

# MINUTES OF REGULAR MEETING

**February 22, 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, Sheila Frayko, Vice President, Robert Jones, President

**ABSENT:** None

6 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 and grand achievements in the 21<sup>st</sup> century.

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## APPROVAL OF THE MINUTES

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried by the following voice vote, **approved the Minutes and the Executive Session Board meeting minutes of the 25 January 2022 Board meeting.**

Yes	-	8
No	-	0
Abstain	-	Mrs. Frayko

## CORRESPONDENCE

Mr. Jones noted the three (3) Facility Project Approval Letters from the New Jersey Department of Education for the Vestibule/Health Monitoring Area, the Boiler Replacement and the Preschool Playground at the Hamburg School.

## PRESENTATION TO THE BOARD –

Mrs. Sigman presented the NWEA Benchmark – Winter 2022– **[DOCUMENT A]**. Some discussion ensued between various Board members and Mrs. Sigman.

Mrs. Sigman did state that staff members are available after school to help students and are being paid by the Federal ESSER funds.

## 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 Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:12 P.M.**

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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 for comment at 7:12 P.M.

## COMMITTEE REPORTS

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

Sussex County Educational Services Commission – Mr. Jones updated the Board on his involvement with the Sussex County Educational Services Commission's Board.

Liaison with the Hamburg Borough Council – Mrs. Frayko updated the Board on the recent Council meeting stating the Borough hired a new Chief Financial Officer.

## Building & Grounds –

The Board Secretary updated the Board on various projects, as follows:

- Health Monitoring/Main Entry Vestibule Project –
  - Bid opening occurred on Thursday 17 February 2022. There was only one bidder, the Walkill Group, in the amount of \$163,000 for the base bid.  
[DOCUMENT A-1]
  - After some discussion it was the consensus of the Board to reject bid due to being over the cost estimates and to have the Board Attorney draft the resolution for the March 2022 meeting.
- Referendum Project Update by Bill Sabo & Brian Bobrowski [DOCUMENT B]:
  - Aero Environmental was on site testing areas where the work is to occur [Asbestos sampling on 13 January 2022 and lead sampling on 11 February 2022].
  - Restroom Project
    - Bid to be advertised on Friday 25 February 2022.
    - Bid Opening Friday 25 March 2022.
    - There is an outside chance that the Board could award the contract/reject the bids received at the 26 April 2022 meeting but most likely we may

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need to schedule a Special Meeting for early May—May 24<sup>th</sup> BOE meeting is the 60<sup>th</sup> day.

- Exterior Repair Project—timeline as of Friday 11 February 2022
  - Bid to be advertised on Friday 18 March 2022.
  - Bid Opening Tuesday 12 April 2022.
  - To award the contract/reject the bids received at the 24 May 2022 meeting or possibly schedule a Special Meeting in early May.
  - A discussion occurred on the replacement of windows in the 1900's building should referendum funds be available and planning on addressing the window caulking and lental repair work in the summer of 2023. [DOCUMENT B1].
  - Thursday 10 February 2022 Parette Somjen Architects on site with their masonry repair consultant.
    - Going to get back to us but they initially feel that the repointing of the 1900's Building masonry is +/-5% of the area and may be done for less than the bid threshold.
    - Andrea Khan, Bond Counsel said that this can be done & charged to the referendum account so long as it is quoted and not circumventing the bidding requirement.

The Board Secretary reviewed the proposal from Donnelly Energy on the replacement of the 5 LAARS boilers under the JCP&L C&I Energy Efficiency Direct Install Program that was emailed to the Board on 7 February 2022 [DOCUMENT C and C1]. It was the consensus of the Board to move forward with this project and have the finalized paperwork on the March 2022 agenda for action.

## Education & Policy –

On motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved the second reading for Policies and Regulations as depicted on [DOCUMENT D].** These policies can also be found on the Google Drive or [www.straussemay.com](http://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)

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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
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)

On motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the first reading of the following Policies and Regulations as depicted on [DOCUMENT E]. These policies can also be found on the Google Drive or [www.straussemay.com](http://www.straussemay.com).

