

MINUTES OF REGULAR MEETING

May 24, 2022

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

PRESENT: Francis Brunke, David Dreifus, Michael Frangipane, Timothy Gillen, Tricia Schels, Brianne Zicarelli, Sheila Frayko, Vice President, Robert Jones, President

ABSENT: John Conklin

4 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 21st century.

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APPROVAL OF THE MINUTES

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried by the following voice vote, **approved the Minutes and the Executive Session Board meeting minutes of the 26 April 2022 Board meeting.**

Yes	-	7
No	-	0
Abstain	-	Ms. Schels

CORRESPONDENCE - NONE

PRESENTATION TO THE BOARD:

Mr. Baumgartner presented and discussed the Anti-Bullying Self-Assessment for the Hamburg Elementary School as depicted on **[DOCUMENT A]**.

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

OPEN TO THE PUBLIC

Mr. Jones 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.*

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:05 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 7:05 P.M.**

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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 and Mr. Brian Bobrowski gave a Referendum Project Update [DOCUMENT B]

- HVAC Project-
 - Anticipating going out to bid in the Fall of 2022.
 - First design meeting at Parette Somjen Architects [PSA] occurred on Friday 20 May 2022 to go over the drawings at the 30% complete benchmark.
 - Scheduled a B&G committee meeting for 21 June 2022 at 5pm to review HVAC project status.
- Roof Project-PSA in the investigative stage of the Roof Project.
 - An infrared survey has been scheduled for the entire roof.
 - Anticipate going out to bid in the Fall 2022.
- Restroom Project
 - PSA issued the contract to Goksu Construction.
 - Goksu is in the process of collecting/submitting the necessary paperwork to PSA.
 - Job site kick-off meeting to occur on 14 June 2022.
- Exterior Repair Project
 - The PO [\$28,900] has been issued to Michael J. Malpere Co., Inc. for the Exterior Masonry Repairs to the 1900's Building.
 - Job site kick-off meeting is scheduled for Tuesday 21 June 2022 with an anticipated date of Monday 11 July 2022 and substantial completion by 12 August 2022.

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- Non-Referendum Projects
 - LAARS Boiler Replacement Project
 - JCP&L approved the Board's application on 21 March 2022 to replace 5 LAARS Boilers under the NJ Clean Energy-Direct Install Program with Donnelly Energy being the authorized contractor.
 - Donnelly Energy has ordered the boilers and anticipate the manufacturer to deliver the boilers by the middle of August 2022.
 - Preschool Playground Project
 - Purchase Order has been issued for the Preschool Playground.
 - Refrigerator/Freezer Replacement Project
 - The proposal the Board approved on 26 April 2022 has been sent to PSA and anticipate the kick-off design meeting to occur in June/July 2022.
 - Main Entry/Health Monitoring Vestibule Project
 - Anticipate going out to re-bid in the Fall of 2022

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 on Alert 226 as depicted on [DOCUMENT C].

Regulation	Regulation Name
R2415	Title I Services [M]
R2415.20	Every Child Succeeds Act [M]
R2417	Student Intervention and Referral Services [M]
R2418	Section 504 of the Rehabilitation Act of 1973 – Students [M]
R2423	Bilingual and ESL Education [M]
*R2430	Co-Curricular Activities
R2431.1	Emergency Procedures for Athletic Practices and Competitions [M]
R2431.2	Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad [M]
R2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries [M]
R2432	School-Sponsored Publications
R2440	Summer Session
R2460	Special Education [M]

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R2460.1	Special Education – Location, Identification, and Referral [M]
R2460.15	Special Education – In-Service Training Needs for Professional and Paraprofessional Staff
R2460.16	Special Education – Instructional Material to Blind or Print-Disabled Students [M]
R2460.8	Special Education – Free and Appropriate Public Education [M]
R2460.9	Special Education – Transition from Early Intervention Programs to Preschool Programs [M]

*Update to include “The Board of Education shall pay the cost of criminal background check for volunteers that work with the athletic programs and Co-Curricular activities.”

