

# **MINUTES OF REGULAR MEETING**

**March 24, 2022**

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

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

**ABSENT:** Francis Brunke, Michael Frangipane

3 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 Mrs. Frayko, seconded by Mr. Conklin, and carried by the following voice vote, **approved the Minutes and the Executive Session Board meeting minutes of the 22 February 2022 Board meeting.**

Yes	-	7
No	-	0
Abstain	-	0

## CORRESPONDENCE

The Board Secretary reviewed a February 2022 update from the Alliance for Competitive Energy Service [ACES] on the increase in natural gas prices. (Attached to the minutes),

## PRESENTATION TO THE BOARD –

Mr. Jones commented on the success of some of the Hamburg Elementary School graduates are having this year at Wallkill Valley Regional High School.

## 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 7:04 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 7:04 P.M.**

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## COMMITTEE REPORTS

**State & County School Boards** – Mr. Conklin distributed to the Board information from the Sussex County Health Department.

**Sussex County Educational Services Commission** – Mr. Jones updated the Board on the recent Sussex County Educational Services Committee meeting and stated that he is serving on their Negotiations Committee.

**Liaison with the Hamburg Borough Council** – Mrs. Frayko updated the Board on the recent 7 March 2022 Council meeting.

## **Building & Grounds –**

The Board Secretary updated the Board on the Health Monitoring/Main Entry Vestibule Project Bid.

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

## **RESOLUTION AUTHORIZING REJECTION OF BID FOR HEALTH MONITORING AREA AT HAMBURG SCHOOL**

**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 "Health Monitoring Area at Hamburg School;" and

**WHEREAS**, the Board received the following bid:

	Base Bid	Alternate	Total
Wallkill Group, Inc.	\$163,000	+\$14,000	\$177,000

**WHEREAS**, the bid from Wallkill Group, Inc. substantially exceeds the costs estimates for the project; and

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-22(a), a board of education may reject all bids when the lowest bid substantially exceeds the cost estimates for the goods or services.

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**NOW, THEREFORE BE IT RESOLVED**, by the Hamburg Board of Education that the Board rejects the bid of Wallkill Group, Inc. for exceeding the cost estimate for the project.

**BE IT FURTHER RESOLVED** that the Chief School Administrator and the Business Administrator are authorized to re-advertise for bids in accordance with the Public School Contracts Law.

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 [Total Project Cost \$265,715, Incentive \$160,869, Board Share \$104,846] emailed to the Board on 4 March 2022 [DOCUMENT A] and the 21 March 2022 email from Doug Gehlback, Director of Operations, Donnelly Energy.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved the proposal from Donnelly Energy on the replacement of the 5 LAARS boilers under the JCP&L/Willdan C&I Energy Efficiency Direct Install Program [Total Project Cost \$265,715, Incentive \$160,869, Board Share \$104,846] [DOCUMENT B] and authorize the Interim Business Administrator to execute any & all documents for this project and authorize the Interim Business Administrator to approve any change orders that may be needed to finalize this energy upgrade/boiler replacement project.**

The Board Secretary and Mr. Brian Bobrowski gave a Referendum Project Update [DOCUMENT C]:

- **HVAC Project**-Parette Somjen Architects [PSA] is scheduled over the April Spring Break to start the onsite investigation.
  - Anticipating going out to bid in the Fall of 2022.
- **Roof Project**-PSA is scheduled over the April Spring Break to start the onsite/get on the roof investigation [weather permitting].
- **Restroom Project**
  - Bid advertised on Friday 25 February 2022.
  - Bid Opening on 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 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 Thursday 3 March 2022]
  - On 3 March 2022 reviewed the scope of work at Parette Somjen Architects [PSA].

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- PSA feels the work should be less than the bid threshold of \$44k.
- PSA to send quote packet out to 3 qualified contractors.
  - Friday 11 March 2022 the quotation packet sent out
  - Friday 25 March 2022 quotation due
- BOE to award the contract for the quote received if under \$44k, if the contractor paperwork is in order.
  - Possibly award contract at the 26 April 2022 regular meeting or we may have to schedule a Special Meeting in early May.
  - If the quotes come in over \$44k, will have to go out to bid & establish the bidding timeline with PSA.

## **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):

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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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 on Alert 226 as depicted on [DOCUMENT E]. These policies can also be found on the Google Drive or [www.straussemay.com](http://www.straussemay.com).

