

MINUTES OF REGULAR MEETING

October 26, 2021

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

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

ABSENT: John Conklin

2 Members of the Public
Mrs. Valerie Dolan, Nisivoccia, LLC

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 and grand achievements in the 21st century.

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APPROVAL OF THE MINUTES

On motion by Mrs. Frayko, seconded by Mrs. Zicarelli, and carried by the following voice vote, approved the 28 September 2021 Board meeting minutes.

| | | |
|---------|---|------------|
| Yes | - | 7 |
| No | - | 0 |
| Abstain | - | Mr. Gillen |

CORRESPONDENCE

Mr. Jones summarized a thank you note from Mrs. Charlotte Ambrose, former Board member.

PRESENTATION TO THE BOARD

Mrs. Valerie Dolan, Partner Nisivoccia, LLP, and the Board Secretary presented the draft FY 2020-2021 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report.

On motion by Mrs. Frayko, seconded by Mrs. Dreifus, and carried unanimously by voice vote, **opened the meeting to the Public on the FY 2020-21 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report at 7:18 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 on the FY 2020-21 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report at 7:18 P.M.**

A brief discussion occurred between Mrs. Dolan and the Board on the auditor's suggestions for the coming year.

Mrs. Dolan left the meeting at 7:20 P.M.

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

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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 7:20 P.M.**

No one addressed the Board.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:20 P.M.**

COMMITTEE REPORTS

State & County School Boards – No report.

Sussex County Educational Services Commission – Mr. Jones reported on the recent Sussex County Educational Services Commission meeting he attended.

Liaison with the Hamburg Borough Council – Mrs. Frayko reported on the 4 October 2021 Hamburg Borough Council meeting.

Building & Grounds –

Mr. Gillen updated the Board on the fourth Referendum Informational meeting held on 5 October 2021 stating that no one from the public attended the meeting. The next Referendum Informational (final) meeting will be held on 27 October 2021, with the Referendum question on the 2 November 2021 General Election Ballot.

Mr. Gillen and the Board Secretary discussed the three proposals from Parette Somjen Architects [DOCUMENT A, B & C].

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved the three proposals from Parette Somjen Architects as a result of the 23 September 2021 Building & Grounds Committee Meeting:**

1. **To approve the proposal from Parette Somjen Architects to submit a project application to the NJ Department of Education in the amount of \$3,750 for the Preschool Playground Area Project at the Hamburg School [DOCUMENT A].**

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2. To approve the proposal from Parette Somjen Architects to submit a project application to the NJ Department of Education, in the amount of \$6,250 for the Boiler Replacement Project at the Hamburg School [DOCUMENT B].
3. To approve the proposal from Parette Somjen Architects to submit a project application to the NJ Department of Education, prepare drawing/specification and bid documents in the amount of \$11,990 for the Health Monitoring Area Main-Entry Vestibule Project at the Hamburg School [DOCUMENT C]. Note the project cost estimate by PSA.

Education & Policy –

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

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

On motion by Mrs. Schels, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved the first reading of the following policies depicted on [DOCUMENT D1]:**

| | |
|----------|---|
| P1522 | School-Level Planning (REVISED) |
| P1648.11 | The Road Forward – Appendices (REVISED) |

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Negotiations & Personnel –

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

- a. Veronica Danko as mentor to Melissa Garris at a cost of \$550.00 to be paid by Hamburg School.
- b. Carey Roth as mentor to Sarah Fairweather at a cost of \$550.00 to be paid by Hamburg School.
- c. Florence Composto as part-time classroom aide at \$13.88 per hour not to exceed 29 hours, effective 1 November 2021. This position does not qualify for benefits

Finance Committee –

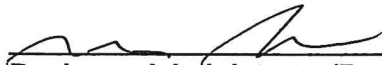
On motion by Mr. Dreifus, seconded by Mr. Gillen, and carried unanimously by roll call vote, after some discussion approved, accepted, announced and/or certified items a through h:

- a. Approved the September 2021 bills in the amount of \$625,714.73 and the bills from October 1 to October 26, 2021 in the amount of \$716,929.27.
- b. Approved the bills for the Cafeteria Account in the amount of \$450.00.
- c. Accepted the Board Secretary's and Treasurer's Reports for 30 September 2021.
- d. Approved the Transfers made by the Superintendent after the 28 September 2021 Board Meeting, with fund 10 debits totaling \$97,000 as depicted on [DOCUMENT E] and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2021-2022 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 September 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.

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- g. Approved the Preschool Expansion Aid Transfer Request #1 [DOCUMENT E1].
- h. Approved the Transfer from the Capital Reserve Account in the amount of \$22,000 to account number 12-000-400-334-000-000 Architecture fees for Preschool Playground, the Boiler Replacement and the Health Monitoring Area projects.



Business Administrator/Board Secretary

30 September 2021

DATE

OLD BUSINESS

No Old Business.

NEW BUSINESS

Mr. Dreifus discussed the table that will be set up at dismissal for the distribution of the referendum informational flyer and requested if any Board members who are available to help man the table. A brief discussion ensued.

