

MINUTES OF REGULAR MEETING

January 25, 2022

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

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

ABSENT: Sheila Frayko, Vice President

5 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 reported that Mr. Brunke was sworn into office by the Board Secretary on 20 January 2022.

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 Mr. Frangipane, seconded by Mrs. Zicarelli, and carried by the following voice vote, approved the 13 December 2021 Board meeting minutes.

Yes	-	7
No	-	0
Abstain	-	Mr. Brunke

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried by the following voice vote, approved the 4 January 2022 Reorganizational Board meeting minutes.

Yes	-	5
No	-	0
Abstain	-	Mr. Brunke, Mr. Dreifus, Mrs. Zicarelli

CORRESPONDENCE - None

PRESENTATION TO THE BOARD –

Mr. Baumgartner, Vice Principal, presented the Harassment, Intimidation and Bullying [HIB] Self-Assessment Report [DOCUMENT A].

On motion by Mr. Gillen, seconded by Mrs. Schels, and carried unanimously by roll call vote, after some discussion, approved the HIB Self-Assessment Report as depicted on [DOCUMENT A].

Some discussion ensued.

Mrs. Kimberly Sigman reviewed the data on Start Strong – Fall 2021 [DOCUMENT B].

Some discussion ensued.

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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 Mr. Conklin, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:30 P.M.**

No one addressed the Board.

On motion by Mr. Dreifus, seconded by Mrs. Zicarelli, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:30 P.M.**

COMMITTEE REPORTS

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

Sussex County Educational Services Commission – Mr. Jones reported that the Northern Hills Academy school building was closed for two weeks due to COVID 19, with staff and students working remotely.

Liaison with the Hamburg Borough Council – No report.

Building & Grounds –

The Board Secretary reviewed the Health Monitoring/Main Entry Vestibule Project timeline [DOCUMENT C].

The Board Secretary discussed the potential of the Referendum Project Bid Timelines not lining up with the Board's 2022 meeting schedule and may require Special Meetings to be scheduled. For example, the Board Secretary reviewed the Restroom timeline and Exterior Repair Project timeline. Some discussion ensued.

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The Board Secretary reviewed the scope of work for the 1900's Building Mason repairs (repairing various masonry joints in between the bricks and the white concrete collars.

Two issues were discussed:

1. To determine if the masonry chimneys for the 1900's Building were going to be repointed in the current exterior repair work or be removed when the 1900's Building's roof is to be done (as per the referendum schedule, this is scheduled for 22/23).
2. To determine the decision making process for these referendum projects.

Considerable Board discussion ensued.

On motion by Mr. Gillen, seconded by Mrs. Schels, and carried unanimously by roll call vote, **authorized the Administration to make decisions for all the Referendum Projects, as allowed by law and for the Administration to report these major decisions to the Board for the Referendum Construction Projects.**

On motion by Mr. Gillen, seconded by Mrs. Zicarelli, and carried unanimously by roll call vote, **approved the 1900's building chimneys not to be repointed under the Exterior Repair Project and to remove the chimneys when the 1900's building roof is replaced (scheduled for 2023).**

Education & Policy –

On motion by Mrs. Schels, seconded by Mr. Frangipane, and carried unanimously by roll call vote, after some discussion, **approved the first reading for Policies and Regulations as depicted on [DOCUMENT D].** These policies can also be found on the Google Drive or www.straussemay.com:

P2416	Programs for Pregnant Students
P2417	Student Intervention and Referral Services
P2418	Section 504 of the Rehabilitation Act of 1973 – Students
P2421	Career and Technical Education (UPDATE)
P2422	Health and Physical Education
P2423	Bilingual and ESL Education (UPDATE)
P2425	Physical Education (UPDATE)
P2428.1	Standards Based Instructional Priorities (UPDATE)
P2430	Co-Curricular Activities (UPDATE)
P2431	Athletic Competition (UPDATE)
P2431.3	Heat Participation for Student Athlete Safety (UPDATE)
P2431.4	Prevention & Treatment of Sports Related Concussions and Head Injuries
P2432	School Sponsored Publications

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P2440	Summer Session
P2451	Adult High School
P2452	Community Education
P2460	Special Education
P2461	Special Education / Receiving Schools (UPDATE)
P2464	Gifted and Talented Students
P2466	Needless Public Labeling of Students with Disabilities
Policy	Therapy Dog (NEW)*

*To eliminate last sentence of the Policy

On motion by Mrs. Schels, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved the second reading of the following policies as depicted on [DOCUMENT E]. These policies can also be found on the Google Drive or www.straussemay.com.