P2415.05	Student Surveys, Analysis, Evaluations, Examinations, Testing or Treatment [M] - Rev.
P&R 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries [M] - Rev
P2451	Adult High School [M] - Rev
R2460.30	Additional/Compensatory Special Education and Related Services [M] New
P2622	Student Assessment [M] Rev
P3233	Political Activities - Rev
P5541	Anti-Hazing [M] - Rev
P7540	Joint-Use of Facilities – Rev
P&R 8465	Bias Crimes and Bias-Related Acts [M] – Rev
P9560	Administration of School Surveys [M] - Rev

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 F]. These policies can also be found on the Google Drive or [www.straussemay.com](http://www.straussemay.com).

R2200	Curriculum Content
R2230	Course Guides
R2260	Affirmative Action Programs for School & Classroom Practices
R2330	Homework
R2340	Field Trips
R2361	Acceptable Use of Computer Networks, Computers, Resources
R2411	Guidance & Counseling
R2412	Home Instruction due to Health Conditions
R2414	Programs & Services for Students in High Poverty, et. al

Negotiations & Personnel – Mrs. Frayko had no report.


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## 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 f:

- a. Approved the February 2022 bills in the amount of \$635,269.41 and the bills from March 1 to March 24, 2022 in the amount of \$669,752.72.
- b. Approved the bills for the Cafeteria Account in the amount of \$293.97.
- c. Accepted the Board Secretary's and Treasurer's Reports for 28 February 2022.
- d. Approved the Transfers made by the Superintendent after the 22 February 2022 Board Meeting, with fund 10 debits totaling \$50,000 as depicted on [DOCUMENT G] 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 28 February 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

28 February 2022  
DATE

## FY 2022-23 BUDGET ADOPTION

Mrs. Sigman and the Board Secretary reviewed some of the financial highlights of the proposed FY 2022-23 budget, stating the proposed budget is increasing the General Fund Tax Levy by 6.64% [Total Tax Levy is increasing by 5.27%] over the prior year's levy. Additionally, the proposed FY 2022-23 Budget is appropriating Capital Reserve monies to fund the replacement of the school's pre-school playground, the enclosure of the Main Entry for a Health Monitoring area, a boiler upgrade project and the replacement of the exterior refrigerator/freezer at the Hamburg Elementary School. These projects are being funded by the Board's Capital Reserve Account, ESSER funds and/or Preschool Education Aid Grant funds.

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## **OPEN TO THE PUBLIC – on the proposed FY 2020-21 budget**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:42 P.M.**

Mr. John Burd, Councilman, addressed the Board on the proposed FY 2022-23 Budget; the proposed tax levy increase and; the current status of the Borough's proposed Budget.

On motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:45 P.M.**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, **adopted the resolution to submit the proposed FY 2022-23 budget to the Executive County Superintendent as depicted on [DOCUMENT H].**

## **OLD BUSINESS**

No Old Business.

## **NEW BUSINESS**

No New Business.

## **BOARD SECRETARY'S REPORT**

The Board Secretary reported 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 has been approved.

The Board Secretary reminded the Board to file their Ethic/Financial Disclosures which are due 30 April 2022.



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## **SUPERINTENDENT'S REPORT**

Mrs. Sigman updated the Board on the recent lockdown drill and informed the Board stating she is in the planning stage with Borough representatives on an offsite (full) evacuation drill. Some discussion ensued.

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 items a-b:**

### **a. Harassment, Intimidation, and Bullying [HIB] Report:**

<b>Month</b>	<b># of Incidents Investigated</b>	<b># of Incidents HIB Confirmed</b>	<b>Remediation [Y/N]</b>	<b>Discipline [Y/N]</b>
<b>July 2021</b>	<b>0</b>	<b>0</b>		
<b>August 2021</b>	<b>0</b>	<b>0</b>		
<b>September 2021</b>	<b>1</b>	<b>1</b>	<b>Y</b>	<b>Y</b>
<b>October 2021</b>	<b>4</b>	<b>2</b>	<b>Y</b>	<b>Y</b>
<b>November 2021</b>	<b>1</b>	<b>0</b>	<b>Y</b>	<b>Y</b>
<b>December 2021</b>	<b>1</b>	<b>0</b>	<b>Y</b>	<b>Y</b>
<b>January 2022</b>	<b>2</b>	<b>2</b>	<b>Y</b>	<b>N</b>
<b>February 2022</b>	<b>1</b>	<b>1</b>	<b>Y</b>	<b>Y</b>
<b>March 2022</b>	<b>1</b>	<b>0</b>		
<b>April 2022</b>				
<b>May 2022</b>				
<b>June 2022</b>				