BOARD SECRETARY'S REPORT

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, after some discussion, **approved the FY 2020-21 Staff Listing as of 4 October 2021 as depicted on [DOCUMENT F].**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved the Comprehensive Maintenance Plan, the Annual Maintenance Budget Amount Worksheet (Form M-1) and the Maximum Capital Reserve Certification as depicted on [DOCUMENT G].**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **accepted the FY 2020-21 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report as presented. No Recommendations were cited.**

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SUPERINTENDENT'S REPORT

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after considerable discussion, 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 | 1 | Y | Y |
| October 2021 | 4 | 2 | Y | Y |
| November 2021 | | | | |
| December 2021 | | | | |
| January 2022 | | | | |
| February 2022 | | | | |
| March 2022 | | | | |
| April 2022 | | | | |
| May 2022 | | | | |
| June 2022 | | | | |

b. Safety Drill Report – October 2021

| | Date | Time | Evacuation Time |
|-------------------------------------|------------|------------|-----------------|
| Fire Drill | 10/13/2021 | 2:56-3:00 | 4 min |
| Safety Drill – Non-Evacuation Drill | | | |
| Shelter-In-Place | 10/6/2021 | 12:53-2:47 | 1hr 54 min |
| Shelter-In-Place | 10/8/2021 | 8:42-9:02 | 20 min |
| Shelter-In-Place | 10/13/2021 | 9:02-9:47 | 45 min |

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On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the following Co-Curricular positions:**

| POSITION | STAFF MEMBER | STEP / PAYMENT |
|---|--------------------------|-------------------------|
| TREP\$ Advisor | Dorothy Smalley | Step 1 / \$1,013 |
| Boys Basketball (Head Coach) | Antoinette Ratzer | Step 2 / \$1,801 |
| Boys Basketball (Assistant Coach) | Michelle Clark | Step 3 / \$1688 |
| Girls Basketball (Head Coach) | Pamela Blauvelt | Step 1 / \$1,688 |
| Girls Basketball (Assistant Coach) | Melissa Garris | Step 1 / \$1,463 |

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

- a. **Rachel Windish to provide instructional delivery via home instruction to student #00505069043734 for 8 hours per week beginning 29 September 2021 through 3 November 2021.**
- b. **Barry Douglass to provide physical education delivery via home instruction to student #005055069043734 for 2 hours per week beginning 29 September 2021 through 3 November 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 the Hamburg School – Safe Return to School Plan [Emergency Virtual or Remote Instruction Program] for SY 2021-2022 as depicted on [DOCUMENT H].**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the out-of-district placement for student #27505 at Lakeland Andover School effective 27 October 2021 through 30 June 2022 at a cost of \$58,500 [pro-rated] plus transportation.**

On motion by Mrs. Frayko, seconded by Mrs. Zicarelli, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved a contract with the Commission for**

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the Blind and Visually Impaired for student # 33360 for the 2021-2022 academic year at a cost of \$2,200. This contract agreement will be taken out of school funding as per the New Jersey Department of Human Services.

On motion by Mr. Frayko, seconded by Mr. Gillen, 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 I].**

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

- a. **Mrs. Sigman to attend the Early Childhood Leadership Seminal [Virtual] at a cost of \$300.**
- b. **Ms. Sylvester to attend: Cannabis Legalization & the Impact of Emerging Drug Trends [Virtual] on November 18, 2021 at no cost.**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, as per the Superintendent's recommendation, **approved the Alternate Kindergarten Toilet Facility Plan as depicted on [DOCUMENT AD1].**

Mrs. Sigman reported the following:

Hamburg School Student Enrollment for October 2021

| Grade | In-District | Out-of-District | Choice/ Non-Public | Charter |
|--------------|-------------|-----------------|-----------------------|---------|
| Preschool | 32 | | | |
| Kindergarten | 38 | | | |
| Grade 1 | 25 | | | |
| Grade 2 | 24 | | 1 | |
| Grade 3 | 20 | 1 | 2 | |
| Grade 4 | 22 | | 2 | |
| Grade 5 | 20 | | 2 | 1 |
| Grade 6 | 18 | 1 | 1 | 3 |
| Grade 7 | 20 | | 8 | 15 |
| Grade 8 | 32 | | 5 | 7 |
| Total | 251 | 2 | 21 | 26 |

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Hamburg School Suspensions – October 2021

| Grade | In School | Out of School | # of Days |
|-------|-----------|---------------|-----------|
| 7 | | X | 8 |
| 4 | | X | 4 |
| 6 | | X | 4 |
| 5 | | X | 1 |
| 5 | | X | 1 |

Mrs. Frayko left the meeting at 8:12 P.M. and returned 8:15 P.M.

Mrs. Sigman reported that the Officer Jason Franko memorial bench dedication was held on Monday 25 October 2021. It was well attended by the family of Officer Franko, as well as the public.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **petitioning the Commissioner of Education to authorize a fourth year contract for FY 2022-23 for William Sabo Interim Business Administrator.**

It was the consensus of the Board to meet in committees to discuss further the petitioning the Commissioner of Education.

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. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, **opened the meeting to the public for comment at 8:15 P.M.**

No one addressed the Board.

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On motion by Mr. Dreifus, seconded by Mrs. Frayko, and carried unanimously by voice vote, closed the meeting to the public for comment at 8:15 P.M.

EXECUTIVE SESSION

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, closed the meeting to the public for comment at 8:15 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 - **Case # 2021-22 #1**
- ☐ 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.

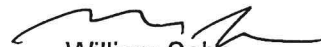
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On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, **that the Board returned to Regular Session at 8:30 P.M.**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:30 P.M.**

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary