

# MINUTES OF REGULAR MEETING

May 25, 2021

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

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

ABSENT: Francis Brunke, John Conklin

23 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."

## PRESENTATION

Mrs. Sigman reviewed the Kindergarten – Grade 4 Reading Program Survey [**DOCUMENT PRB1**]. Some discussion ensued.

Mrs. Sigman discussed with the Board the "Home District Benefits". A discussion ensued between Mrs. Sigman and various Board members.

## APPROVAL OF THE MINUTES

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried by the following voice vote, **approved the 27 April 2021 Public Hearing on the FY 2021-22 Budget and Regular Board meeting minutes.**

Yes	-	6
No	-	0
Abstain	-	Mrs. Zicarelli

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## CORRESPONDENCE

A letter dated 5 May 2021 from the New Jersey Department of Education approving the Hamburg Borough Elementary School Telephone System Replacement Project.

A Preliminary Eligible Cost (PEC) letter dated 18 May 2021 from New Jersey Department of Education that started the entire proposed referendum project (\$4,201,800) is eligible for State Debt Service aid up to 40% of the cost, should the referendum pass. The estimated tax impact for this referendum (as prepared by Phoenix Advisors) based on a 15 and 20 year payback was reviewed by the Board Secretary (attached). Some discussion ensued.

No other 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 state your name and address before making your statement to the Board.*

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

## COMMITTEE REPORTS

**State & County School Boards** – No report.

**Sussex County Educational Services Commission** – No report.

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

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## Building & Grounds –

Mr. Gillen reviewed the 19 May 2021 Building & Ground meeting notes.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, approved the purchase of a new Telephone, Intercom and Clock system from RFP Solutions, Inc. under the Camden County Educational Services Commission Cooperative Pricing Agreement #66CCEPS, Bid# CCESC FY20-06, in the amount of \$104,622.37 [DOCUMENT A], to start on or after 1 July 2021 and authorize the Interim Business Administrator to execute any change orders that may be needed to complete this project.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the purchase of a new Camera/IP Video system from Open Systems Integrators, Inc. under the Educational Services Commission of New Jersey Cooperative Pricing Agreement #65-MCESCCPS, Bid # MRESC 19/20-38 and #65-MCESCCPS, Bid # MRESC 20/21-13, in the amount of \$62,380 and \$38,690 as depicted on [DOCUMENT B], to start on or after 1 July 2021 and authorize the Interim Business Administrator to execute any change orders that may be needed to complete this project.

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

**RESOLUTION DETERMINING TO ACCEPT THE PRELIMINARY ELIGIBLE COST DETERMINATIONS OF THE DEPARTMENT OF EDUCATION FOR STATE PROJECT #1930-060-21-4000 FOR IMPROVEMENTS TO THE HAMBURG ELEMENTARY SCHOOL**

WHEREAS, The Board of Education of the Borough of Hamburg in the County of Sussex, New Jersey (the "Board") received a Preliminary Eligible Cost letter, dated May 18, 2021 (the "Preliminary Eligible Cost Letter"), from the New Jersey Department of Education approving the Board's school facilities project for the improvement of the Hamburg Elementary School, State Project No. 1930-060-21-4000 (the "Project"), and determining the eligible costs of the Project; now, therefore,

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF HAMBURG IN THE COUNTY OF SUSSEX, NEW JERSEY as follows:

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1. The Board hereby acknowledges receipt of the Preliminary Eligible Cost Letter for the Project from the Department of Education. The Board elects to receive debt service aid pursuant to Section 9 of the Educational Facilities Construction and Financing Act, N.J.S.A. 18A:7G-1 *et seq.* The Board agrees to accept the determination of the preliminary eligible costs made by the Department of Education as final eligible costs and not to appeal. The Business Administrator/Board Secretary is authorized and directed to notify the Department of Education of the Board's election with respect to the eligible costs and its election to receive debt service aid by completing and returning the attachment A to the PEC Letter, in substantially the form attached hereto.

2. This resolution shall take effect immediately.

## Education & Policy –

On motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the second 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]
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]

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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]

On motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, **approved the purchase of “Into Reading” Program for Kindergarten through Grade 4 at a cost of \$44,997.97.**

## Negotiations & Personnel –

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved the following FY 2021-22 Professional Services Annual Appointment Resolution, as follows A – P:**

**WHEREAS, there exists a need for various professional services, and**

**WHEREAS, the Public-School Contracts Law (NJSA 18A:18A-5) requires that a resolution authorizing the contracting of professional services without competitive bids and adopted:**

**NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Borough of Hamburg that the following professional services be contracted by the Hamburg Borough Board of Education for the 2021-22 school year without competitive bidding as a professional service in accordance with 18A:18A-15 of the Public Schools Contracts Law, not to exceed a contractual amount of \$200,000 as follows:**

- a) **Cleary, Giacobbe, Alfieri & Jacobs, Matthew Giacobbe, Esq., Board Attorney & Negotiator - \$150 per hour, plus reimbursable expenses as depicted in [DOCUMENT C]**
- b) **McManimon, Scotland & Baumann, LLC, Andrea L. Kahn Esq., Board Attorney & Bond counsel - \$195 per hour and other fees reimbursable expenses as depicted in [DOCUMENT D]**
- c) **Nisivoccia LLC, Valerie A. Dolan, Board Auditor, - \$32,468, as depicted in [DOMUMENT E], including the Peer Review Summary Report.**
- d) **Parette Somjen, Greg Somjen, Board Architect, - \$167 per hour and other reimbursable expenses as depicted in [DOCUMENT F]**

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- e) J&B Therapy, LLC, - \$92.00 per hour for OT & PT, \$87.50 for Speech Services, \$93.00 for LDTTC Services, BCBA Services \$93.00, \$405.00 per LDTTC evaluation and other reimbursable expenses as depicted in [DOCUMENT G]
- f) Gurbir S. Saluja, M.D., and Manmohan Saluja, M.D., School Physicians, - \$2,500 per annum as depicted in [DOCUMENT H]
- g) Arthur J. Gallagher Risk Management Services, Inc., George Morville, Agent/Risk Management Consultant for the New Jersey Schools Insurance Group.
- h) Fortitude Insurance Group, Mitchell Mund, Agent, Dental Insurance Broker
- i) Phoenix Advisors, LLC-Municipal Advisor Services as per the Board adoption resolution approved on 23 February 2021 and to approve FY 2021-22 Continuing Disclosure Agent services in the amount of \$1,000 as depicted in [DOCUMENT I]
- j) CDK Systems, Inc. - Financial Software Provider.
- k) R&L Data, Inc.- Payroll Software Provider.
- l) Educational Data Services, Inc. - Cooperative Bidding Service
- m) The Educational Services Commission of NJ Cooperative
- n) The Hunterdon County Ed. Services Commission-Cooperative
- o) The Camden County Educational Services Commission Pricing Cooperative
- p) The New Jersey School Boards Association Cooperative Pricing System

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved: Pamela Blauvelt as Grade 4 teacher beginning 1 September 2021 at \$60,655\* [BA Step 2]. This position is eligible for benefits. \*This salary is listed under the 2018-2021 Hamburg CBA (subject to change).

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On motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, **approved the contract for William Sabo as Interim Business Administrator/Board Secretary 1 July 2021 through 30 June 2022 at an hourly rate of seventy-seven (\$77) and to work approximately sixteen (16) hours per week with the approval of Dr. Carrick, ESC – Sussex. This position is not eligible for benefits. [DOCUMENT NP1].**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved the FY 2021-2022 Employment Contract for a term of 1 July 2021 through 30 June 2022 between the Board and Mr. Robert J. Baumgartner as Vice-Principal at an annual salary of \$97,072 and other benefits as per [DOCUMENT NP2].**

