

MINUTES OF REORGANIZATIONAL MEETING

January 5, 2021

AT 7:07 P.M. held virtually via Remote Access

PRESENT: Frank Brunke, John Conklin, David Dreifus, Michael Frangipane, Timothy Gillen, Tricia Schels, Brianne Zicarelli, Sheila Frayko, Robert Jones,

ABSENT: None

4 Members of the Public

The Board Secretary **opened the meeting at 7:07 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."

REORGANIZATIONAL MEETING AGENDA

The Board Secretary reviewed with the Board the Statement of Determination of the 3 November 2020 Annual School Election as listed on **[DOCUMENT A]**.

The Board Secretary administered the oath of office and swore in newly elected Board members as follows:

Three Year Term [2021, 2022, & 2023]:

- Mr. Robert Jones, Mrs. Tricia Schels, and Mr. David Dreifus

Two Year Unexpired Term [2021, 2022]:

- Mrs. Brianne Perrotto-Zicarelli

One Year Unexpired Term [2021]:

- Mr. Francis Brunke and Mr. John Conklin

The Business Administrator asked the Board members to sign the oath of office forms and mail back to the Business Office.

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ROLL CALL:

The Board Secretary asked for nominations for President.

Mr. Gillen nominated Mr. Jones for President and with no other nominations Mr. Jones was unanimously elected President by roll call vote.

The meeting was turned over to Mr. Jones.

Mr. Jones asked for nominations for Vice President.

Mr. Gillen nominated Mrs. Frayko for Vice President and with no other nominations, Mrs. Frayko was unanimously elected Vice President by roll call vote.

PRESENTATION TO THE BOARD – None

2021 ANNUAL DESIGNATIONS

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved the following 2021 Annual Designations [A through D]:

A. Designated the following banks as 2021 depositories:

TD Bank, Franklin, NJ
Lakeland Bank, Sussex, NJ
NJ Cash Management Fund, Trenton, NJ

B. Designated the following officers to sign against the accounts of the Board of Education as follows:

<u>General/Cap. Reserve/Flex Spend & P/R Deduct</u>	<u>Activities</u>	<u>Food Service</u>	<u>Payroll</u>
President or Vice President	Secretary	Secretary	Treasurer or
Secretary	CSA	Treasurer	Secretary
Treasurer			

C. Designated AXA/Equitable, Lincoln National Life Insurance Company and Lincoln Investment Planning, Inc. as 403(b)/Tax Shelter vendors/providers.

D. Designated the New Jersey Herald, the Sunday Herald and the Star Ledger [e-mailed & asked to publish if no fee] as the official newspaper for advertising and for public notices; the Star Ledger for certain employment ads and/or notices and njhire.com for various employment ads.

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2021 ANNUAL MEETING SCHEDULE

On motion by Mrs. Frayko, seconded by Mrs. Zicarelli, and carried unanimously by roll call vote, approved the 2021 Annual Meeting Schedule as depicted on [DOCUMENT B].

Mr. Jones stated that Kathy Helewea from New Jersey School Boards Association will do a presentation at the 26 January meeting from 6 -7 P.M.

2021 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the following 2021 Miscellaneous Annual Adoptions/Appointments [A through F]:

- A. To readopt the existing Board Bylaws and Policy Manual.
- B. To readopt any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.
- C. To review and to adopt the Board Member Code of Ethics [DOCUMENT C] and the individual board members signed an acknowledgement of receipt of the Board Members Code of Ethics.
- D. To adopt the existing Curriculum Guides and Curriculum textbooks.
- E. To establish a Petty Cash Account in the amount of \$200 and to appoint Louise Murphy as Custodian of the Petty Cash Account.
- F. To appoint the Business Administrator/Board Secretary as the Public Agency Compliance Officer (per Affirmative Action requirements).

The Board secretary requested that the Board of Education members sign the Code of Ethics form and mail back to the Business Office.

CORRESPONDENCE

No correspondence was received from the public.

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OPEN TO THE PUBLIC

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:23 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 7:23 P.M.**

COMMITTEE REPORTS

State & County School Boards – Mr. Jones did not have a report but stated that Mr. Conklin will be Liaison for the State/County School Boards.

Sussex County Educational Services Commission – No report. There will be a meeting on 11 January 2021.

Liaison with the Hamburg Borough Council – Mrs. Frayko said the Borough had their reorganizational meeting on Monday 4 January 2021 and Mr. John Burd will be the council's liaison with the school. Mrs. Sigman mentioned at this meeting that there will be a school ad-hoc committee formed and the community will be asked to participate on this committee

Building & Grounds – The Board Secretary reviewed the proposals from Parette Somjen Architects to conduct a facility assessment of the Hamburg School and to submit a project application to the New Jersey Department of Education for the Telephone/Intercom Upgrade Project at the Hamburg School.

A proposal to submit a project application to the NJ Department of Education in the amount of \$2,750 for the Telephone & Intercom Upgrades at the Hamburg School **[DOCUMENT D]**.

A proposal for Pre-Referendum Services and the anticipated Project/Timeline **[DOCUMENT E]**.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, **approved the proposal from Parette Somjen Architects to submit a project application to the NJ Department of Education in the amount of \$2,750 for the Telephone & Intercom Upgrades Project at the Hamburg School [DOCUMENT D]**.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, **approved a proposal from Parette Somjen Architects for Pre-Referendum Services for a Site Survey, Cost estimating, Project Schematic Design and attendance at various meetings as depicted on [DOCUMENT E], not to exceed \$10,500.**

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Education & Policy – Mrs. Schels had no report but the committee will need to meet on January 19 or 21, 2021.

Negotiations & Personnel – Mrs. Frayko had no report. The Board Secretary updated the Board that requested information from the Hamburg Education Association was given to the HEA..

Finance Committee – No report.

OLD BUSINESS

No Old Business.

NEW BUSINESS

No New Business.

BOARD SECRETARY'S REPORT

The Board Secretary reviewed the training requirements, as a result of the Accountability Regulations, and discussed the Board members being responsible for their own training requirements.

The Board Secretary reported the district will be going out to Request for Proposals [RFP] for the FY 2021-22 Internet Service Provider services and will be posted on the Federal E-rate website. The district has been working closely with the Board's E-rate Consultant [Education Consortium] for the RFP to be in compliance with the E-rate requirements [Note: Hamburg is able to apply for reimbursement of expenses up to 40-50% of eligible costs].

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, in accordance with Policy # 6470 Electronic Funds Transfer and Claimant Certification, The Hamburg Borough Board of Education appoints the Interim Business Administrator/Board Secretary as the person authorized to initiate a claim for payment using an approved Electronic Funds Transfer [EFT] method and appoints the Superintendent as the person responsible to review a claim for payment as presented by the Interim Business Administrator/Board Secretary and to approve the claim for payment using the EFT method. Further, the Hamburg Borough Board of Education is only authorizing the EFT method for the payment of payroll [staff members who opt for direct deposit] and of debt service [scheduled repayment of interest and principal of bonds issued].

Mr. Jones will be updating the Board of Education Committee list.

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The Board Secretary informed the Board to check their Hamburg e-mails for the e-mail from the School Ethics Commission, regarding the annual disclosure filings.

The Board Secretary discussed the FY 2019-20 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management reports that were presented to the Board at the October 27, 2020 Board meeting.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **opened the meeting to the public for comment on the FY 2019-20 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report at 7:46 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 on the FY 2019-20 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report at 7:46 P.M.**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **accepted the FY 2019-20 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report as presented. No recommendations were cited.**

SUPERINTENDENT'S REPORT

No report.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **that the Board adjourned the meeting at 7:52 P.M.**

Respectfully submitted,

William Sabo
Interim Business Administrator/
Board Secretary