

MINUTES OF REGULAR MEETING

September 28, 2021

AT 7:00 P.M. Held in the Cafeteria
of the Hamburg Elementary School

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

ABSENT: Timothy Gillen

3 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."

Mr. Jones read the Hamburg School's Mission Statement:

The mission of Hamburg Public School District is to provide an education, which will enable students to acquire the knowledge, skills, and values necessary to become contributing members of society.

The educational program will enable each student to develop emotionally, socially, psychologically, and cognitively within his or her abilities and interests.

The mission of the Hamburg Public School District, therefore, is to develop an educational program that is under constant evaluation, allows all students to achieve New Jersey Student Learning Standards at all grade levels, and is dedicated to providing experiences relative to the demands of modern society in an effort to best prepare our students for success in college and career.

PRESENTATION TO THE BOARD – None

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APPROVAL OF THE MINUTES

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried by the following voice vote, **approved the 31 August 2021 Board meeting minutes.**

Yes	-	6
No	-	0
Abstain	-	Mr. Brunke, Mrs. Schels

On motion by Mrs. Frayko, seconded by Mrs. Zicarelli, and carried by the following voice vote, **approved the 9 September 2021 Special Meeting minutes.**

Yes	-	8
No	-	0
Abstain	-	0

CORRESPONDENCE

None.

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 Mr. Dreifus, seconded by Mrs. Frayko, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:03 P.M.**

No one addressed the Board.

On motion by Mr. Dreifus, seconded by Mr. Frangipane, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:03 P.M.**

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COMMITTEE REPORTS

State & County School Boards – Mr. Jones reported the Sussex County School Boards Association recently sent out an e-mail to Board members regarding their upcoming meeting.

Sussex County Educational Services Commission – No report.

Liaison with the Hamburg Borough Council – Mrs. Frayko stated the Mayor and Council monthly meetings are back to in person meetings.

Building & Grounds –

Mr. Frangipane updated the Board on the third Referendum Informational meeting held on 13 September 2021.

Mr. Frangipane summarized the 23 September 2021 Building & Grounds Committee Meeting notes as depicted on [DOCUMENT A].

Education & Policy –

On motion by Mrs. Schels, seconded by Mrs. Frayko, and carried by the following roll call vote, after some discussion, approved the first reading of Alert 224 Policies and Regulations as depicted on [DOCUMENT B].

P1648	Restart & Recovery Plan (ABOLISHED)
P1648.02	Remote Learning Options for Families (ABOLISHED)
P1648.03	Restart & Recovery Plan – Full Time Remote Instruction (ABOLISHED)
P2422	Comprehensive Health & Physical Education (REVISED)
P2467	Surrogate Parents and Resource Family Parents (REVISED)
P5111	Eligibility of Resident/Nonresident Students (REVISED)
P5114	Children Displaced by Domestic Violence (ABOLISHED)
P5116	Education of Homeless Children (REVISED)
P6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (NEW)
P6115.02	Federal Awards/Funds Internal Controls – Mandatory Disclosures (NEW)
P6115.03	Federal Awards/Funds Internal Controls – Conflict of Interest (NEW)
P6311	Contracts for Goods or Services Funded by Federal Grants (NEW)
P/R7432	Eye Protection (REVISED)
P8540	School Nutrition Programs (REVISED)
P8550	Meal Changes/Outstanding Food Service Bill (REVISED)

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P8600	Student Transportation (REVISED)
P8810	Religious Holidays (ABOLISHED)

Yes	-	7
No	-	0
Abstain	-	Mr. Brunke

On motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the second reading of Policy and Regulation 2464 [Gifted and Talented Students] as depicted on [DOCUMENT C].

On motion by Mrs. Schels, seconded by Mrs. Frayko, and carried by the following roll call vote, after considerable discussion, approved the second reading of Policy 1648.11{New} [The Road Forward COVID-19 Health and Safety] as depicted on [DOCUMENT D].