Policy	Policy Name
2310	Student Grouping (UPDATE)
2312	Class Size
2230	Homework
2340	Field Trips
2360	Use of Technology
2361	Acceptable Use of Computer Networks/Computers and Resources
2363	Student Use of Privately-Owned Tech
2411	Guidance Counseling
2412	Home Instruction (UPDATE)
2414	Programs & Services (Poverty) (UPDATE)
2415	Every Student Succeeds Act
2415.01	Academic Standards, Academic Assessments, and Accountability (DELETE)
2415.02	Title I (Fiscal)
2415.03	Highly Qualified Teachers (DELETE)
2415.04	Title I (Parental Involvement) (UPDATE)
2415.05	Student Surveys
2415.06	Unsafe School Choice
2415.20	ESSA Complaints
2415.30	Title I – Stability (Foster)

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Negotiations & Personnel –

On motion by Mr. Gillen, seconded by Mrs. Schels, and carried unanimously by roll call vote, after some discussion requiring a job description, **approved a Preschool Intervention Resource Specialist [PIRS] stipend in the amount of \$2,000 for Ms. Melissa Garris for the SY 2021-22. This stipend is to be paid using the Preschool Expansion Grand funding.**

On motion by Mr. Frangipane, seconded by Mrs. Zicarelli, and carried unanimously by roll call vote, **approved Theresa Schlosser as Treasurer of School Monies effective 1 March 2022 at an annual salary of \$6,000 [Prorated]. This position does not qualify for benefits.**

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by roll call vote, after some discussion, **a Covid Contact-Tracing stipend in the amount of \$5,000 for Mr. Robert Baumgartner for FY 2021-2022.**

There was some discussion on the job descriptions for these stipend positions.

Finance Committee –

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

- a. **Approved the December 2021 bills in the amount of \$739,308.99 and the bills from January 1 to January 25, 2022 in the amount of \$635,564.05.**
- b. **Approved the bills for the Cafeteria Account in the amount of \$11,189.09.**
- c. **Accepted the Board Secretary's and Treasurer's Reports for 31 December 2021.**
- d. **Approved the Transfers made by the Superintendent after the 13 December 2021 Board Meeting, with fund 10 debits totaling \$26,200 as depicted on [DOCUMENT F] 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 31 December 2021, no budgetary line item account has been over-expended violating N.J.A.C. 6A:23-2.12(a).**

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- 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 2021
DATE

OLD BUSINESS

No Old Business.

NEW BUSINESS

No New Business.

BOARD SECRETARY'S REPORT

On motion by Mr. Gillen, seconded by Mrs. Zicarelli, and carried unanimously by roll call vote, approved the FY 2021-22 Federal Grant-ESEA/IDEA expenditures [to move monies in Title 2A &4 from Staff Speakers to the Workshop lines] as depicted on [DOCUMENT G].

The Board Secretary updated the Board on the Boiler Replacement Project, the Preschool Playground Project and the Exterior Refrigerator/Freezer Projects.

- Boiler Project – Donnelly Energy possible grants from NJ Clean Energy
- Preschool Playground budgeting in 22/23 using Preschool Expansion Aid grant
- Refrigeration/Freezer being budgeted in 22/23 and Parette Somjen Architects to give design proposal

The Board Secretary updated the Board on the investing of the \$4.2 Million bond sale proceeds with Lakeland Bank at a floating rate of 85% of the Federal Funds rate. As of 14 January 2022, the Federal Funds rate is .25%, which translates into a rate of .21% [The New Jersey Cash Management Fund's rate was .05% as of the end of December 2021].

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The Board Secretary reviewed the proposal from Aero Environmental Services, Inc. **[DOCUMENT H]** for various environmental testing/consulting services.

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by roll call vote, after some discussion, **adopted the following:**

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 as 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-School Contract Law, not to exceed a contractual amount of \$100,000 with Aero Environmental Services, Inc.

The Board Secretary stated that the New Jersey School Board Association training for 2022 is required, Mrs. Toni Dykstra will be registering Board members for their required on-line course.

The Board Secretary reviewed with the Board the timeline/deadline for filing of the School Ethics/Financial Disclosure Statements.

The Board Secretary reviewed the Department of Education FY 2022-23 budget calendar:

- By **Monday 21 March 2022**, the FY 2022-23 Budget is due to Executive County Superintendent. **A meeting is scheduled for Tuesday 15 March 2022 at 7 P.M.**
- The Public Hearing will to be held before the **Tuesday 26 April 2022** Regular Board meeting, like we have done over the last few years with the Snow Date of **Wednesday 27 April 2022**, as advertised in the Board's 2022 Annual Meeting Notice.
- At the **22 February 2022** Board meeting, we will need to schedule a Finance Committee meeting to review the proposed FY 2022-23 budget in early March 2022—please note that the state aid amounts may not be released until late in this budget calendar. Monday 7 March 2022 or Tuesday 8 March 2022 via Zoom.

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SUPERINTENDENT'S REPORT

On motion by Mr. Frangipane, seconded by Mr. Conklin, 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	1	0	Y	Y
December 2021	1	0	Y	Y
January 2022	2	2	Y	N
February 2022				
March 2022				
April 2022				
May 2022				
June 2022				

b. Safety Drill Report – December 2021

	Date	Time	Evacuation Time
Fire Drill	12/14/21	9:30 AM	3 min 02 sec
Safety Drill – Lockdown Walkthrough	12/16/21		

On motion by Mr. Gillen, seconded by Mrs. Zicarelli, 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 Mr. Gillen, seconded by Mrs. Zicarelli, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepts with gratitude, a donation of art books from Mrs. Linda Busteed.**

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On motion by Mr. Frangipane, seconded by Mr. Dreifus, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, adopted the following:

RESOLVED, that the Hamburg Board of Education, in the County of Sussex, New Jersey will accept and implement the Annual Preschool Operational Plan as depicted in [DOCUMENT J].

On motion by Mr. Frangipane, seconded by Mr. Conklin, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, approved the following Co-Curricular positions/stipends:

Activity	Staff Member	Step	Stipend
Drama (Head Director)	June Tarantino	6	\$1,913
Drama (Asst. Director)	Pamela Dean	2	\$1,238

On motion by Mr. Gillen, seconded by Mrs. Schels, and carried unanimously by roll call vote, as per the Superintendent's recommendation, approved an update in the contract with Windsor Learning for student # 31516 adding a personal aide at \$36,750 per year [prorated 108 days @ \$18,900].

Mrs. Sigman reported/discussed the following:

- Student Enrollment

Hamburg School Student Enrollment for January 2022

Grade	In-District	Out-of-District	Choice/ Non-Public	Charter
Preschool	33			
Kindergarten	38			
Grade 1	26			
Grade 2	25			
Grade 3	21	1	2	
Grade 4	23		2	
Grade 5	22		2	1
Grade 6	18	1	1	4
Grade 7	19	1	8	16
Grade 8	30		6	6
Total	255	3	21	27

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- Hamburg School Suspensions – January 2022

Grade	In School	Out of School	# of Days
5	1		1
5	1		1
5		4	
5		4	
8	1		1

- Civil Rights Data Collection – [DOCUMENT K].
- Title 1 Comparability Certification – [DOCUMENT L].
- Statement of Assurance – Paraprofessional Report – January 2022 – [DOCUMENT M].
- NJSPA – Governor Signs Bullying Law Changes – [DOCUMENT N].
- PreK Walkthrough Invitation – Prior to January 25, 2022 @ 6:30 PM

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. Schels, and carried unanimously by voice vote, **opened the meeting to the public for comment at 8:32 P.M.**

No one addressed the Board.

On motion by Mr. Conklin, seconded by Mr. Dreifus, and carried unanimously by voice vote, **closed the meeting to the public for comment at 8:32 P.M.**

EXECUTIVE SESSION

On motion by Mr. Dreifus, seconded by Mrs. Schels, **closed the meeting to the public at 8:32 P.M.**

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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 – **Update on Interim BA request**
- ☐ Appointment of a public official
- ☐ Matters covered by the attorney-client privilege-
- ☒ Pending or anticipated litigation - **Docket #CO-2021-045 update**
- ☐ 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.

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by voice vote, **that the Board returned to Regular Session at 8:42 P.M.**

On motion by Mr. Frangipane, seconded by Mr. Conklin, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:42 P.M.**

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary