

# **MINUTES OF REORGANIZATIONAL MEETING**

**January 3, 2023**

At 6:35 P.M. Held in the Cafeteria  
of the Hamburg Elementary School

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

**ABSENT:** Francis Brunke

1 Member of the Public

The Board Secretary **opened the meeting at 6:35 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."

## **MISSION STATEMENT**

The mission of the 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.

# MINUTES OF REORGANIZATIONAL MEETING

**January 3, 2023**

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 the 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 to meet with success and grand achievements in the 21st century.

## REORGANIZATIONAL MEETING AGENDA

The Board Secretary reviewed with the Board the Statement of Determination of the 8 November 2022 Annual School Election for the Board Members elected into office as listed on **[DOCUMENT A]**.

The Board Secretary administered the oath of office and swore in newly elected Board members as follows:

### **Three Year Term [2023, 2024 & 2024]:**

Three Year Term [2023, 2024 and 2025]

- Mrs. Sheila Frayko, Mr. Timothy Gillen and Mrs. Jennifer Hastrup\*\*\*

\*\*\*Mrs. Hastrup received the most votes as a write-in candidate and sent an email to Mrs. Sigman, Superintendent on 7 December 2022 declining the Board Seat **[DOCUMENT B]**.

# **MINUTES OF REORGANIZATIONAL MEETING**

**January 3, 2023**

The Board Secretary recorded the Roll Call vote.

## **ROLL CALL:**

The Board Secretary asked for nominations for President.

Mrs. Frayko nominated Mr. Jones for President and with no other nominations Mr. Jones was unanimously elected President by roll call vote.

The meeting was turned over to Mr. Jones.

Mr. Jones asked for nominations for Vice President.

Mr. Gillen nominated Mrs. Frayko for Vice President and with no other nominations, Mrs. Frayko was unanimously elected Vice President by roll call vote.

**PRESENTATION TO THE BOARD – None**

## **2023 ANNUAL DESIGNATIONS**

On motion by Mr. Jones, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved the following 2023 Annual Designations [A through D]:

**A. Designated the following banks as 2021 depositories:**

**TD Bank, Franklin, NJ**

**Lakeland Bank, Sussex, NJ**

**NJ Cash Management Fund, Trenton, NJ**

# MINUTES OF REORGANIZATIONAL MEETING

January 3, 2023

B. Designated the following officers to sign against the accounts of the Board of Education as follows:

<u>General/Bond/Flex Spend &amp; P/R Deduct</u>	<u>Activities</u>	<u>Food Service</u>	<u>Payroll</u>
President or Vice President Secretary Treasurer	Secretary CSA or VP	Secretary Treasurer	Treasurer or Secretary

C. Designated AXA/Equitable, Lincoln National Life Insurance Company and Lincoln Investment Planning, Inc. as 403(b)/Tax Shelter vendors/providers.

D. Designated the New Jersey Herald, the Sunday Herald and the Star Ledger [e-mailed & asked to publish if no fee] 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.

## 2023 ANNUAL MEETING SCHEDULE

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, after some discussion, approved the 2023 Annual Meeting Schedule as depicted on [DOCUMENT C].

## 2023 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, approved the following 2023 Miscellaneous Annual Adoptions/Appointments [A through F]:

# MINUTES OF REORGANIZATIONAL MEETING

January 3, 2023

- A. To readopt the existing Board Bylaws and Policy Manual.
- B. To readopt any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.
- C. To review and to adopt the Board Member Code of Ethics [DOCUMENT D] and the individual board members signed an acknowledgement of receipt of the Board Members Code of Ethics.
- D. To adopt the existing Curriculum Guides and Curriculum textbooks.
- E. To establish a Petty Cash Account in the amount of \$200 and to appoint Louise Murphy as Custodian of the Petty Cash Account.
- F. To appoint the Business Administrator/Board Secretary as the Public Agency Compliance Officer (per Affirmative Action requirements).

CORRESPONDENCE – No correspondence.

## OPEN TO THE PUBLIC

*Mr. Ones read the following statement: "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."*

# MINUTES OF REORGANIZATIONAL MEETING

January 3, 2023

On motion by Mr. Frangipane, seconded by Mrs. Frayko, and carried unanimously by voice vote, **opened the meeting to the public for comment at 6:44 P.M.**

No one addressed the Board.

On motion by Mr. Frangipane, seconded by Mrs. Frayko, and carried unanimously by voice vote, **closed the meeting to the public for comment at 6:44 P.M.**

## COMMITTEE REPORTS

State & County School Boards – No Report.

Sussex County Educational Services Commission – No Report.

Liaison with the Hamburg Borough Council – No Report.

### Building & Grounds –

The Board Secretary discussed the results of and the recommendations from the Board Attorney and Board Architect on the 20 December 2022 bid opening for the Cooler & Freezer Replacement at the Hamburg School. A brief discussion ensued.

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

WHEREAS, pursuant to N.J.S.A. 18A:18A-1, et seq. the Hamburg Board of Education advertised and received bids for a project entitled "Cooler and Freezer Replacement at Hamburg School;" and  
WHEREAS, the Board received the following bids:

Wallkill Group, Inc.	\$177,177.00
George Koustas Painting and Construction	\$297,000.00

WHEREAS, the lowest responsive bid received was from Wallkill Group, Inc. with a bid of \$177,177.00; and

# **MINUTES OF REORGANIZATIONAL MEETING**

**January 3, 2023**

**WHEREAS**, the Project Architect has reviewed the bids and recommends awarding the project to Wallkill Group; and

**WHEREAS**, the Board Attorney has reviewed the bid of Wallkill Group for legal sufficiency and has determined that Wallkill Group is the lowest responsible and responsive bidder; and

**NOW, THEREFORE BE IT RESOLVED**, by the Hamburg Board of Education that the Board hereby awards a contract to Wallkill Group for "Cooler and Freezer Replacement at Hamburg School" in the amount of \$177,177.00

**BE IT FURTHER RESOLVED** that the Chief School Administrator and the Business Administrator are authorized to execute any change orders as may be necessary for this project.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the Resolution Binding the Hamburg Borough Board of Education to Purchase Electrical Generation Services and Natural Gas Services through the Alliance for Competitive Energy Services [ACES] Bid Cooperative Pricing System ID # E8801-ACESCPD as depicted on Document E & E1.

**Education & Policy** – No Report.

**Negotiations & Personnel**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved Ms. Jeralyn Dalling as full-time maternity leave replacement teacher beginning 4 January 2023 through 30 June 2023, BA Step 1 @ 62,717 [pro-rated] and this position is eligible for single medical insurance benefits and no dental insurance benefits.

**Finance Committee** – No Report.

# **MINUTES OF REORGANIZATIONAL MEETING**

**January 3, 2023**

## **OLD BUSINESS**

No Old Business.

## **NEW BUSINESS**

No New Business.

## **BOARD SECRETARY'S REPORT**

The Board Secretary reviewed the Board member training requirements, as a result of the Accountability Regulations, and for Board members being responsible for their own training requirements.

## **SUPERINTENDENT'S REPORT- No Report.**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by voice vote, **that the Board adjourned the meeting at 6:52 P.M.**

Respectfully submitted,



William Sabo  
Interim Business Administrator/  
Board Secretary