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 D].**

Regulation	Regulation Name
R2461.01	Special Educ. / Receiving School – IEP Implementation
R2461.03	Special Educ. / Receiving School – Student Records
R2461.04	Special Educ. / Receiving School – Special Education & Related Services
R2461.05	Special Educ. / Receiving School – IEP Compliance
R2461.06	Special Educ. / Receiving School – Termination of Placement
R2461.07	Special Educ. / Receiving School – Termination of Placement
R2461.08	Special Educ. / Receiving School – In Service Training
R2461.11	Special Educ. / Receiving School – Staff Consultation
R2464	Gifted and Talented Students
R2481	Home or Out of School Instruction for a General Educ. Student for Reasons other than a Temporary or Chronic Health Condition
R2510	Adoption of Textbooks
R2520	Instructional Supplies
R2530	Resource Materials
R2531	Use of Copyrighted Materials
R2560	Live Animals in School
R2624	Grading System

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Negotiations & Personnel –

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved items A-E:

- A) **2022-2023 individual contracts for custodians, secretaries, paraprofessionals, and the Treasurer of School Monies – [DOCUMENT E].**
- B) **Michele Sealander to utilize up to 275 summer technology hours for updates/improvements at an hourly rate of \$26.52/hour**
- C) **Melissa Garris, Summer Counseling @ \$50 per hour, not to exceed 40 hours utilizing ESSER funding**
- D) **Veronica Danko, Office Assistant to check in deliveries @ \$14.99/hour not to exceed 50 hours**
- E) **Antoinette Ratzer, Office Assistant to check in deliveries @ \$14.49/hour not to exceed 50 hours**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved the following summer maintenance:

Elijah McLean @ \$13.00/hr.
Lucio Campa @ \$13.00/hr.
Zachary Decker @ \$13.00/hr.
Josiah Simmons @ \$13.00/hr.
Isaiah Simmons @ \$13.00/hr.
Dorothy Smalley @ \$18.00/hr.
Jennifer Smalley @ \$18.00/hr.
Jessica Smalley @ \$18.00/hr.
Corey Charette @ \$18.00/hr.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved William Sabo as Interim Business Administrator/ Board Secretary 1 July 2022 through 31 December 2022 with the approval of Dr. Carrick, Executive County Superintendent. This position is not eligible for benefits – [DOCUMENT F].

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved the 2022-23 employment contract for the term 1 July 2022 through 20 June 2023 for Robert Baumgartner as Vice Principal at an annual salary of \$99,985. This position is eligible for benefits – [DOCUMENT G].

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On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, after some discussion, **rescinded the contract offered to Marcia Podvey as part-time Occupational Therapist MA Step 16 at \$52,382 which reflects 3 days per week [3/5th] effective 1 July 2022. This position does not qualify for benefits.**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved the following Co-Curricular activities (Volleyball):**

Danko, Veronica	Step 6	\$1,463
Ratzer, Antoinette	Step 1	\$900

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **adopted the following FY 2022-23 Professional Services Annual Appointment Resolution, as follows:**

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 **2022-23** 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) Cleary, Giacobbe, Alfieri & Jacobs, Matthew Giacobbe, Esq., Board Attorney & Negotiator-\$160 per hour, plus reimbursable expenses as depicted in **[DOCUMENT H]**.
- b) McManimon, Scotland & Baumann, LLC, Andrea L. Kahn Esq., Board Attorney & Bond Counsel-\$195 per hour and other fees & reimbursable expenses as depicted in **[DOCUMENT I]**
- c) Nisivoccia LLC, Valerie A. Dolan, Board Auditor, \$33,200, as depicted in **[DOCUMENT J]**, including the Peer Review Summary Report.

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- d) Parette Somjen, Greg Somjen, Board Architect, -\$170 per hour – non-referendum projects and other reimbursable expenses as depicted in **[DOCUMENT K]**.
- e) J&B Therapy, LLC, -\$92.00 per hour for OT & PT, \$87.50 for Speech Services, \$93.00 for LDTC Services, BCBA Services \$93.00, \$405.00 per LDTC evaluation and other reimbursable expenses, plus 1% Administrative fee as depicted in **[DOCUMENT L]**.
- f) Gurbir S. Saluja, M.D., and Manmohan Saluja, M.D., School Physicians, \$2,500 per annum as depicted in **[DOCUMENT M]**.
- g) Arthur J. Gallagher Risk Management Services, Inc., George Morville, Agent/Risk Management Consultant for the New Jersey Schools Insurance Group.
- h) Fortitude Insurance Group, Mitchell Mund, Agent, Dental Insurance Broker
- i) Phoenix Advisors, LLC-Continuing Disclosure Agent services in the amount of \$1,100 as depicted in **[DOCUMENT N]**.
- j) CDK Systems, Inc.—Financial Software Provider.
- k) R&L Data, Inc.-Payroll Software Provider.
- l) Educational Data Services, Inc.—Cooperative Bidding Service
- m) The Educational Services Commission of NJ Pricing Cooperative
- n) The Hunterdon County Educational Services Commission Pricing Cooperative
- o) The Camden County Educational Services Commission Pricing Cooperative
- p) The New Jersey School Boards Association Cooperative Pricing System
- q) Tri-County Behavioral Care-Mental Health Services-\$500/day as depicted in **[DOCUMENT O]**.

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- r) Bayada Home Health Care-Nursing Services, \$65 per hour for RN and \$55 per hour for LPN as depicted in [DOCUMENT P].
- s) Aero Environmental Services, Inc.-Environmental Consultant Services-\$85 per hour and other reimbursable expenses as depicted in [DOCUMENT Q].

Finance Committee –

On motion by Mr. Dreifus, seconded by Mr. Frangipane, and carried unanimously by roll call vote, after some discussion, **approved, accepted, announced and/or certified items A through F:**

- a. Approved the April 2022 bills in the amount of \$714,097.78 and the bills from May 1 to May 24, 2022 in the amount of \$643,256.69.
- b. Approved the bills for the Cafeteria Account in the amount of \$19,685.41.
- c. Accepted the Board Secretary's and Treasurer's Reports for 30 April 2022.
- d. Approved the Transfers made by the Superintendent after the 26 April 2022 Board Meeting, with fund 10 debits totaling \$72,500 as depicted on [DOCUMENT R] 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 30 April 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 May 2022
DATE

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OLD BUSINESS

The Board Secretary reminded the Board that there are 3-Three Year Terms [Mrs. Frayko, Mr. Gillen and Mrs. Zicarelli] for 2023, 2024 & 2025, that will be voted upon at the November 2022 General/ Annual School Election.

NEW BUSINESS

The Board Secretary confirmed who will attend the New Jersey School Board Association's Annual Conference will be held in Atlantic City this year [October 24-26, 2022]. The State has approved lodging for Monday & Tuesday October 24 & 25, 2022. To discuss getting rooms for Sunday October 23 & deducting the cost from the attendee's reimbursement log.

BOARD SECRETARY'S REPORT

In April, the Board Secretary received correspondence that the Hamburg Borough Board of Education was selected for a School Nutrition Programs Procurement Review by the New Jersey Department of Agriculture for its FY 2020-21 operations.

On motion by Mr. Gillen, seconded by Mrs. Frayko and carried unanimously by roll call vote, **adopted that the amount of district taxes needed to meet the obligations of the Hamburg Borough Board of Education from 1 July 2022 to 30 June 2023 is \$5,534,939 and Hamburg Borough is hereby requested to put into the hands of the Business Administrator the monthly dollar amount as depicted in [DOCUMENT S] by the 15th of each month, commencing on 15 July 2022 and authorize the Business Administrator to work with the municipality if there is a need to deviate from the tax requisition schedule.**

On motion by Mr. Gillen, seconded by Mrs. Frayko and carried unanimously by roll call vote, **approved the FY 2022-23 Resolutions for Participation in Joint Transportation Agreement Services [Administrative fees of 4% or 2% for the type of student transportation requested] with the Sussex County Regional Transportation Cooperative [Hopatcong Borough Board of Education as the lead agency] for all of the Board's student transportation needs as depicted in [DOCUMENT T].**

On motion by Mrs. Frayko, seconded by Mr. Dreifus and carried unanimously by roll call vote, **adopted that approve the FY 2022-23 Dental Insurance Rates from Horizon which reflect a 0% increase over the FY 2021-22 rates as depicted in [DOCUMENT U].**

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On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved Payment Request #1 in the amount of \$47,070.77 as submitted by Goksu Construction, LLC, for the Restroom Renovation Referendum Project at the Hamburg School [DOCUMENT X].

SUPERINTENDENT'S REPORT

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:

Month	# Incidents Investigated	# 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 9, 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	1	0	NA	NA
April 2022	1	0	NA	NA
May 2022				
June 2022				

B. Safety Drill Report – May 2022

	Date	Time	Evacuation Time
Evacuation Fire Drill	4/29/2022		4 min 53 sec
Shelter-in-Place	5/11/2022		20 min

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On motion by Mrs. Frayko, seconded by Mr. Frangipane, some discussion and carried unanimously by roll call vote, **approved the combined Professional Development/ Field Trip/ Substitute and Facility Use as depicted in [DOCUMENT V].**

On motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, **approved the submission of the American Rescue Elementary and Secondary Schools Emergency Relief Fund – Homeless Children and Youths [ARP-HCY II] grant as depicted in [DOCUMENT W].**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved the completion of out-of-school bedside tutoring as of May 6, 2022 by The Brookfield Educational Services Program @ Bridgeton Inpatient for student #29751.**

On motion by Mrs. Frayko, seconded by Mrs. Schels, some discussion and carried unanimously by roll call vote, **approved the cost of \$195 per class for Educere Virtual Education to Support learning loss for students in Grades 4-8 [to be paid with ESSER-II funding].**

Mrs. Sigman reported/discussed the following:

- Student Enrollment
- Suspensions
- Graduation – June 15, 2022 at 6:30 pm.

Hamburg School Student Enrollment for May 2022 [258 in district]

Grade	In-District	Out-of-District	Choice/ Non-Public	Charter
Preschool	40			
Kindergarten	36			
Grade 1	27			
Grade 2	26			
Grade 3	22	1	2	
Grade 4	23		2	
Grade 5	19		2	1
Grade 6	19	1	1	4
Grade 7	20	1	8	16
Grade 8	29		6	6
Total	259	3	21	27

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- Hamburg School Suspensions – April 2022

Grade		In School	Out of School	# of Days
6			X	1
6			X	1
6			X	2
7			X	1

Mrs. Sigman discussed globally the out of district student placements and the various homeless situations at the Hamburg Elementary School.

On motion by Mr. Frangipane, seconded by Mr. Dreifus, and carried unanimously by voice vote, **closed the meeting to the public for comment at 8:19 P.M.**

EXECUTIVE SESSION

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 – **CSA Evaluation**
- ☐ 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
- ☐ 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

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On motion by Mr. Frangipane, seconded by Mr. Dreifus, and carried unanimously by voice vote, **out of executive session the meeting to the public for comment 9:00 P.M.**

On motion by Mr. Gillen, seconded by Mrs. Frayko, **opened the meeting to the public at 9:00 P.M.**

No one addressed the Board.

On motion by Mr. Gillen, seconded by Mr. Frayko, and carried unanimously by voice vote, **that the Board adjourned the meeting at 9:01 P.M.**

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary