

MINUTES OF REGULAR MEETING

October 27, 2020

AT 7:00 P.M. Held in the Hamburg School Gymnasium

PRESENT: David Dreifus, Michael Frangipane, Timothy Gillen, Tricia Schels, Brianne Zicarelli, Sheila Frayko, Vice President, Robert Jones, President

ABSENT: Francis Brunke, Vacant Board Seat

6 Members of the Public, Valerie Dolan, Auditor

The Board President opened the meeting at 7:00 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."

Mr. Jones reported that Mr. Michael Frangipane was sworn into office on 20 October 2020.

APPROVAL OF THE MINUTES

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried by the following voice vote, approved the minutes and the Executive Session Minutes of the 22 September 2020 Regular Board meeting.

Yes	-	4
No	-	0
Abstain	-	Mrs. Zicarelli, Mr. Dreifus, Mr. Frangipane

PRESENTATION

Mrs. Valerie Dolan, Partner Nisivoccia, LLP, and the Board Secretary presented the draft FY 2019-2020 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report.

Mrs. Dolan left the meeting at 7:18 P.M.

MINUTES OF REGULAR MEETING

October 27, 2020

CORRESPONDENCE

Mr. Jones summarized the following correspondence:

- A letter of retirement from Robert G. Zierden, Head Custodian effective 1 January 2021 [DOCUMENT A].
- A letter from New Jersey Department of Education, approving the Energy Upgrades project.
- A letter from New Jersey Department of Education, approving the School Security Camera Replacement project.

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. Zicarelli, 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 Mr. Gillen, 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 – Mr. Dreifus reported on the recent virtual Sussex County School Board’s meeting he attended.

Sussex County Educational Services Commission – Mr. Jones reported on the recent virtual Sussex County Educational Services Commission meeting he attended.

Liaison with the Hamburg Borough Council – Mrs. Frayko reported on the recent Hamburg Borough Mayor Council meeting that is being held telephonically.

Building & Grounds – Mr. Gillen reported the Building & Grounds Committee will meet virtually on 10 November 2020 at 6 P.M.

MINUTES OF REGULAR MEETING

October 27, 2020

Education & Policy – Mrs. Schels stated that the Education and Policy Committee have a virtual meeting on 10 November 2020 at 5 P.M.

Negotiations & Personnel –

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, after some discussion, **approved/accepted:**

- The use of sick leave for Robert Zierden beginning 2 September 2020 to 17 December 2020.
- With regret, the retirement of Robert G. Zierden, Head Custodian, effective 1 January 2021.

Finance Committee –

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

- a. Approved the September 2020 bills in the amount of \$710,504.24 and the bills from October 1 to October 27, 2020 in the amount of \$628,035.20.
- b. Approved the bills for the Cafeteria Account in the amount of \$8,930.06.
- c. Accepted the Board Secretary's and Treasurer's Reports for 30 September 2020.
- d. Approved the Transfers made by the Superintendent after the 22 September 2020 Board Meeting, with fund 10 debits totaling \$16,000 as depicted on [DOCUMENT B] 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 30 September 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 September 2020
DATE

MINUTES OF REGULAR MEETING

October 27, 2020

OLD BUSINESS

No Old Business.

NEW BUSINESS

No New Business.

BOARD SECRETARY'S REPORT

The Board Secretary reported that the Hamburg Borough Board of Education has received approval for the operation of the Seamless Summer Program from New Jersey Department of Agriculture, Office of School Nutrition Programs, from 1 September 2020 through 30 June 2020. This allows all students enrolled in the Hamburg Elementary School to get free breakfasts and lunches.

On motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved the FY 2020-21 Federal Grants ESEA/IDEA expenditures as depicted on [DOCUMENT C].

On motion by Mr. Gillen, seconded by Mr. Frangipane, and carried unanimously by roll call vote, after some discussion, approved the FY 2020-21 Staff Listing as of 20 October 2020 as depicted on [DOCUMENT D].

On motion by Mr. Gillen, seconded by Mr. Frayko, and carried unanimously by roll call vote, after some discussion, approved/accepted the FY 2020-21 Health and Safety Evaluation of School Buildings Checklist as depicted on [DOCUMENT E].

On motion by Mr. Gillen, seconded by Mr. Frayko, and carried unanimously by roll call vote, approved the Comprehensive Maintenance Plan, the Annual Maintenance Budget Amount Worksheet (Form M-1) and the Maximum Capital Reserve Certification as depicted on [DOCUMENT F].

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved the submission of a School Security Grant in the amount of \$20,000 under the Securing Our Children's Future Bond Act for an upgrade to the security camera system at the Hamburg Elementary School, reusing the existing school infrastructure and the Hamburg Borough Board of Education acknowledges that the Board's Capital reserve Account will be used to fund the cost of this project in excess of the grant allocation of \$20,000.

MINUTES OF REGULAR MEETING

October 27, 2020

SUPERINTENDENT'S REPORT

On motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, after some discussion, as per the Superintendent's recommendation, **accepted in accordance with Policy 7230 Gifts, Grants and Donations, monetary gifts totaling \$447 and science experiment materials valued at \$40,000 from Mr. Neil Schulman.**

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/adjusted items a-f:**

- a. **Adjust the hourly substitute custodian rate for Frank Fasolo [Black Seal Certification] from \$13.27/hour to \$15.00/hour effective 28 October 2020.**
- b. **Approved a \$250 monthly stipend for Thomas Niedjiewick to compensate for added custodial responsibilities in the absence of the Building & Grounds Supervisor, retroactive to September 2020.**
- c. **Approved a \$1000 stipend for Michele Sealander, Testing Coordinator.**
- d. **Approved the combined Professional Development, Field Trip, Substitute and Building Use as depicted on [DOCUMENT G].**
- e. **Approved the following staff members as Epipen Delegates for the 2020-2021 school year:**
 - Michael Blochinger
 - Laurie Dora
 - Michelle Clark
 - Barry Douglass
 - Kate Field
 - Michele Sealander
 - Dorothy Smalley
 - June Tarantino
 - Rachel Windish
 - Suzanne Williamson
 - Karen Titus
- f. **Approved the Marzano-Focused Teacher Evaluation Model and the Marzano School Leader Evaluation as the district evaluation tools for the 2020-2021 school year.**

MINUTES OF REGULAR MEETING

October 27, 2020

Mrs. Sigman reported the following:

- **Zero [0] instances of Harassment, Intimidation of Bullying [HIB] between 22 September 2020 through 23 October 2020.**
- **The Hamburg School Student Statistics as depicted on [DOCUMENT H].**
- **Restart date for remote learners can come back to in person learning on the 1st of the month.**

On motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried by the following roll call vote, after some discussion, as per the Superintendent's recommendation, **approved the 2020-2021 Nursing Service Plan depicted on [DOCUMENT I].**

Mrs. Sigman reported:

Fire/Evacuation/Safety Drills

- **21 September 2020 [Share 911 Table Talk PD]**
- **23 October 2020 – Non-Fire Evacuation Drill**

On motion by Mrs. Frayko, seconded by Mrs. Zicarelli, and carried by the following roll call vote, as per the Superintendent's recommendation, **approved the results of the 2019-2020 Electronic Violence and Vandalism Report and the bi-annual report of Harassment, Intimidation and Bullying [HIB] for the time period of 1 January 2020 through 20 June 2020:**

Annual Violence and Vandalism Hearing for the 2019-2020 School Year

The week of October 19-23, 2020 is Violence Awareness in New Jersey schools. As part of our obligation to prevent violence in schools, this report details the activities that were conducted during the 2019-2020 school year and those planned for this academic year:

1. **The Peer Leadership Group provides mentoring and tutoring services and act as role models for children under the leadership of guidance counselor, Ms. Blake.**

MINUTES OF REGULAR MEETING

October 27, 2020

2. Middle School students attended the Center for Prevention's Anti-Bullying Summit the week of October 19, 2019. Each year, students in grades 6-8 from Hamburg School participate in presentations, and activities that identify violent or bullying behaviors and learn ways to put an end to and prevent violence and bullying in our school. This year all activities were virtual.
3. The New Jersey Child Assault Prevention [CAP] program held discussions with students on bullying and anti-bullying measures.
4. The Health curriculum that is covered each year addresses bullying and violence on several levels.
5. During the week of October 5-9, 2020 Hamburg students participated in New Jersey's Week of Respect during which special attention and class lessons were given to reinforce the importance of being respectful to each other, themselves and anyone with whom they interact both in school and in their community. Students and staff were encouraged to participate in wearing different colors on certain school days to show unity and commitment in preventing bullying. Middle School students also had the opportunity to "stomp out" bullying by popping balloons which contained positive messages.
6. Red Ribbon week activities to reinforce staying drug free were conducted during the month of October.
7. Materials received from the New Jersey Bar Association are implemented during instruction and provide teachers with guidelines on conflict resolution, respect for others and peer mediation.
8. Law enforcement is invited into the school to provide school safety and anti-violence discussion to students.
9. The school culture and climate committee meet regularly throughout the school year to discuss the positive activities that take place at Hamburg School and plan activities to enhance the educational experience.
10. Hamburg PRIDE assemblies are held throughout each year and focus on themes of respect, trustworthiness, responsibility, fairness, caring and citizenship, the six pillars of good character.

Violence, Vandalism and Substance Abuse

As per Public Law 6A:16-5.3, each school district shall report incidents of violence, vandalism and substance abuse two times per year. Those incidents shall also be reported to the NJ Department of Education via the DOE's Electronic Violence and Vandalism Reporting System [EVVRS]. As reported to the Department of Education for the period of 1 January 2020 through 30 June 2020 of the 2019-2020 school year, there were [0] incidents of violence or vandalism which rose to the standards established by the Department of Education.

MINUTES OF REGULAR MEETING

October 27, 2020

Harassment, Intimidation and Bullying

As per Public Law N.S.D.A 18A:7E-3, each school district shall report incidents of harassment, intimidation or bullying two times per year. As reported to the Board of Education at their meetings from February 2019 through June 2019, there were 7 confirmed instances of harassment, intimidation and bullying reported to the Hamburg Anti-Bullying Specialist [Catherine Blake] and/or the District HIB Coordinator [RJ Baumgartner]. Through investigation, it was determined that each instance of harassment, intimidation or bullying was confirmed. The accused were disciplined in accordance with Hamburg Board of Education Policy 5600 Student Discipline/Code of Conduct. The victims and accused also received counseling and sensitivity/awareness training.

Mrs. Sigman reported to the Board:

- **The Hamburg School Parent Survey.**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried by the following roll call vote, after some discussion, as per the Superintendent's recommendation, **approved the contract with Sussex County Educational Services Commission for an LDTC beginning 28 October 2020 through 30 November 2020 in the amount of \$82/hour with a 3% Administrative Fee as depicted on [DOCUMENT AD1].**

On motion by Mrs. Frayko, seconded by Mrs. Zicarelli, and carried by the following roll call vote, after some discussion, as per the Superintendent's recommendation, **approved Samantha Decker – Wilson Reading, Level 1 Certification, at the cost of \$1,000, online to be completed in 1 year.**

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On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:58 P.M.**

No one addressed the Board.

MINUTES OF REGULAR MEETING

October 27, 2020

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, closed the meeting to the public for comment at 7:58 P.M.

EXECUTIVE SESSION

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, closed the meeting to the public at 7:58 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
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation – **Update on Case 2016-17#3**
- 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. Action may be taken upon return from executive session.

MINUTES OF REGULAR MEETING

October 27, 2020

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, that the Board returned to Regular Session at 8:19 P.M.

On motion by Mrs. Frayko, seconded by Mrs. Zicarelli, and carried unanimously by voice vote, that the Board adjourned the meeting at 8:19 P.M.

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary