

MINUTES OF REGULAR MEETING

December 15, 2020

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

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
Mr. Greg Somjen and Mr. Josh Thompson, Parette Somjen Architects

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."

PRESENTATION

Mr. Greg Somjen and Mr. Josh Thompson, Parette Somjen Architects, addressed the Board on the referendum process and the initial steps that should be undertaken, before the Board commits to going out for a referendum for facility upgrades to the Hamburg School. The first thing that should be done is a facility assessment with cost estimated developed. A proposal from Parette Somjen Architects for this assessment will be presented to the Board at the 5 January 2021 reorganizational meeting. A discussion ensued on the various timelines/mile markers that need to be met, should the Board want the referendum question on the 2 November 2022 (this timeline will be presented to the Board at the 5 January 2021 reorganizational meeting) General Election Ballot. Considerable discussion ensued between various Board members and Mr. Somjen.

Mr. Somjen and Mr. Thompson logged out of the virtual Board meeting at 7:27 P.M.

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APPROVAL OF THE MINUTES

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried by the following voice vote, **approved the Executive Session minutes of the 27 October 2020 Regular Board meeting and the minutes from the 24 November 2020 Rescheduled Board meeting.**

Yes	-	8
No	-	0
Abstain	-	0

CORRESPONDENCE

No correspondence was received from the public.

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. Frangipane, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:37 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 7:37 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 the Mayor and Council are still meeting telephonically and that they are planning some paving projects in the Borough.

Building & Grounds – No report.

Education & Policy –

On motion by Mrs. Schels, seconded by Mrs. Zicarelli, and carried unanimously by roll call vote, after some discussion between Mrs. Sigman and the Board, **approved the second 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]

Negotiations & Personnel –

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved the increase of the hourly minimum wage rate from \$11 per hour to \$12 per hour effective 1 January 2021 and any employee who is below this threshold will be adjusted accordingly. [This is the result of the minimum wage increasing \$1 per year until it reaches \$15 per hour].**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **accepted with regret, the retirement of Karen Titus, classroom teacher effective 1 July 2021.**

Several Board members commented that Karen will be missed.

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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 November 2020 bills in the amount of \$617,192.56 and the bills from December 1 to December 15, 2020 in the amount of \$537,640.52.**
- b. **Approved the bills for the Cafeteria Account in the amount of \$6,754.00.**
- c. **Accepted the Board Secretary's and Treasurer's Reports for 30 November 2020.**
- d. **Approved the Transfers made by the Superintendent after the 24 November 2020 Board Meeting, with fund 10 debits totaling \$38,000 as depicted on [DOCUMENT A] 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 November 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 November 2020
DATE

OLD BUSINESS

No Old Business.

NEW BUSINESS

It was the consensus of the Board to get a proposal from Parette Somjen Architects to perform a facility assessment of the Hamburg School.

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Mrs. Frayko discussed the possibility of other Board members to come in and review the bills before the Board meeting. Mr. Gillen stated that he would continue to review the bills and Mr. Dreifus volunteered to review the bills.

BOARD SECRETARY'S REPORT

The Board Secretary reported that the Statement of Determination for the 3 November 2020 Annual School Election was received and Mr. John Conklin was declared the winner by write-in for 1-year seat on the Hamburg Borough Board of Education.

The Board Secretary reported that he requested a proposal from Parette Somjen to prepare the NJ Department of Education application for the Intercom & Telephone System replacement project. A brief discussion ensued.

The Board Secretary reviewed the proposed 2021 Board meeting calendar [DOCUMENT B], that will be on the 5 January 2021 reorganizational meeting agenda.

On motion by Mrs. Frayko, seconded by Mrs. Zicarelli, and carried unanimously by roll call vote, **approved the submission of a revision to the CARES emergency Relief Grant application, due to an additional allocation issued to the Hamburg Borough Board of Education on 9 December 2020 in the amount of \$1,475 and the additional funds will be used for instructional supplies.**

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, after some discussion, **approved Dorothy Smalley, Middle School teacher, use of NJ EFMLEA from 19 November 2020 through 25 November 2020 (5 days total) [DOCUMENT C].**

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **approved NJQSAC District Performance Review for the 2020-2021 School Year as depicted on [DOCUMENT D].**

On motion by Mr. Frangipane, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the combined Professional Development, Field Trip, Substitute and Building Use as depicted on [DOCUMENT E].**

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On motion by Mrs. Frayko, seconded by Mr. Gillen, 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 14 November 2020 and 11 December 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. **Middle School virtual observation by Mercy College student, Lauren Viscione [DOCUMENT F].**
- b. **Student teacher from William Paterson University to work with Mrs. Dean, Grade 5, for the Spring/Fall 2021 terms.**

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 Michelle Bifano to offer delivery of meals, using her personal vehicle, beginning on or about 16 December 2020 at a rate of \$18.00 per hour and \$0.35 per mile reimbursement at a 1-hour minimum rate, with additional time being paid in 15-minute increments upon completion of a successful background check.**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by the following roll call vote, after some discussion, as per the Superintendent's recommendation, **accepted, with regret, the resignation of Jacqueline Hoglund, Teacher of Students with Disabilities effective 31 December 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, **accepted, with regret, the resignation of Heather McDevitt, classroom paraprofessional effective 4 January 2021.**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by the following roll call vote, as per the Superintendent's recommendation, **approved Heather McDevitt as long-term substitute teacher effective 4 January 2021 through 12 February 2021 as step BA 1 [\$59,440 prorated]. This position does not qualify for health care benefits.**

Mrs. Sigman reported:

Fire/Evacuation/Safety Drills

- **11/20/2020 – Fire Drill – 2 min 03 sec**

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Mrs. Sigman reported:

- 12/16 in school, 12/17 snow day, 12/18 remote learning but may close
- Next week is to be determined
- By 12/27 January's schedule
- 29% students are remote

Mrs. Sigman stated that she would be submitting paperwork to apply for a competitive Grant to address student learning loss as a result of the COVIE-19 pandemic.

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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 8:46 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 8:46 P.M.**

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:

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- Matters rendered confidential by state or federal law
- Personnel – Interim Business Administrator Contract

- Appointment of a public official
- 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
- 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 Mr. Jones, seconded by Mrs. Frayko, and carried unanimously by voice vote, **that the Board returned to Regular Session at 8:56 P.M.**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by the following roll call vote, **authorized the Board President to send a letter to Dr. Gayle Carrick, Interim Executive County Superintendent, Sussex County, requesting the employment of William J. Sabo as the Hamburg Borough Board of Education's Interim Business Administrator for a third year for the FY 2021-22 school year.**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **that the Board adjourned the meeting at 9:01 P.M.**

Respectfully submitted,

William Sabo
Interim Business Administrator/
Board Secretary