

# MINUTES OF REGULAR MEETING

November 24, 2020\*

\*The regular meeting scheduled for 17 November 2020 was rescheduled due to limiting the number of indoor gatherings from 25 to 10 people effective 6am on Tuesday 17 November 2020 and was held electronically via Remote Access on November 24 2020 and was advertised in the 20 November 2020 edition of the New Jersey Herald.

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

ABSENT: Vacant Board Seat

10 Members of the Public

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."

## APPROVAL OF THE MINUTES

On motion by Mrs. Frayko, seconded by Mrs. Zicarelli, and carried by the following voice vote, approved the minutes of the 27 October 2020 Regular Board meeting.

Yes	-	8
No	-	0
Abstain	-	0

The Board Secretary stated that the 27 October 2020 Executive Session Meeting minutes will be presented at the 15 December 2020 Board meeting.

PRESENTATION - None

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## CORRESPONDENCE

The Board Secretary noted that no public comment was received prior to the Board of Education meeting.

The Board Secretary read the letter from The Kenneth Martin and Christine Hepburn Foundation regarding a \$15,000 donation to the Hamburg School District (attached to the minutes).

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **accepted the \$15,000 donation from the Kenneth Martin and Christine Hepburn Foundation to be used to provide chrome book computers or other similar technology to students who, due to financial or other constraints, might otherwise not have such access.**

## 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 Mrs. Zicarelli, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:13 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 7:13 P.M.**

## COMMITTEE REPORTS

State & County School Boards – No report.

Sussex County Educational Services Commission – No report.

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**Liaison with the Hamburg Borough Council** – Mrs. Frayko stated that the Mayor and Council meetings are being held telephonically and that all recreation activities have been cancelled due to the COVID19 restrictions.

**Building & Grounds** – Mr. Gillen updated the Board on the 10 November 2020 Building & Grounds Committee meeting [DOCUMENT A]. After considerable discussion it was the consensus of the Board to pursue going forward with a referendum and to invite Gregg Somjen, Parette Somjen Architects, to discuss preliminary items.

## **Education & Policy** –

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the first reading of the following Policies/Regulations and Restart and Recovery Plan Policy Guide: [shared with members via Google Drive]

- P1620 - Administrative Employment Contracts [M] [Rev]
- P2431 – Athletic Competition [M] [Rev]
- R2431 – Emergency Procedures for Sports and Other Athletic Activity [M] [Rev]
- P2451 – Adult High School [M] [Rev]
- P2464 – Gifted and Talented Students [M] [Rev]
- P&R 5330.05 – Seizure Action Plan [M] [Rev]
- P6440 – Cooperative Purchasing [M] [Rev]
- P&R6470.01 – Electronic Funds and Claimant Certification [M] [Rev]
- P&R7440 – School District Security [M] [Rev]
- P7450 – Property Inventory [M] [Rev]
- P&R7510 – Use of School Facilities [M] [Rev]
- P8420 – Emergency and Crisis Situations [M] [Rev]
- P8561 – Procurement Procedures for School Nutrition Programs [M] [Rev]
- Restart and Recovery Plan Policy Guides:
  - P1648 – Restart and Recover Plan [M] [Rev]
  - P1648.02 – Remote Learning Options for Families [M] [Rev]
  - P1648.03 – Restart and Recovery Plan – Full-Time Remote Instruction [M] [Rev]

Mrs. Sigman and the Board discussed on moving forward with the Board meetings to be in person or virtual. After some discussion it was the consensus of the Board of Education to continue meeting virtually until the COVID 19 restrictions are lifted.

**Negotiations & Personnel** – No report.

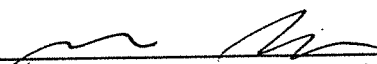
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## Finance Committee –

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 a through f:

- a. Approved the October 2020 bills in the amount of \$641,418.04 and the bills from November 1 to November 17, 2020 in the amount of \$407,679.10.
- b. Approved the bills for the Cafeteria Account in the amount of \$12,834.32.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 October 2020.
- d. Approved the Transfers made by the Superintendent after the 27 October 2020 Board Meeting, with fund 10 debits totaling \$12,000 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 31 October 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 October 2020  
DATE

## OLD BUSINESS

To report effective Friday 13 November 2020, Hamburg School will be offering breakfasts & lunches to students to take home for Saturdays & Sundays. This is in addition to the Monday through Friday meals that students are currently provided under the Seamless Summer Option Program from the New Jersey Department of Agriculture, Office of School Nutrition Programs, from 1 September 2020 through 30 June 2021.

## NEW BUSINESS

No New Business.

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## BOARD SECRETARY'S REPORT

The Board Secretary requested the Board members to contact Mrs. Toni Dykstra if they would like to be registered for any New Jersey School Board training.

The Board Secretary reviewed the Statement of Determination for the 3 November 2020 Annual School Election as depicted on [DOCUMENT C].

The Board scheduled the Annual Reorganizational Meeting to be held on Tuesday 5 January 2021 and to advertise with a backup date of Wednesday 6 January 2021 to be held virtually.

The Board Secretary discussed the 2021 Board meeting calendar and it was the consensus of the Board in keeping the same format that has been in place for the last several years. The Board will review the proposed calendar at the December, 15, 2020 meeting.

## SUPERINTENDENT'S REPORT

On motion by Mr. Dreifus, seconded by Mrs. Zicarelli, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved the following sub-certified paraprofessionals a \$1,000 (\$100/month) stipend for the 2020-2021 school year:

Antoinette Ratzer  
Anthony DeSino  
Heather McDevitt  
Ashley Green

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

- a. Approved the combined Professional Development, Field Trip, Substitute and Building Use as depicted on [DOCUMENT D].
- b. Approved the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for Hamburg School from 1 July 2019 – 30 June 2020 as depicted on [DOCUMENT E].
- c. To increase hours for Suzanne Venezia, paraprofessional from 3.75 hours daily to 5.5 hours daily [exclusive of a 30-minute lunch and not to exceed 25 hours per week] at a rate of \$13.27 per hour retroactive to 2 September 2020 [This position is not eligible for benefits].

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On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried by the following roll call vote, as per the Superintendent's recommendation, **accepted the report of Zero [0] instances of Harassment, Intimidation or Bullying [HIB] between 22 September 2020 and 23 October 2020 as reported on 27 October 2020.**

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 items a – b:**

- a. **The termination of the contract with Northern Hills for student # 9230033251 effective 26 November 2020.**
- b. **Student #9230033251 to attend Windsor Learning Center for 127 days @ \$322/day for a total of \$40,894 plus transportation beginning 30 November 2020.**

Mrs. Sigman reported the following:

- **Zero [0] instances of Harassment, Intimidation of Bulling [HIB] between 24 October 2020 through 13 November 2020.**
- **The Governor's teacher of the Year – Sharon Triolo.**
- **The Governor's Educational Service Professional – Antoinette Ratzer.**
- **Hamburg School Enrollment statistics – no change from the enrollment given to the Board in October.**
- **Shared Regional Goal update.**
- **Sussex County Department of Health meeting and the virtual staff schedule.**

Mrs. Sigman reported:

## **Fire/Evacuation/Safety Drills**

- **29 October 2020 - Share 911 Shelter-In-Place Drill – 5 min**
- **1 November 2020 – Security Drill [Honeywell Alert System]**

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

- Catherine Blake, School Counselor, use of NJ EFMLEA from 16 November 2020 to 25 November 2020.
- Jacqueline Hoglund, Special Education Teacher, use of NJ EFMLEA from 17 November 2020 to 25 November 2020.

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried by the following roll call vote, as per the Superintendent's recommendation, **approved an Online Professional Development for Pamela Dean, Strengthen Instruction with Google with a cost of \$279.**

Mrs. Sigman reviewed the 2020/21 Annual Goals [attached].

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On motion by Mr. Dreifus, seconded by Mrs. Zicarelli, and carried unanimously by voice vote, **opened the meeting to the public for comment at 8:26 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mrs. Zicarelli, and carried unanimously by voice vote, **closed the meeting to the public for comment at 8:26 P.M.**

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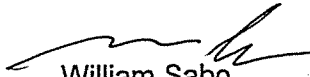
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## EXECUTIVE SESSION

No Executive Session.

On motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by voice vote, that the Board adjourned the meeting at 8:26 P.M.

Respectfully submitted,



William Sabo  
Interim Business Administrator/  
Board Secretary