

# MINUTES OF PUBLIC HEARING AND REGULAR MEETING

April 27, 2021

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

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

ABSENT: Brianne Zicarelli

4 Members of the Public Participated

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." The 28 April 2020 meeting was being held electronically via remote access.

## Presentation to the Board

The Board Secretary discussed the proposed FY 2021-22 Budget [**DOCUMENT A**]. The Board Secretary stated that the Budget that was approved by the Board on 16 March 2021, was advertised on 22 April 2021 in the New Jersey Herald and was reviewed and approved by the Executive County Superintendent as submitted with no changes.

There will be a 6.9 cent increase per \$100 of assessed valuation, over the 2020 tax rate with the same number of staff members in the proposed Budget. The proposed Budget includes four (4) Capital Outlay projects:

1. New Phone/Intercom/Clock System
2. New Camera System
3. Site Work – (Bid two times and rejected by the Board due to bidder deficiencies).
4. Possible Boiler Replacement

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by voice vote, **opened the meeting to the public for comment on the proposed FY 2021-22 Budget at 7:18 P.M.**

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Mr. Jones stated: *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 state your name and address before making your statement to the Board.*

No one addressed the Board.

On motion by Mr. Conklin, seconded by Mr. Gillen, and carried unanimously by voice vote, closed the meeting to the public for comment on the proposed FY 2020-21 Budget at 7:18 P.M.

On motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, adopted the budget for the 2021-22 school year for the Hamburg Borough Board of Education, as follows:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	\$ 6,369,998	<u>General Fund</u>	
Capital Outlay	\$ 750,130	..Budgeted Fund Balance	\$ 791,574
Special Revenue Fund	\$ 65,400	..Local Tax Levy	\$ 5,033,513
Repayment of Debt	\$ 224,400	..Misc Revenue	\$ 2,000
Transfer to Charter School	\$ 673,000	..Tuition	\$ -
		..State Aid	\$ 1,241,041
		Withdraw from C/R	\$ 725,000
		..Semi/Medicaid	\$ 0
<b>Total Expenditures</b>	<b><u>\$ 8,082,928</u></b>	<u>Special Revenue Fund</u>	
		..State Aid	\$ 0
		..Federal Aid	\$ 65,400
		<u>Debt Service Fund</u>	
		..Budgeted Fund Balance	\$ 0
		..Local Tax Levy	\$ 224,400
		..State Aid	\$ -
		<b>Total Revenue</b>	<b><u>\$ 8,082,928</u></b>

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## 27 APRIL 2021 REGULAR MEETING AGENDA

### FY 2021-22 ANNUAL PERSONNEL APPOINTMENTS

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by roll call vote, approved the following FY 2021-22 Annual Personnel Appointments, A through C:

- A. Appointed the Affirmative Action Officer, the ADA Coordinator and the Temporary/Acting Board Secretary [if the Board Secretary is absent from a Board meeting] — Kimberly Sigman
- B. Appointed the Right-to-Know Officer, AHERA/Asbestos Management Officer, Integrated Pest Management Coordinator and Indoor Air Quality Designated Individual — Brian Bobrowski
- C. Approved the Treasurer of School Monies – Christine Licata at a salary to be determined.

### FY 2021-22 ANNUAL DESIGNATIONS

On motion by Mr. Brunke, seconded by Mr. Conklin, and carried unanimously by roll call vote, after some discussion, approved the following FY 2020-21 Annual Designations, A through C:

- A. Designates AXA/Equitable, Lincoln National Life Insurance Company and Lincoln Investment Planning, Inc. as 403(b)/Tax Shelter vendors/providers.
- B. Designates the New Jersey Herald, the Star-Ledger and the Sunday Herald 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.
- C. Designates Chris Imbrie as surrogate parent for the 2021–22 school year.

### FY 2021-22 ANNUAL AUTHORIZATIONS

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by roll call vote, approved the following FY 2021-22 Annual Authorizations, A through F:

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- A. Empowers the Chief School Administrator and Business Administrator/Board Secretary to implement the 2021-22 budget pursuant to the policies and regulations of the NJ State Department of Education and the Hamburg Borough Board of Education.
- B. Permits the Business Administrator to audit and to approve any account and demand to be paid prior to presentation to the Board. Any such approval shall be presented to the Board for ratification at their next meeting as per NJSA 18A:19-4.1.
- C. Authorizes the Business Administrator to make purchases up to the bid threshold, utilizing the quotation process and/or purchases from New Jersey State Contract Vendors and/or from board approved pricing cooperatives/consortiums approved awarded vendor lists [such as approved vendors from the West/Central New Jersey Cooperative Bid Program/Ed-Data/Morris County Educational Services Commission the lead agency, the Middlesex Regional Educational Services Commission's Cooperative Pricing System, the Hunterdon County Educational Services Commission's Pricing System, Camden County Educational Services Commission Cooperative Pricing System, New Jersey School Boards Association Cooperative Pricing System etc.].
- D. Authorizes the Business Administrator, on an as needed basis, to issue advance payment and/or partial payment to facilitate district requisitions.
- E. Authorizes the Superintendent and/or their designee to declare miscellaneous items no longer needed as surplus and to dispose of these items.
- F. Authorizes the Superintendent and/or the Business Administrator to enter into inter-local agreements with other school districts, municipalities and/or county governments for miscellaneous services, supplies or equipment.

