session at 9:05 P.M.

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On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, as per the Superintendent's recommendation, rescinded the previously issued 2020-2021 employment contract and to re-approve the staffing list [DOCUMENT N] with noted withholding of the salary and adjustment increments for employee number #72639503 for the 2020-2021 school year.

WHEREAS, the Chief School Administrator hereby recommends withholding the employment and adjustment increments for Employee Number #72639503; and

WHEREAS, the Board finds that good cause exists to withhold the increments of Employee Number # 72639503 for the 2020-2021 school year.

NOW, THEREFORE, BE IT RESOLVED, that the Hamburg Board of Education hereby affirms the recommendation of the Chief School Administrator and withholds the employment and adjustment increments for Employee Number # 72639503 for the 2020-2021 school year.

BE IT FURTHER RESOLVED, that the FY 2020-2021 Teachers' Salary Notification issued to Employee Number #72639503 on April 28, 2020, be and is hereby rescinded.

BE IT FURTHER RESOLVED, that the Board hereby directs the Business Administrator/Board Secretary to provide Employee Number #72639503 with written notice that Employee Number #72639503's employment and adjustment increments for the 2020-2021 school year are being withheld, together with the reasons therefore, within ten (10) days of the date of this resolution, pursuant to N.J.S.A. 18A:29-14.

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, as per the Superintendent's recommendation, acknowledged completion of Mrs. Kimberly Sigman's Superintendent evaluation, on June 23, 2020, as recommended by the Board.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, that the Board adjourned the meeting at 9:12 P.M.

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary