

MINUTES OF REGULAR MEETING

January 26, 2021

AT 6:09 P.M. Held Electronically via Remote Access

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

ABSENT: None

7 Members of the Public
Mrs. Kathy Helewa, Field Service Rep, New Jersey School Boards Association

The Board President **opened the meeting at 6:09 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. Jones introduced Mrs. Kathy Helewa, Field Service Representative, New Jersey School Boards Association, who did a power-point presentation on ethics and the mandated training requirements. Some discussion ensued among the Board and Mrs. Helewa.

Mrs. Helewa logged out of the virtual Board meeting at 7:07 P.M.

Mrs. Veronica Danko, teacher, did a presentation to the Board on the mathematics curriculum. Some discussion ensued among various Board members, Mrs. Danko and Mrs. Sigman.

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APPROVAL OF THE MINUTES

On motion by Mr. Gillen, seconded by Mr. Dreifus, and carried by the following voice vote, approved the 15 December 2020 Regular Session meeting and Executive Session meeting minutes.

Yes	-	8
No	-	0
Abstain	-	Mr. Conklin

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried by the following voice vote, approved the 5 January 2021 Reorganizational Meeting minutes.

Yes	-	9
No	-	0
Abstain	-	0

CORRESPONDENCE

No correspondence was received from the public.

The Board Secretary reviewed the letter from the Sussex County Educational Services Commission depicting the FY 2021-22 rates for various services as depicted on [DOCUMENT A].

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, accepted/approved the FY 2021-22 rates for various services with the Sussex County Educational Services Commission, should the need arise for the Hamburg Borough Board of Education to request these services as depicted on [DOCUMENT A].

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.

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On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:28 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 7:28 P.M.**

COMMITTEE REPORTS

State & County School Boards – Mr. Conklin had no report.

Sussex County Educational Services Commission – Mr. Jones reported on the proposed FY 2021-22 rates for the Sussex County Educational Services Commission's services to member districts.

Liaison with the Hamburg Borough Council – Mrs. Frayko stated that next Mayor and Council meeting is scheduled for 1 February 2021.

Building & Grounds –

The Board Secretary updated the Board of the 20 January 2021 Facility Walk through meeting with Parette Somjen Architects to identify the potential facility upgrade projects that may be put forth on a referendum. Once the cost estimates are received from Parette Somjen, the Board Secretary will e-mail them out to the Board for review prior to the 23 February 2021 Board meeting.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **adopted the following:**

RESOLVED, that the Hamburg Board of Education, in the County of Sussex, New Jersey authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the "Telephone & Intercom Upgrade Project at the Hamburg School" to serve as an application to the Office of School Facilities and an amendment to the District's Long Range Facility Plan, if required;
and

BE IT FURTHER RESOLVED, this project shall be an "Other Capital" project and the Board of Education is NOT seeking State funding but will fund the Project through the District's Reserve Account.

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The Telephone/Intercom project will be budgeted in the FY 2021-22 budget.

The Board Secretary reviewed the updated New Jersey Office of Clean Energy, Direct Install Program, Energy Assessment Tool, as prepared by Donnelly Energy dated 30 December 2020 as depicted on **[DOCUMENT B]**.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, **approved the New Jersey Clean Energy Direct Install Participating Contract Project Agreement and the Participation Agreement Scope of Work Attachment with Donnelly Energy, with the Hamburg Board of Education's obligation in the amount of \$21,636.14 and authorize the Interim Business Administrator to execute any and all documents for this project [DOCUMENT C] and authorize the Interim Business Administrator to approve any change orders that may be needed to finalize this energy upgrade project.**

Education & Policy –

On motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion between Mrs. Sigman and the Board, **approved the first reading of Section 1000 [Administration] Policy & Regulations as depicted on [DOCUMENT D].**

Negotiations & Personnel –

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, after some discussion, **approved items a-f:**

- a. **Brian Bobrowski as Head of Building & Grounds/Head Custodian effective 29 March 2021 through 30 June 2021 at \$75,000 [pro-rated]. This position will carry health benefits.**
- b. **Heather McDevitt as paraprofessional effective 16 February 2021 through 30 June 2021 at \$14.12/hr. [12,924/year] pro-rated. This position does not qualify for benefits.**
- c. **Pamela Blauvelt as Special Education teacher effective 8 February 2021 through 30 June 2021 – BA Step 1 @ \$59,440 [pro-rated]. This position will carry health benefits.**
- d. **A change in the schedule for paraprofessional Colleen D'Aprile to reflect a change from five [5] hours daily to four [4] hours daily effective 19 January through 30 June 2021 at a salary of \$9,429.00 [\$12.88/hr.] pro-rated. This position does not qualify for benefits.**

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- e. The extension of the LDTTC contract with Sussex County Educational Services Commission [\$82.00/hr.] effective 1 December 2020 through 1 March 2021. This contract is inclusive of two [2] days per week support services.
- f. The contract with Sussex County Educational Services Commission [\$82.00/hr.] for the position of Social Worker effective 1 February 2021 through 18 June 2021. This contract is inclusive of two [2] days per week support services.

Finance Committee –

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

- a. Approved the December 2020 bills in the amount of \$580,820.19 and the bills from January 1 to January 26, 2021 in the amount of \$546,507.98.
- b. Approved the bills for the Cafeteria Account in the amount of \$22,681.37.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 December 2020.
- d. Approved the Transfers made by the Superintendent after the 15 December 2020 Board Meeting, with fund 10 debits totaling \$26,000 as depicted on [DOCUMENT E] 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 December 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 December 2020
DATE

OLD BUSINESS

No Old Business.

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NEW BUSINESS

Mr. Frangipane commented on the New Jersey School Boards Association courses he has been taking on the Sustainable New Jersey program. Some discussion ensued among various Board members and Mrs. Sigman. Mr. Jones requested that all Board members go to this website to review this program.

BOARD SECRETARY'S REPORT

The Board Secretary reviewed with the Board the timeline/deadline for filing of the School Ethics/Financial Disclosure Statements. Mr. Conklin being a new Board member has 30 days once the system is accessible and all other Board members by end of March 2020.

The Board Secretary reviewed the Department of Education FY 2021-22 budget calendar:

- By **Monday 22 March 2021**, the FY 2021-22 Budget is due to Executive County Superintendent. **A [remote/virtual] Special Meeting was scheduled for Tuesday 16 March 2021 at 7 P.M.**
- The Public Hearing will to be held before the **Tuesday 27 April 2021** Regular Board meeting, like we have done over the last few years with the Snow Date of **Thursday 29 April 2021**, as advertised in the Board's 2021 Annual Meeting Notice.
- At the **23 February 2021** Board meeting, we will need to schedule a Finance Committee meeting to review the proposed FY 2021-22 budget in early March 2021—please note that the state aid amounts may not be released until late in this budget calendar.

On motion by Mrs. Zicarelli, seconded by Mr. Conklin, and carried unanimously by roll call vote, **approved an amendment to the FY 2020-21 ESEA Title 2A grant transferring all funds to the workshop line for professional development as depicted on [DOCUMENT F].**

SUPERINTENDENT'S REPORT

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted the report of Zero [0] instances of Harassment, Intimidation or Bullying [HIB] between 12 December 2020 through 21 January 2021 as reported to the Board on 15 December 2020.**

On motion by Mrs. Frayko, seconded by Mr. Conklin, 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 G].**

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On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried by the following roll call vote, after some discussion, as per the Superintendent's recommendation, **approved the purchase of Guided Reading Materials for Kindergarten through Grade 4 in the amount of \$34,557.25.**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by the following roll call vote, per the Superintendent's recommendation, **accepted with state guidance, that Hamburg School will postpone QSAC for 2020-2021.**

On motion by Mr. Dreifus, seconded by Mr. Conklin, and carried by the following roll call vote, after some discussion, as per the Superintendent's recommendation, **approved the submission of the Addressing Student Learning Loss [ASLL] Grant to support learning loss as a result of the ongoing public health emergency and school closures with the potential amount of \$156,425.**

Mrs. Sigman reported the following:

- Hamburg Statistics as depicted on [DOCUMENT H].
- Goal Submission – Addressing Student Learning Loss grant has been submitted for consideration. If awarded, the grant will service 16 school districts in New Jersey with a monetary award up to \$160,000.
- Kate Smelius, William Paterson student will be doing her student teaching with Laurie Dora, grade 2 for the Spring/Fall semesters.
- Erica Zampino, William Paterson student will be doing her clinical practice [3 days/week] with Barry Douglass in the Spring.
- The Summer Curriculum Connection Academy to support instructional need due to pandemic regression.

Mrs. Sigman reported:

Fire/Evacuation/Safety Drills

- 12/15/2020 – Non-evacuation Fire Drill - 6 min
- 12/30/2020 – Shelter In-Place – 5 min 15 sec
- 1/21/2021 – Non-evacuation Fire Drill – 3 minutes

A discussion ensued on a potential (voluntary) summer program to address student regression.

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EXECUTIVE SESSION

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by voice vote, closed the meeting to the public at 8:21 P.M.

TO 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:

- Matters rendered confidential by state or federal law
- Personnel –
- Appointment of a public official
- Matters covered by the attorney-client privilege – Update on Case #2016-17#1 & 2016-1#3.
- 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. Conklin, seconded by Mrs. Frayko, and carried unanimously by voice vote, **that the Board returned to Regular Session at 8:31 P.M.**

It was the consensus of the Board to budget the Site Work Project in FY 2021-22, not to bid the project this school year and to let the Capital Reserve money budgeted for this project in 2020-21 lapse back into the Capital Reserve account at year end but budget the Capital Reserve money for this project in FY 2021-22.

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On motion by Mr. Conklin, seconded by Mr. Dreifus, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:45 P.M.**

Respectfully submitted,

William Sabo
Interim Business Administrator/
Board Secretary