## **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 April 2021 bills in the amount of \$565,527.55 and the bills from May 1 to May 25, 2021 in the amount of \$546,729.17.**
- b. **Approved the bills for the Cafeteria Account in the amount of \$160.80.**
- c. **Accepted the Board Secretary's and Treasurer's Reports for 30 April 2021.**
- d. **Approved the Transfers made by the Superintendent after the 27 April 2021 Board Meeting, with fund 10 debits totaling \$34,000 as depicted on [DOCUMENT J] and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2020-2021 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 April 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

**30 April 2021**  
DATE

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## OLD BUSINESS

Mr. Dreifus reported on the recent New Jersey School Boards Association's Annual Delegate Assembly that was held virtually via remote access. Some discussion ensued.

## NEW BUSINESS

No New Business

## BOARD SECRETARY'S REPORT

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

**Be it resolved that the amount of district taxes needed to meet the obligations of the Hamburg Borough Board of Education from 1 July 2021 to 30 June 2022 is \$5,257,913 and Hamburg Borough is hereby requested to put into the hands of the Business Administrator the monthly dollar amount as depicted on [DOCUMENT K], by the 15<sup>th</sup> of each month, commencing on 15 July 2021 and authorize the Business Administrator to work with the municipality if there is a need to deviate from the tax requisition schedule.**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved the FY 2020-21 Federal Grant-ESEA/IDEA expenditure [modified due to staffing changes] as depicted on [DOCUMENT L].**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved the submission of the Elementary & Secondary School Emergency Relief Fund II [ESSER2] application, with a project period of 13 March 2021 through 30 September 2023, as depicted on [DOCUMENT M].**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, **adopted Resolution # FY 21-22 FSMC#1: To approve the FY 2021-22 Food Service Management Company contract with Maschio's Food Services, Inc. for a flat management fee of \$8,460.72 based upon the estimated total cost of the contract of \$90,071.50 as referenced on the projected FY 2021-22 Projected Operating Statement [Form #23CR-public, revised 3/2021] [DOCUMENT N] [Note: FY 2019-19 was the Base Year and FY 2021-22 is renewal #3 out of a maximum of 4 possible renewals] and authorize the Board President and the Interim Business Administrator to submit and execute all documents regarding this renewal.**



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On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved the purchase, under State of New Jersey BPA (G-2075 Contract with Kyocera Document Solutions, of a Kyocera TASKalfa 6053i copier in the amount of \$8,448 [which includes miscellaneous accessories] as depicted on [DOCUMENT R] and to declare the TA-5551ci copier purchased in 2015 as surplus and to dispose of the copier as appropriate.**

## **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, **approved Student #28740 to attend the Windsor School for the 2021-2022 school Year [July 2021 – June 2022] at a cost of \$69,930 [210 days] inclusive of any needed services, plus transportation.**

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved Student #31516 to attend the Windsor School for the 2021-2022 school Year [July 2021 – June 2022] at a cost of \$69,930 [210 days] inclusive of any needed services, plus transportation.**

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

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried by the following roll call vote, as per the Superintendent's recommendation, **approved the Grade 8 students and 6 staff members to go to Six Flags/Great Adventure as a class trip on Friday, June 4, 2021. Transportation to be paid by school, admission to be paid with Grade 8 class funds.**

On motion by Mrs. Frayko, seconded by Mrs. Schels, and carried by the following roll call vote, per the Superintendent's recommendation, **approved the Field Trip Blanket List for the 2021-2022 school year as depicted on [DOCUMENT P].**

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] from 26 April 2021 through 21 May 2021.**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried by the following roll call vote, as per the Superintendent's recommendation, **approved Michele Sealander to utilize up to 275 summer technology hours for updates/improvements at an hourly rate of \$25.75 per hour.**

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On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by the following roll call vote, as per the Superintendent's recommendation, **approved items a-d:**

- a. **Staff for the Hamburg School Extended School Year Program [July 5-29, Monday – Thursday]:**
  - Amy Breitenbach Special Education Teacher @ \$40.20/hour, not to exceed 40 hours.
  - Michelle Clark Special Education Teacher @ \$40.20/hour, not to exceed 40 hours.
  - Susan Hearn Special Education Teacher @ \$40.20/hour, not to exceed 40 hours.
  - Kathy Westerfield, School Nurse @ \$37.15/hour, not to exceed 40 hours.
  - Maureen Evans, paraprofessional @ \$14.22/hour, not to exceed 40 hours.
  
- b. **Additional Summer Staff:**
  - Veronica Danko, Office Assistant to check in deliveries @ \$14.55/hour, not to exceed 50 hours.
  - Antoinette Ratzer, Office Assistant to check in deliveries @ \$14.07/hour, not to exceed 50 hours.
  
- c. **Staff for the Hamburg School Summer Academy Program funded with ESSER-II funding [July 5-29, Tuesday – Thursday]:**
  - Veronica Danko, General Education Teacher @ \$40.20/ hour, not to exceed 40 hours.
  - Pamela Blauvelt, General Education Teacher @ \$30.00/hour, not to exceed 40 hours.
  - McKenzie Cuccia, General Education Teacher @ \$30.00/hour, not to exceed 40 hours.
  - Katie Smeilus, General Education Teacher @ \$30.00/hour, not to exceed 40 hours.
  - Joseph DiLascio, General Education Teacher @ \$30.00/hour, not to exceed 40 hours.
  
- d. **Summer/Substitute Custodians**
  - Dorothy Smalley @ \$14.07/hour
  - Jennifer Smalley @ \$14.07/hour
  - Jessica Smalley @ \$13.67/hour

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- **\*Charlotte Flatt @ \$12.00/hour**
- **\*Troy McCurry @ \$12.00/hour**
- **\*Josiah Simmons @ \$12.00/hour**
- **\*Isaiah Simmons @ \$12.00/hour**
- **\*Pending receipt of paperwork**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by the following roll call vote, as per the Superintendent's recommendation, **approved the cost of \$195 per class for Educere Virtual Education to support learning loss for students in Grades 4 – 8 [to be paid with ESSER-II funding].**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried by the following roll call vote, as per the Superintendent's recommendation, **approved Haley Pollison as substitute teaching pending approval of all documentation.**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried by the following roll call vote, as per the Superintendent's recommendation, **approved Third grades Virtual Field Trip to Quiet Valley Farm at a cost of \$50.00. [This money is a credit from last year's trip cancellation].**

Mrs. Sigman reported on the Fire/Evacuation/Safety Drills as follows:

- **4/29/2021 – Shelter-in-Place w/Lockdown Bathroom Procedure Discussion - 10 min**
- **4/30/2021 – Non-Evacuation Fire Drill – 5 Min**

Mrs. Sigman reported:

- **#FinishStrong Initiative – Extended Instructional Day from 1 June 2021 through 14 June 2021. June 15, 16, and 17 are early dismissal days. [Attached to the minutes].**
- **Hamburg School Virtual Field Trips – Mrs. Sigman thanked the staff for all of their time and effort for bringing the student's virtual field trips to fruition. A brief discussion ensued.**

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## EXECUTIVE SESSION

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, **closed the meeting to the public at 8:17 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 –
- Pending or anticipated litigation – **Update Case 2016-17 #3.**
- 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 –**Proposed HEA 2021-4 Contract.**
- 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.

Mrs. Schels excused herself from the Executive Session at 8:32 P.M.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, **that the Board returned to Regular Session at 9:10 P.M.**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved the 2021-2024 Memorandum of Agreement between the Hamburg Education Association and the Hamburg Board of Education as depicted on [DOCUMENT NP3].**

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Mrs. Frayko noted that the teachers are to review the proposed contract and if acceptable, then the Hamburg Board of Education will have the proposed contract on 22 June 2022 Board agenda for action.

On motion by Mr. Gillen, seconded by Mr. Frangipane, and carried unanimously by voice vote, **that the Board adjourned the meeting at 9:15 P.M.**

Respectfully submitted,

William Sabo  
Interim Business Administrator/  
Board Secretary