

# MINUTES OF REORGANIZATIONAL MEETING

**January 2, 2024**

At 6:30 P.M. Held in the Cafeteria  
of the Hamburg Elementary School

PRESENT: Lois Ferguson, Kelly Tranes, Jill Grant, David Dreifus, Michael Frangipane, Timothy Gillen, Tricia Schels, Sheila Frayko, Vice President, Robert Jones, President

ABSENT: None

0 Members of the Public

The Board Secretary **opened the meeting at 6:31 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.”

The Board Secretary reviewed the Statement of Determination for the 7 November 2023 Annual School Election for the Board Members elected into office as listed on **[DOCUMENT A]**.

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

## **Three Year Term [2024, 2025 & 2026]:**

- Mr. David Dreifus, Mr. Robert Jones and Mrs. Tricia Schels

## **Two Year Term [2024 and 2025]:**

- Mrs. Lois Ferguson

The Board Secretary recorded the Roll Call vote.

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. Jones 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**

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## 2024 ANNUAL DESIGNATIONS

On motion by **Mr. Gillen**, seconded by **Mrs. Frayko**, and carried unanimously by roll call vote, **approved the following Annual Designations [A through E]:**

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

TD Bank, Franklin, NJ  
Lakeland Bank, Sussex, NJ  
NJ Cash Management Fund, Trenton, NJ

**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.**

**E. Adopted the Lakeland Bank Corporate Authorization Resolution depicting the following signatories on the General, the Bond, the Agency and the Flexible Spending Account as Mr. Jones or Mrs. Frayko, William J. Sabo and Therea Schlosser.**

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## 2024 ANNUAL MEETING SCHEDULE

On motion by **Mr. Gillen**, seconded by **Mr. Dreifus**, and carried unanimously by roll call vote, after some discussion, **approved the 2024 Annual Meeting Schedule as depicted on [DOCUMENT B], with the following changes: The March 2024 meeting will be held on Wednesday March 20<sup>th</sup> and should the January, February, March or April meeting need to be canceled, the “snow dates” will be January 29<sup>th</sup>, March 5<sup>th</sup>, March 21<sup>st</sup> and May 2<sup>nd</sup>.**

## 2024 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS

On motion by **Mrs. Frayko**, seconded by **Mr. Dreifus**, and carried unanimously by roll call vote, **approved the following 2024 Miscellaneous Annual Adoptions/Appointments [A through F]:**

- A. Readopted the existing Board Bylaws and Policy Manual.**
- B. Readopted any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.**
- C. Reviewed and adopted the Board Member Code of Ethics [DOCUMENT C] and the individual board members signed an acknowledgement of receipt of the Board Members Code of Ethics.**
- D. Adopted the existing Curriculum Guides and Curriculum textbooks.**
- E. Established a Petty Cash Account in the amount of \$200 and appointed Mrs. Jennifer Albrecht as Custodian of the Petty Cash Account.**
- F. Appointed the Business Administrator/Board Secretary as the Public Agency Compliance Officer (per Affirmative Action requirements).**

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**CORRESPONDENCE** – No correspondence.

## 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** –

On motion by **Mr. Gillen**, seconded by **Mrs. Frayko**, and carried unanimously by roll call vote, **approved Parette Somjen Architects [PSA] the authority to prepare all plans, specifications, drawings and necessary bid related documents including the analysis of the bids received, as well as any investigative analysis and/or diagnostic testing needed for Phase 2 of the Referendum Roof Repair Project [on the 1971 & 2000 Wings] doing minor roof repairs and applying a fluid sealcoat to these roofs at the Hamburg Elementary School, in accordance with the terms & conditions of the previous Board approved Referendum contract with PSA.**

**Education & Policy** – No Report.

**Negotiations & Personnel**- No Report.

**Finance Committee** – No Report.

## OLD BUSINESS

No Old Business.

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## NEW BUSINESS

No New Business.

## SUPERINTENDENT'S REPORT

On motion by **Mrs. Frayko**, seconded by **Mr. Frangipane**, and carried unanimously by roll call vote, after some discussion, **corrected a previous action and accepted a new student from another school district beginning in the PSD program on 6 December 2023. Costs to be calculated on 12,860 PSD tuition rate; 2 additional OT sessions (1:1); 2 additional speech sessions (1:1); and a shared paraprofessional.**

## BOARD SECRETARY'S REPORT

On motion by **Mrs. Frayko**, seconded by **Mrs. Schels**, and carried unanimously by voice vote **approved and accepted the Fiscal Year 2024 Grant Acceptance Certification for the NJ High Impact Tutoring Competitive Grant in the amount of 38,000.**

On motion by **Mrs. Frayko**, seconded by **Mr. Dreifus**, and carried unanimously by voice vote, **the Board adjourned the meeting at 6:56 P.M.**

Respectfully submitted,

William Sabo  
Interim Business Administrator/  
Board Secretary