### **b. Safety Drill Report – March 2022**

	<b>Date</b>	<b>Time</b>	<b>Evacuation Time</b>
<b>Evacuation Fire Drill</b>	<b>3/3/2022</b>	<b>10:09 AM</b>	<b>3min 46 sec</b>
<b>Shelter-in-Place</b>	<b>3/1/2022</b>	<b>2:00 PM</b>	<b>30 min</b>
<b>Lockdown</b>	<b>3/15/2022</b>	<b>9:14 AM</b>	<b>15 min</b>

On motion by Mrs. Frayko, 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].**

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On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved a sidebar agreement between the Hamburg Borough Board of Education and the Hamburg Education Association to update the following as depicted on [DOCUMENT J], modification to the existing FY 2020-23 Board of Education/Hamburg Education Association contract:**

- 1. Article X – Bargaining Member Facilities**
- 2. Article IX – Substitutes**

Mrs. Sigman discussed the FY 2022-23 Preschool Education Aid (PEA) Application program and the staff members that are funded part or in whole by this program.

On motion by Mr. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **approved the resolution to approve the proposed FY 2022-23 Preschool Education Aid budget to the New Jersey Department of Education– Early Childhood as depicted on [DOCUMENT K].**

On motion by Mr. Dreifus, seconded by Mrs. Zicarelli, and carried unanimously by roll call vote, as per the Superintendent's recommendation, after some discussion, **adopted the following FY 2021-22 Professional Services Annual Appointment Resolution, as follows:**

**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 Contracts Law, not to exceed a contractual amount of \$200,000, as follows:**

- a. Tri-County Behavioral Care - \$500 per day\* as depicted on DOCUMENT L.**

**\*The cost of these services will be covered through ESSER – Mental Health funding.**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the purchase of *My Prespective*, Language Arts resources for Grades 5-8 at a cost of \$28,421.05.**

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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, **approved the field trip for 5<sup>th</sup> & 6<sup>th</sup> grades to Statue of Liberty/Ellis Island on 10 June 2022 at a cost of \$601.80 and bus cost of \$444.64.**

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved out-of-school bedside tutoring by St. Clare's Hospital for student #29751 for 1 hour per day at a rate of \$55/hour beginning on 21 March 2022.**

Mrs. Sigman reported/discussed the following:

- Student Enrollment
- Suspensions
- Calendar 2021-2022 Updates **[DOCUMENT M]**
- The Connection **[DOCUMENT N]**
- Students Disrupted One Year into the Pandemic **[DOCUMENT O]**
- Kaylee Fagan - Superintendent Roundtable Recipient.

Hamburg School Student Enrollment for **March 2022** [257 in district]

Grade	In-District	Out-of-District	Choice/ Non-Public	Charter
Preschool	33			
Kindergarten	37			
Grade 1	27			
Grade 2	26			
Grade 3	22	1	2	
Grade 4	23		2	
Grade 5	20		2	1
Grade 6	19	1	1	4
Grade 7	19	1	8	16
Grade 8	31		6	6
Total	257	3	21	27

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- Hamburg School Suspensions – March 2022

Grade	In School	Out of School		# of Days
0	N/A	N/A		N/A

Mrs. Sigman stated that the updated job descriptions will be forwarded to the Board for review. Some discussion ensued.

## 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. Conklin, and carried unanimously by voice vote, **opened the meeting to the public for comment at 8:23 P.M.**

Mr. John Burd, Councilman, addressed the Board on the impact of the Charter School(s) have on the District.

The Board Secretary responded.

On motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, **closed the meeting to the public for comment at 8:24 P.M.**

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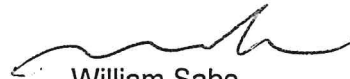
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## EXECUTIVE SESSION

No Executive Session.

On motion by Mr. Dreifus, seconded by Mrs. Frayko, and carried unanimously by voice vote,  
**that the Board adjourned the meeting at 8:24 P.M.**

Respectfully submitted,



William Sabo  
Interim Business Administrator/  
Board Secretary