

MINUTES OF REGULAR MEETING

July 28, 2020

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

PRESENT: Frances Brunke, David Dreifus, Timothy Gillen, Tricia Shels, Brianne Zicarelli, Sheila Frayko, Vice President, Robert Jones, President

ABSENT: Jennifer Davis, Vacant Board Seat

The Board President **opened the meeting at 7:06 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."

APPROVAL OF THE MINUTES

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried by the following voice vote, **approved the minutes of the 23 June 2020 Regular Board and Executive Session meeting.**

| | | |
|----------------|---|----------|
| Yes | - | 7 |
| No | - | 0 |
| Abstain | - | 0 |

CORRESPONDENCE

The Board Secretary summarized a 22 July 2020 letter from Mr. Brian Tobachnick resigning effective 22 July 2020, because he moved out of Hamburg Borough.

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On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:10 P.M.**

Mr. Brian Tobachnick addressed the Board thanking the Hamburg Board members for all of their efforts but he was forced to resign since he moved out of Hamburg Borough.

Mr. Jones thanked Mr. Tobachnick for all that he has done for the Hamburg School.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:12 P.M.**

COMMITTEE REPORTS

State & County School Boards – Mr. Jones had no report.

Sussex County Educational Services Commission – Mr. Jones reported on the recent Sussex County Educational Services Commission's Board meeting and the opening of school was discussed.

Liaison with the Hamburg Borough Council – Mrs. Frayko reported that the 2020 Annual Firemen's Parade that was to be held in Hamburg Borough this year has been cancelled.

Building & Grounds – Mr. Gillen and the Board Secretary reported on the virtual 22 July 2020 Buildings & Grounds Committee Meeting [**DOCUMENT A**].

Education & Policy –

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, after some discussion, approved the first reading of the Policy 1648 (Restart and Recovery Plan) as depicted on [**DOCUMENT B**].

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Negotiations & Personnel –

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **accepted with regret the retirement of Theresa Christiansen effective July 1, 2020 as depicted on [DOCUMENT C].**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved Ian Scott as full-time Middle School Science teacher for the 2020-2021 school year at Step BA 4 (\$63,160). This position is eligible for health benefits.**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved Elizabeth Velazquez, Ed.D as part-time (60%) World Language (Spanish) teacher for the 2020-2021 school year at Step 10 MA (3 days per week = 60%) - \$44,766. This position is not eligible for health benefits. This position requires a mentor at the cost of \$550 to be paid by the district.**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved Colleen D'Aprile as part-time classroom aide, 5.5 hours per day inclusive of a 30-minute lunch, at a rate of \$12.88 per hour [not to exceed 25 hours per week with an annual salary of \$11,786] effective 1 September 2020. This position is not eligible for benefits.**

Finance Committee –

On motion by Mr. Dreifus, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion **approved, accepted, announced and/or certified items 1 through 6:**

1. **Approved the June 2020 bills in the amount of \$585,755.01 and the bills from July 1 to July 30, 2020 in the amount of \$412,833.77.**
2. **Approved the bills for the Cafeteria Account in the amount of \$10,853.39.**
3. **Accepted the Board Secretary's and Treasurer's Reports for 30 June 2020.**
4. **Approved the Transfers made by the Superintendent after the 23 June 2020 Board Meeting, with fund 10 debits totaling \$77,000 as depicted on DOCUMENT D 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.**
5. **Pursuant to N.J.A.C. 6A:23A-16.10, the Board Administrator/Board Secretary certifies that as of 30 June 2020, no budgetary line item account has been over-expended violating N.J.A.C. 6A:23-2.12(a).**

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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

30 June 2020
DATE

OLD BUSINESS

The Business Administrator reviewed the 27 July 2020 preliminary list of candidates from School Board member from the Sussex County Clerk's office who submitted nominating petitions to run for the Hamburg Borough Board of Education (attached to the minutes)..

Mr. Gillen thank everyone who participated in the Restart Committee.

NEW BUSINESS

The Board Secretary stated that a legal advertisement will be placed in the New Jersey Herald for the vacant board seat resulting from Mr. Tobachnick's resignation.

BOARD SECRETARY'S REPORT

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **adopted the following resolution, effective 1 July 2020:**

WHEREAS, William J. Sabo, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1, 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$40,000 to \$44,000;

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NOW, THEREFORE BE IT RESOLVED that the Hamburg Borough Board of Education pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the board of education, and further authorizes William J. Sabo to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

The Board Secretary updated the Board on the Gym Roof & Eave Replacement Project.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, **approved Payment Request #1 in the amount of \$88,350 as submitted by GC Dynatech Construction, LLC. for the Gym Roof & Eave Replacement Project at the Hamburg School (attached to the minutes).**

SUPERINTENDENT'S REPORT

Mrs. Kimberly Sigman did a presentation of the proposed Hamburg School Restart and Recovery Plan. Considerable discussion ensued.

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 Restart and Recovery Plan contingent on the Department of Education's checklist approval [DOCUMENT E].**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by the following roll call vote, as per the Superintendent's recommendation, **approved up to fifteen (15) staff members, as needed to assist in providing morning coverage (30 minutes each morning beginning September 3, 2020) at a rate of \$20 per day.**

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried by the following roll call vote, as per the Superintendent's recommendation, after some discussion, **approved a reduction in full day preschool tuition (\$500) to reflect half day tuition (\$250) payment for full time students as a non-precedent setting practice until a time where Hamburg School is able to offer a full day preschool program.**

| | | |
|---------|---|----------------|
| Yes | - | 6 |
| No | - | 0 |
| Abstain | - | Mrs. Zicarelli |

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by the following roll call vote, as per the Superintendent's recommendation, **approved an update to the 2020-2021 School**

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Calendar reflecting a movement of the October 12th Professional Development day to September 21st. [DOCUMENT F].

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

- **Combined Professional Development/Field Trip/Facility Use as depicted on DOCUMENT G (revision).**
- **2020-2021 Substitute List as depicted on DOCUMENT H.**

Mrs. Kimberly Sigman reported the CSA's enrollment in the Centenary University Doctoral Program in pursuit of an Ed D in Educational Leadership.

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On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **opened the meeting to the public for comment at 8:14 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **closed the meeting to the public for comment at 8:15 P.M.**

EXECUTIVE SESSION

No Executive Session.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:15 P.M.**

Respectfully submitted,

William Sabo
Interim Business Administrator/
Board Secretary