## FY 2021-22 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS

On motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved the following FY 2021-22 Miscellaneous Annual Adoptions/Appointments, A through D:

- A. Readopts the existing Board Bylaws and Policy Manual for the 2021-22 school year.

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- B. Readopts any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.
- C. Adopts the existing Curriculum Guides and Curriculum textbooks.
- D. Establishes a Petty Cash Account in the amount of \$200 and to appoint Louise Murphy as Custodian of the Petty Cash Account.

## APPROVAL OF MINUTES

On motion by Mr. Conklin, seconded by Mr. Gillen, carried by the following roll call vote, approved the minutes of the Regular and the Executive Meeting minutes of the 30 March 2021 Regular Board meeting.

Yes	-	8
No	-	0
Abstain	-	0

## CORRESPONDENCE

No correspondence was received from the public.

## OPEN TO THE PUBLIC

Mr. Jones Stated: *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 state your name and address before making your statement to the Board.*

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by voice vote, opened the meeting to the public for comment at 7:26 P.M.

No one addressed the Board.

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by voice vote, closed the meeting to the public for comment at 7:26 P.M.

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## COMMITTEE REPORTS

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

Sussex County Educational Services Commission – Mr. Jones had no report.

Liaison with the Hamburg Borough Council – Mrs. Frayko has no report.

Building & Grounds – Mr. Gillen had no report.

The Board Secretary reported that the Boiler Replacement portion of The New Jersey Clean Energy Program, with Donnelly Energy, is to start on Monday 3 May 2021, with the lighting replacement to start after school lets out in June 2021. The boiler that is being replaced is the boiler that heats the 1900's building where the Business Office is housed.

## Education & Policy –

On motion by Mrs. Schels, seconded by Mr. Gillen, and carried unanimously by roll call vote, after some discussion, approved the first reading of the following Policies/Regulations and NCLB Act to ESSA Policy and Regulation Guides:

P0145	Board Member Resignation and Removal [M] [Rev]
P0164.6	Remote Public Meetings During a Declared Emergency [M] [New]
P1642	Earned Sick Leave Law [M] [Rev]
P1643	Family Leave [M] [New]
P3431.1	Family Leave [M] [Abolished]
P4431.1	Family Leave [M] [Abolished]
P3431.3	NJ Family Leave Insurance Program [Abolished]
P4431.3	NJ Family Leave Insurance Program [Abolished]
P&R5330.01	Administration of Medical Cannabis [M] [Rev]
P7425	Lead Testing of Water in Schools [M] [Revised]
R7425	Lead Testing of Water in Schools [M] [New]
P&R7430	School Safety [M] [Abolished]

No Child Left Behind Act [NCLB] to Every Student Succeeds Act [ESSA] Policy and Regulation Guides

P2415	Every Student Succeeds Act [M] [Revised]
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- P2415.01 Academic Standards, Academic Assessments, and Accountability [M] [Abolished]
- P2415.02 Title I – Fiscal Responsibilities [M] [Revised]
- P2415.03 Highly Qualified Teachers [M] [Abolished]
- P2415.05 Student Surveys, Analysis, and/or Evaluation [M] [Revised]
- P&R2415.20 Every Student Succeeds Act Complaints [M] [Revised]
- P4125 Employment of Support Staff Members [M] [Revised]
- P6360 Political Contributions [M] [Revised]
- P8330 Student Records [M] [Revised]
- P9713 Recruitment by Special Interest Groups [M] [Revised]

## Negotiations & Personnel –

On motion by Mr. Jones, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved medical leave extension for staff member #72639508 utilizing FMLA from 12 April 2021 through 3 May 2021.

On motion by Mr. Jones, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved Melissa Garris as Long-term substitute for Guidance, MA Step 1\* effective 3 May 2021 through 30 June 2021 [\*pro-rated, this position does not carry benefits].

On motion by Mr. Jones, seconded by Mr. Gillen, and carried unanimously by roll call vote, after some discussion, approved the Staff Listing for 2021-2022 as depicted on [DOCUMENT B].

On motion by Mr. Jones, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved Ashely Green as paraprofessional beginning 1 May 2021 at \$15,829 [pro-rated - this position does not carry benefits].

On motion by Mr. Jones, seconded by Mr. Conklin, and carried unanimously by roll call vote, approve Erica Zampino as a substitute teacher and aide for the remainder of the 2020-2021 school year.

## Finance Committee –

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

- a. Approved the March 2021 bills in the amount of \$661,805.82 and the bills from April 1 to April 27, 2021 in the amount of \$542,888.09.

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- b. Approved the bills for the Cafeteria Account in the amount of \$19,404.36.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 March 2021.
- d. Approved the Transfers made by the Superintendent on 31 March 2021, with fund 10 debits totaling \$5,000 as depicted on [DOCUMENT C] 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 March 2021, 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 March 2021  
DATE

Yes	-	8
No	-	0
Abstain	-	0

## OLD BUSINESS

Mr. Jones reminded Board members to schedule their required training & the on-line training sessions are available on the New Jersey School Board's website and to please reach out to Mrs. Toni Dykstra in the Business Office to be registered.

The Board Secretary acknowledge that all School Board Ethics filings have been accepted by the School Ethics Commission.



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## NEW BUSINESS

Mr. Jones reported that the New Jersey School Board Association's Annual Conference will be held virtually this year [October 26-28, 2021].

Mr. Jones requested that the Board complete the CSA evaluation that is located on the New Jersey School Board's website.

A discussion occurred on the possibility of Hamburg Elementary School students returning to full day classes in June 2021.

## BOARD SECRETARY'S REPORT

The Board Secretary reported a potential interest income shortfall in FY 2020-21 but the shortfall should be made up by increases in other revenue categories.

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried by the following roll call vote, after some discussion, approved the FY 2021-22 tuition rates, as follows [keeping the rates the same as the rates for FY 2020-21]:

- |                         |          |
|-------------------------|----------|
| • Pre-school (full day) | \$ 5,000 |
| • Kindergarten          | \$18,633 |
| • Grades 1-5            | \$20,105 |
| • Grades 6-8            | \$23,708 |
| • PSD F/T               | \$12,860 |

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by roll call vote, after some discussion, approved the FY 2021-22 Resolutions for Participation in Joint Transportation Agreement Services [Administrative fees of 4% or 2% for the type of student transportation requested] with the Sussex County Regional Transportation Cooperative [Hopatcong Borough Board of Education as the lead agency] for all of the Board's student transportation needs as depicted on [DOCUMENT D].

The Board Secretary reported that the following 2021 seats are up for election at the November 2021 Annual School Elections. If people are interested in running for a board seat, they should go to the Sussex County Clerk's website [www.sussexcountyclerk.com] and obtain a nominating petition:

- 3-Three Year Terms [Mr. Brunke, Mr. Conklin and Mr. Frangipane]

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Mr. Dreifus offered his services for help in completing the nominating petition.

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by roll call vote, approved the Fiscal Year 2021-22 Horizon Dental Option Plan rates as Depicted on [Document E]. [Note: No premium increase over the FY 2020-21 rates].

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by roll call vote, after some discussion, approved the submission of the FY 2021-22 New Jersey School Boards Insurance Group Safety Grant Application in the amount of \$3,700 for the upgrade/replacement of security cameras around the campus and to authorize the Interim Business Administrator to take the necessary actions to apply for and implement the grant application.

## **SUPERINTENDENT'S REPORT**

On motion by Mr. Gillen, 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 Facility Use as depicted on [DOCUMENT F].

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved the extension of the LDTC contract with Sussex County Educational Services Commission [\$82.00/hr.] effective 1 March 2021 through 18 June 2021. This contract is inclusive of two [2] days per week support services.

On motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, approved items a-d for FY 2020-21:

- a. The resignation of Head Track Coach from Suzanne Williamson
- b. Rescind the appointment of Dorothy Smalley as Assistant Track Coach
- c. The appointment of Dorothy Smalley as Head Track Coach at \$1,013.00
- d. The appointment of Michelle Clark as Assistant Track Coach at \$900.00

On motion by Mr. Gillen, seconded by Mr. Conklin, 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] from 26 March 2021 through 23 April 2021.

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On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **approved the NJ Department of Education 2019-2020 School Performance Report as depicted on [DOCUMENT AD1].**

Mrs. Sigman reported:

- Thanked the Hamburg PTA for the banners placed outside the gym doors.
- The CSA Evaluation is available for the Board to complete on the New Jersey School Board's website.
- Fire/Evacuation/Safety Drills:
  - 3/30/2021 – Shelter-In-Place Drill w/Lockdown Discussion – 13 min

There was some discussion on the CSA evaluation format.

Mrs. Sigman stated that she will be scheduling six (6) meeting dates over the next several months to have an open public informational session(s) regarding the referendum project.

## EXECUTIVE SESSION

No Executive Session.

On motion by Mr. Conklin, seconded by Mrs. Frayko, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:20 P.M.**

Respectfully submitted,



William Sabo  
Interim Business Administrator/  
Board Secretary