P2467	Surrogate Parents and Foster Parents
P2468	Independent Educational Evaluations
P2481	Home or Out-of-School Instruction for General Education Student... [updated]
P2516	Adoption of Textbooks
P2520	Instructional Supplies
P2530	Resource Materials
P2531	Use of Copyrighted Materials
P2551	Musical Instruments
P2560	Live Animals in School
P2610	Educational Program Evaluation
P2622	Student Assessment
P2624	Grading System [updated]
P2631	New Jersey Quality Single Accountability Continuum [QSAC]
P2700	Services to Nonpublic School Students

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## Negotiations & Personnel –

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **accepted with deepest regrets the retirement of Mrs. Toni Dykstra, Confidential Administrative Clerk, effective 1 July 2022.**

On motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by roll call vote, after some discussion, **accepted with regret the resignation of Allison Pollison, part-time Art Teacher, effective 1 July 2022.**

On motion by Mrs. Frayko, seconded by Mrs. Zicarelli, and carried unanimously by roll call vote, **approved the following co-curricular assignments:**

Track Coach	Suzanne Williamson	Level 6 - \$1463.00
Assistant Track Coach	Pamela Blauvelt	Level 1 - \$900.00

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **Michelle Bifano as custodial substitute at a rate of \$18.00/hour.**

## Finance Committee –

The Board Secretary discussed the FY 2022-23 Budget submission date as a result of the Governor's State of the Union Address being moved back to Tuesday 8 March 2022 and the Budget due to the County Office by Monday 28 March 2022. After considerable discussion, it was the consensus of the Board to give more time to the Superintendent and Interim Business Administrator to work on the Proposed 22/23 Budget and to move the 15 March 2022 Regular Board meeting to Thursday 24 March 2022, [with Friday and Saturday, 25 & 26, March 2022 as snow dates should the March 24<sup>th</sup> meeting not be held]. Additionally, it was discussed that the Finance Committee may not be able to review the proposed 22/23 Budget prior to the March 24<sup>th</sup> meeting due to the condensed timeline.

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 January 2022 bills in the amount of \$757,169.04 and the bills from February 1 to February 22, 2022 in the amount of \$352,766.05.**

b. **Approved the bills for the Cafeteria Account in the amount of \$11,651.61.**

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- c. Accepted the Board Secretary's and Treasurer's Reports for 31 January 2022.
- d. Approved the Transfers made by the Superintendent after the 25 January 2022 Board Meeting, with fund 10 debits totaling \$55,300 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 January 2022, 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 January 2022  
DATE

On motion by Mr. Dreifus, seconded by Mr. Conklin, and carried unanimously by roll call vote, approved the Lakeland Bank Corporate Authorization Resolutions changing the Treasurer of School Monies from Christine Licata to Theresa Schlosser effective 1 March 2022 [DOCUMENT G].

### OLD BUSINESS

No Old Business.

### NEW BUSINESS

No New Business.

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## **BOARD SECRETARY'S REPORT**

The Board Secretary reported the Full Time Confidential Administrative Clerk position was posted/advertised with a closing date of Friday 18 February 2022 and also reminded the Board to file their Ethics/Financial Disclosure Statements.

On motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved the modification to the ARP-ESSER3 grant as requested by the NJ Department of Education during their initial Tier 1 review process [DOCUMENT H].**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, **approved the FY 2022-23 Public/Itinerant Rates for the Sussex County Educational Services Commission/Northern Hills Academy as depicted on [DOCUMENT I].**

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved the FY 2022-23 Special Education Medicaid Initiative [SEMI] Waiver request that was submitted to the Sussex County Office of the New Jersey Department of Education on 12 February 2022, as depicted on [DOCUMENT J].**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, **approved the FY 2022-2023 purchases to be made from the approved low bid vendors utilizing the Educational Data Services, Inc./West/Central New Jersey Cooperative Bidding Program with the Morris County Educational Services Commission as the lead agency, with the bid pricing being firm until 30 November 2022.**

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

**Pursuant to N.J.A.C. 6A:23A-8.3 subsection c, districts under the regional limit may submit a request to exceed the district's adjusted February 1 per pupil administrative cost for the current year by up to 2.5% or the CPI, whichever is greater, by a request to the Executive County Superintendent in writing prior to the due date of the budget submission and be it resolved that the Hamburg Borough Board of Education approves the submission of a request to increase the current year's February 1<sup>st</sup> per pupil administrative cost by 2.5% or the CPI, whichever is greater and authorizes the Superintendent and the Interim Business Administrator to submit this request in writing to the Executive County Superintendent.**



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## SUPERINTENDENT'S REPORT

On motion by Mrs. Frayko, 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	1	1	Y	Y
March 2022				
April 2022				
May 2022				
June 2022				

### b. Safety Drill Report – January 2022

	Date	Time	Evacuation Time
Evacuation Fire Drill	1/25/2022	10:05 AM	4:00
Cafeteria Lockdown [4]	1/28/2022	Lunch	5:00
Shelter-in-Place	2/8/2022	1:35 PM	20:00
Evacuation Fire Drill	2/11/2022	2:15 PM	4:25

On motion by Mrs. Frayko, seconded by Mr. Conklin, 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 K] with the deletion of the Statute of Liberty/Ellis Island field trip on 10 June 2022.**

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On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepts with gratitude, the following grants written by Ms. Michele Sealand, funded by FAST [Families and Schools Together], for a total of \$3,452.00.**

- a. **Dinner and Books ~ Parents and students can attend the Hamburg School's annual Book Fair [after school/evening hours] and enjoy pizza after they shop in our computer lab [café style].**
- b. **Family STEAM Activity ~ Bags of STEAM activities and snacks will be made available for our families to take home and work on together as a Friday family fun night.**

On motion by Mr. Frayko, seconded by Mrs. Schels, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **approved an increase for basketball officials to \$75.00 beginning in the 2022-2023 SY.**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after considerable discussion, **approved Hamburg School's 2022-2023 calendar as depicted on [DOCUMENT L] with the following changes:**

2/17/2023 – Early Dismissal  
2/20/2023 – No School  
2/21/2023 – Staff Development

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 the updated school's Safely Return to School Plan [DOCUMENT M] to reflect a Mask-Optional Environment, beginning 7 March 2022.**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the Hamburg School's English Language Learner [ELL] Three-Year Plan as depicted on [DOCUMENT N].**

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Mrs. Sigman reported/discussed the following:

- Student Enrollment

Hamburg School Student Enrollment for February 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

- Hamburg School Suspensions – January 2022 [correction \*]

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

- Hamburg School Suspensions – February 2022

Grade	In School	Out of School		# of Days
6	1		Offensive Language	1
6	1		Offensive Language	1
6	1		Offensive Language	1
6	1		Offensive Language	1
7		1	Vandalism	1

- COVID-19 Activity Level Report – [DOCUMENT O].
- NJDOE Influenza & Respiratory Illness Surveillance Report [DOCUMENT P].

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## OPEN TO THE PUBLIC

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On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by voice vote, **opened the meeting to the public for comment at 9:00 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 for comment at 9:00 P.M.**

## EXECUTIVE SESSION

On motion by Mr. Dreifus, seconded by Mrs. Schels, **closed the meeting to the public at 9:00 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 – **F/T Confidential Administrative Clerk Position and Interim Business Administrator status.**
- ☐ Appointment of a public official
- ☐ Matters covered by the attorney-client privilege-
- ☐ Pending or anticipated litigation
- ☐ 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

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- [ ] 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

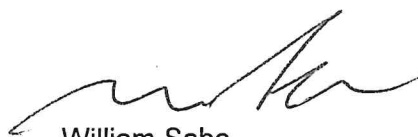
**BE IT FURTHER RESOLVED** that said discussion may be disclosed to the public when the reasons for discussing and acting upon it in closed session no longer exist.

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by voice vote, **that the Board returned to Regular Session at 9:16 P.M.**

On motion by Mr. Jones, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendents recommendation, **approved Mrs. Suzette Houdershielt as the Full Time Confidential Administrative Clerk effective on or about 1 May 2022 to 30 June 2022 at a prorated annual salary of \$55,000. This position does qualify for health care benefits and would allow for a two-month training/transition period before Mrs. Toni Dykstra retires.**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by voice vote, **that the Board adjourned the meeting at 9:20 P.M.**

Respectfully submitted,



William Sabo  
Interim Business Administrator/  
Board Secretary