Yes	-	7
No	-	Mrs. Zicarelli
Abstain	-	0

Negotiations & Personnel –

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved items a-e:

- a. Dr. Sue Mankiw as Preschool Master Teacher at a rate of \$25,200 [prorated], not to exceed 20 hours per month [as per PEEA Grant] effective 29 September 2021 through 30 June 2022. This position is not eligible for benefits.
- b. Dawn Georgio as part-time classroom aide, not to exceed 29 hours per week at a rate of \$13.88 per hour effective 29 September 2021. This position is not eligible for benefits.
- c. Hilda Pinos as part-time classroom aide, not to exceed 29 hours per week at a rate of \$13.88 per hour effective 29 September 2021. This position is not eligible for benefits.
- d. Tanya Gonzalez as part-time classroom aide, not to exceed 29 hours per week at a rate of \$13.88 per hour effective 29 September 2021. This position is not eligible for benefits.

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- e. To extend the weekly work hours from 25 to 29 for the following, at their contractual hourly rates effective 29 September 2021. These positions are not eligible for benefits:

- Anthony DeSino
- Maureen Evans
- Andrea Budzelova
- Judith Clark
- Lori Zwerver

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved a-c:

- a. Tara Scrittore as mentor to Ashley Green at a cost of \$550.00 to be paid by Hamburg School.
- b. Sharon Triolo as mentor to Krystal Sepulveda as a cost of \$550.00 to be paid by Hamburg School.
- c. Kate Field as mentor to Pamela Blauvelt at a cost of \$550. 00 to be paid by Hamburg School.

On motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by roll call vote, approved a-c:

- a. Letter of resignation as classroom aide from Ashley Green effective 10 September 2021.
- b. Letter of resignation as classroom aide from Maria Pisciotto effective 30 September 2021.
- c. Amend Colleen D'Aprile to 3.5 hours per day at a yearly salary of \$8,891.00 [pro-rated].

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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 August 2021 bills in the amount of \$715,373.87 and the bills from September 1 to September 28, 2021 in the amount of \$544,774.41.
- b. Approved the bills for the Cafeteria Account in the amount of \$12,100.77.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 August 2021.
- d. Approved the Transfers made by the Superintendent after the 22 June 2021 Board Meeting, with fund 10 debits totaling \$44,000 as depicted on [DOCUMENT E] and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2020-2021 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 31 August 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 August 2021
DATE

OLD BUSINESS

No Old Business.

NEW BUSINESS

No New Business.

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BOARD SECRETARY'S REPORT

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, approved the revisions to the FY 2020-23 Coronavirus Response Relief Supplemental Appropriations Act [CRRSA]-Elementary Secondary School Emergency Relief Fund 2 [ESSER2] grant application that was approved by the New Jersey Department of Education on 19 August 2021 as depicted on [DOCUMENT F].

The Board Secretary reported that at the 26 October 2021 Board meeting, a presentation will be made of the FY 2020-21 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report by Mrs. Valerie Dolan, Nisivoccia LLP and the Board Secretary.

SUPERINTENDENT'S REPORT

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved items a-b:

a. Harassment, Intimidation, and Bullying [HIB] Report:

Month	# of Incidents Investigated	# of Incidents HIB Confirmed	Remediation [Y/N]	Discipline [Y/N]
July 2021	0	0		
August 2021	0	0		
September 2021	1	TBD		
October 2021				
November 2021				
December 2021				
January 2022				
February 2022				
March 2022				
April 2022				
May 2022				
June 2022				

b. Safety Drill Report – September 2021

	Date	Time	Evacuation Time/Length
Fire Drill	9.14.2021	9:20 am	4 min 15 sec
Safety Drill – Non-Evacuation Drill	9.9.2021	11:52 am	4 min 19 sec

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On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved additional 25 summer hours at a rate of \$25.75 for Michele Sealander for additional work during the summer of 2021 technology services.**

On motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **approved the Preschool Master job description as adapted from the New Jersey Department of Education website as depicted on [DOCUMENT G].**

On motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried by the following roll call vote, as per the Superintendent's recommendation, **Hamburg School's 2021-2022 Security Plan for Start Strong and New Jersey Student Learning Assessment [NJSLA] as depicted in [DOCUMENT H].**

On motion by Mr. Frangipane, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, as per the Superintendent's recommendation, **approved a \$1,000/year stipend for Anthony DeSino [sub-certified] for classroom coverage.**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved/accepted the Hamburg School Road Forward Plan Appendices [with BOE requested revision] dated September 2021.**

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

On motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the NJSMART Data Management handbooks for QSAC manual p. 78 indicator 3a as depicted on [DOCUMENT J].**

On motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **amended the Chief School Administrator updated merit goal [Policy/Regulation Updates], as per contract, as depicted on [DOCUMENT K].**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **approved Lauren Viscione, student at Mercy College to work with Mrs. Decker on a collegiate reading assessment beginning 29 September 2021 through 15 October 2021.**

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Mrs. Sigman reported the following:

- Drug-Free Communities Grant – Wallkill Valley Regional Schools
- School Security Drill Statement of Assurance
- Donation to the Health Office from Dr. Saluja [\$500]
- Educational donation from Weis Markets [\$400]
- Student Enrollment

Hamburg School Student Enrollment for September 2021

Grade	In-District	Out-of-District	Choice/ Non-Public	Charter
Preschool	32			
Kindergarten	35			
Grade 1	25			
Grade 2	24			
Grade 3	20	1		
Grade 4	22			
Grade 5	22		2	1
Grade 6	18	1	1	4
Grade 7	19		8	16
Grade 8	30		5	7
Total	247	2	16	28

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **approved a-d:**

- a. Increase of weekly working hours from 25 not to exceed 29 for Dawn Thomas effective 29 September 2021.
- b. \$1,000/year stipend for Anthony DeSino [sub-certified] for classroom coverage effective 1 September 2021.
- c. Sarah Fairweather, as full time Special Education teacher, BA Step 1 \$61,612 (pro-rated) effective 25 October 2021. This position does qualify for benefits.
- d. Elizabeth Mazur as part-time classroom aide at \$13.88 not to exceed 29 hours per week. This position does not qualify for benefits.

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On motion by Mrs. Frayko, seconded by Mrs. Zicarelli, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved/accepted items a-b:**

- a. Donation of \$500 from Dr. Saluja to be used by the Health Office.**
- b. Educational Donation of \$400 from Weis Markets in Franklin [4 School Program].**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved/accepted items a-b:**

- a. Home Instruction for Student #00505 at a rate of \$40/hour, not to exceed 8 hours per week provided by Staff ID# 85827244, effective 29 September 2021; and**
- b. Physical Education for Student #00505 at a rate of \$40/hour, not to exceed 2 hours per week provided by Staff ID# 85639169, effective 29 September 2021.**

On motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **approved items a-b:**

- a. Job Description – Paraprofessional [DOCUMENT L].**
- b. Statement of Assurance Regarding the Use of Paraprofessional Staff [DOCUMENT L].**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved Marianne Petranella as Substitute School Nurse pending receipt of paperwork.**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved Wallkill Valley Football League to use the gymnasium from 30 September 2021 through 1 December 2021 on a sporadic [weather-based] basis [Contact has been made aware of Executive Order 251 and no cleats in the building], pending Certificate of Insurance and executed Facility Use Agreement.**

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OPEN TO THE PUBLIC

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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 8:02 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by voice vote, **closed the meeting to the public for comment at 8:02 P.M.**

EXECUTIVE SESSION

On motion by Mr. Conklin, seconded by Mrs. Frayko, and carried unanimously by voice vote, **closed the meeting to the public for comment at 8:02 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

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- [] 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 8:21 P.M.**

Mr. Jones read a letter from Mrs. Sealander, Charlotte Ambrose's husband is not doing well and the Hamburg Education Association will be purchasing gift certificates for the family.

Mr. Dreifus discussed the possibility of having a table set up at dismissal for people to obtain information about the 2 November 2021 referendum question being posed to the voters of Hamburg. This would be coordinated with Mrs. Sigman.

Mrs. Sigman reported that the informational referendum pamphlet is currently at the printer and will be mailed out to the registered Hamburg voters (This list was obtained from the Sussex County Clerk's Office) by the middle of October 2021.

Various Board members requested additional pamphlets for them to personally distribute.

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:25 P.M.**

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary