

MINUTES OF REGULAR MEETING

September 22, 2020

AT 7:01 P.M. Held in the Hamburg School Cafeteria

PRESENT: Francis Brunke, Timothy Gillen, Tricia Shels, Sheila Frayko, Vice President, Robert Jones, President

ABSENT: Jennifer Davis, David Dreifus, Brianne Zicarelli, Vacant Board Seat

6 Members of the Public

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."

APPROVAL OF THE MINUTES

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by the following voice vote, **approved the minutes of the 25 August 2020 Regular Board meeting.**

Yes	-	3
No	-	0
Abstain	-	Mrs. Frayko, Mrs. Schels

TO INTERVIEW PROSPECTIVE BOARD OF EDUCATION CANDIDATES

Mr. Jones read that a legal notice for the vacancy on the Hamburg Borough Board of Education was placed in the Thursday 6 August 2020 edition of the New Jersey Herald and the 16 August 2020 edition of the Sunday Herald (and sent to the Star Ledger), with a due date of Tuesday 8 September 2020. Two people submitted a letter of interest, as follows:

- Mr. John Conklin [DOCUMENT A]
- Mr. Michael Frangipane [DOCUMENT B]

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The two candidates presented to the Board their interest in being on the Board of Education and their qualifications. A brief discussion ensued among various Board members and the two candidates.

CORRESPONDENCE

Mr. Jones summarized the following correspondence:

- A parent thank-you note.
- A certificate of recognition from the Farm-to School Program.
- A letter of resignation from Mrs. Jennifer Davis, resigning from the Hamburg Borough Board of Education effective immediately.

A brief discussion ensued regarding the vacancy on the Board and the end of the term for Mrs. Davis's seat which is 31 December 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 7:14 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:14 P.M.**

COMMITTEE REPORTS

State & County School Boards – Mr. Jones reported on the recent Sussex County School Board's virtual meeting.

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Sussex County Educational Services Commission – No report.

Liaison with the Hamburg Borough Council – Mrs. Frayko discussed the recent Mayor and Council meeting that was held telephonically.

Building & Grounds – Mr. Gillen reported the Building & Grounds Committee will need to meet in October or November to discuss upcoming projects.

Education & Policy –

On motion by Mr. Frayko, seconded by Mr. Brunke, and carried unanimously by roll call vote, approved the second reading of the following policies and regulations as depicted on [DOCUMENT C]; [This document can be found in the yellow folder in your 25 August 2020 packed as {DOCUMENT E}]:

- P1649 (Federal Families First Coronavirus (COVID-19) Response Act).
- P2270 (Religion in Schools).
- P2431.3 (Heat Participation Policy for Student Athlete Safety).
- P2622 (Student Assessment).
- P&R5111 (Eligibility of Resident/Nonresident Students).
- P&R5200 (Attendance).
- P&R5320 (Immunization).
- P&R5330.04 (Administering an Opioid Antidote).
- P5610 (Suspension).
- P5610 (Suspension Procedures).
- P5620 (Expulsion).
- P&R8320 (Personnel Records).

Negotiations & Personnel –

On motion by Mrs. Frayko, seconded by Mr. Brunke, and carried unanimously by roll call vote, accepted, with regret, the retirement of Dorothy Reed, Social Worker, effective 1 January 2021.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved a \$1,000/year stipend for all sub-certified paraprofessionals for classroom coverage.

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On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved Heather McDevitt as of 5 October 2020 as part-time paraprofessional for the 2020-2021 school year at a yearly salary of \$12,924 [pro-rated]. This position is not eligible for health benefits.

Finance Committee –

On motion by Mrs. Frayko, seconded by Mr. Brunke, and carried unanimously by roll call vote, after some discussion approved, accepted, announced and/or certified items a through f:

- a. Approved the August 2020 bills in the amount of \$581,316.15 and the bills from September 1 to September 22, 2020 in the amount of \$678,524.05.
- b. Approved the bills for the Cafeteria Account in the amount of \$14.60.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 August 2020.
- d. Approved the Transfers made by the Superintendent after the 25 August 2020 Board Meeting, with fund 10 debits totaling \$253,500 as depicted on [DOCUMENT D] and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2020-21 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 August 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 August 2020
DATE

OLD BUSINESS

No old Business.

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NEW BUSINESS

No new Business.

BOARD SECRETARY'S REPORT

The Board Secretary updated the Board on the guidance from the Board's auditors, Nisivoccia, on the Payroll Tax Holiday from 1 September – 31 December 2020. It is the recommendation of the auditors "not to defer the employee's share of the social security tax as the District would be on the hook for the employee's share if it is not forgiven by the federal government and/or if the employee leaves prior to the employer being able to collect the deferral."

The Board Secretary discussed the Board of Education vacancy as a result of Mrs. Jennifer Davis's resignation. Some discussion ensued.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved the submission of the Digital Divide Grant application in the amount of \$19,250 for the purchase of technology devices for students.**

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

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved Payment Request #3 in the amount of \$12,660.60 as submitted by GC Dynatech Construction, LLC. for the Gym Roof & Eave Replacement Project at the Hamburg School, with the releasing of the payment upon sign-off by Parette Somjen Architects that the project is complete [Note: As of 13 September 2020 the final payment request and close out documents have not been received]; to approve Change Order #1 [DOCUMENT E] in the amount of <\$21,348> and; to accept the project as completed.**

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 NJSMART Data Management handbooks for QSAC manual p.8 indicator 3a as depicted on DOCUMENT F.**

Mrs. Sigman reported the following to the Board:

- Theresa Nahrwold will be doing her student teaching with Ms. Scrittore, Kindergarten teacher.
- Justine Webb will be doing her student teaching with Mrs. Smalley, Middle School Language Arts Teacher.

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- The acceptance of Science STEAM Experiments to Hamburg School by Mr. Neil Schulman at the estimated value of \$40,000, and the New Jersey State Forest Service for delivering the donation. Mrs. Sigman acknowledge Ms. Sealander's efforts in securing this donation [attached to the minutes].
- The donation of carpet squares from Wayne Tile, Sussex and Tony's Flooring, Hamburg for outdoor classroom.
- The \$500 Holocaust Grant awarded to Hamburg School, submitted by Mr. Blochinger and Ms. Sealander.
- Hamburg School Students Statistics as depicted on [DOCUMENT G].

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

- a. Combined Professional Development/Field Trip/Facility Use as depicted on [DOCUMENT H] and approved Jamie Noah as a substitute clerk/secretary at \$17/hour.
- b. Signing of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2020-2021 school year as depicted on [DOCUMENT I].
- c. CAP (Child Assault Protection) Program for grades 3, 5, and 7 at a district cost of \$211.00 (grant monies received \$493.50).

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried by the following roll call vote, as per the Superintendent's recommendation, approved Dana Freeswick as mentor to Dr. Velazquez at a cost of \$500.00 to be paid by Hamburg School.

Mrs. Sigman reported:

- a. Harassment, Intimidation, and Bullying
 - Zero [0] reported instances of Harassment, Intimidation or Bullying between 3 September 2020 through 21 September 2020.
- b. Fire/Evacuation/Safety Drills
 - Fire Drill (Communication Walk Through) – 9/15/20.

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

11/29-12/5	Sealander	ISTE Conference-Virtual	\$145.00
10/3-10/9	Sealander	ISTE Creative Construction-Virtual	\$99.00

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

No one addressed the Board.

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

EXECUTIVE SESSION

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

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
- Appointment of a public official – **Board of Education Candidate Deliberation**
- 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

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[] 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. Action may be taken upon return from executive session.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **that the Board returned to Regular Session at 8:07 P.M.**

Mr. Jones thanked both Mr. John Conklin and Mr. Michael Frangipane on their interest in the vacant Board seat and stated that there is a seat at the November 2020 election that will be filled by a write in candidate, should the person not selected this evening would want to stage a write-in campaign.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by the following roll call vote, **appointed Mr. Michael Frangipane to fill the Board seat vacated by Mr. Brian Tobachnick.**

On motion by Mr. Gillen, seconded by Mr. Brunke, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:13 P.M.**

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary