

MINUTES OF REGULAR MEETING

June 21, 2022

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

PRESENT: Francis Brunke, John Conklin, David Dreifus, Michael Frangipane, Tricia Schels,
Robert Jones, President

ABSENT: Sheila Frayko, Vice President, Timothy Gillen, Brianne Zicarelli

5 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.

APPROVAL OF THE MINUTES

On motion by Mr. Frangipane, seconded by Mrs. Schels, and carried by the following voice vote, **approved the Minutes and the Executive Session Board meeting minutes of the 24 May 2022 Board meeting.**

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Yes	-	6
No	-	0
Abstain	-	0

CORRESPONDENCE – Mr. Jones summarized a thank you letter from the seventh grade regarding their recent field trip.

PRESENTATION TO THE BOARD:

Mrs. Samantha Decker, Mrs. Carey Roth & Ms. Tara Scritore presented on the “Structured Literacy” Program at Hamburg School. After the presentation a discussion occurred between the presenters and various Board members.

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. Schels, seconded by Mr. Dreifus, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:20 P.M.**

No one addressed the Board.

On motion by Mrs. Schels, seconded by Mr. Conklin, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:20 P.M.**

COMMITTEE REPORTS

State & County School Boards – Mr. Conklin updated the Board on the recent Sussex County School Boards Association meeting he attended.

Sussex County Educational Services Commission –Mr. Jones updated the Board on the recent Sussex County Educational Services Commission meeting he attended.

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Liaison with the Hamburg Borough Council – Mrs. Sigman discussed with the Board the Hamburg Borough resolution she recently received on the Borough's stance on the New Jersey Department of Education's Sexual Health Standard. After some discussion, Mrs. Sigman stated that this will be on the July 2022 agenda for Board consideration.

Building & Grounds

- Referendum Project Update by the Board Secretary & Brian Bobrowski [DOCUMENT A].
 - **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.
 - The B&G committee met at 5 pm this evening and reviewed various items for the HVAC Project, specifically the ground location of the various condenser units [air conditioning will be an alternate bid to the base bid]. It was the consensus of the committee to have the base bid being the replacement of the HVAC units in the majority of the school and alternate bids for the other locations, as depicted on the floor plan attached to the minutes.
 - A purchase order has been sent out to remove VAT tile in 2 classrooms where the bookshelves will be removed and the HVAC units will be replaced as part of the referendum HVAC Project. Our custodial staff will be removing the built-in book selves. Since mobilization by the contractor is costly, we are having two (2) other classroom's tiles completely removed and three (3) small rooms in the 1900's Building as well.
 - **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 has submitted the necessary paperwork to PSA.
 - Initial job site kick-off meeting occurred on Tuesday 14 June 2022, with the work to starting on Monday 20 June 2022.

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- **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.
- **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**
 - The playground equipment has been ordered & waiting on the contractor for the installation date.
 - **Refrigerator/Freezer Replacement Project**
 - PSA was on-site Tuesday 7 June 2022 to take measurements and anticipate going out to bid in the Fall of 2022.
 - **Main Entry/Health Monitoring Vestibule Project**
 - Anticipate going out to re-bid in the Fall of 2022

The Board Secretary and Mr. Bobrowski discussed with the Board the large number of dying Ashe trees [35+] on school property that need to be removed over the next year or so, as a result of the infestation of the Emerald Ashe Borer Beetle. Some discussion ensued. Further Board guidance is needed and this topic will be on a future Board agenda for discussion.

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Education & Policy –

On motion by Mrs. Schels, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved the second reading for Regulations as depicted on [DOCUMENT B].**

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

On motion by Mrs. Schels, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved the first reading for Policies and Regulations in Alert 227 as depicted in [DOCUMENT C].**

#	Policy/Regulation Name
P1648.14	Safety Plan for healthcare Settings in School Buildings-COVID19 [M] Abolished
P1648.15	Recordkeeping for Healthcare Settings in School Buildings-COVID-19 [M] New
P2415.04	Title I – District-Wide Parent and Family Engagement [M] [Rev]
P2415.04	Title I – School Parent and Family Engagement [M] [New]
P2416.01	Postnatal Accommodations for Students [New]
P2417	Student Intervention and Referral Services [M] [Rev]
P3161	Examination for Cause [Rev]
P4161	Examination for Cause [Rev]

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P5512	Harassment, Intimidation and Bullying [M] [Rev]
P&R7410	Maintenance and Repair [M] [Rev]
R7410.01	Facilities Maintenance, Repair Scheduling, and Accounting [M] [Rev]
P8420	Emergency and Crisis Situations [M] [Rev]
P&R9320	Cooperation and Law Enforcement Agencies [M] [Rev]

On motion by Mrs. Schels, seconded by Mr. Frangipane, and carried unanimously by roll call vote, **approved the first reading for Policy 3216 as depicted in [DOCUMENT D].** Some discussion ensued.

Policy #	Policy/Regulation Name
P3216	Staff Members – Dress & Grooming

Negotiations & Personnel –

On motion by Mr. Jones, seconded by Mr. Frangipane, and carried unanimously by roll call vote, **approved the revised FY 2022-2023 contract for Stacey Reardon as depicted on [DOCUMENT E].**

On motion by Mr. Jones, seconded by Mr. Conklin, and carried unanimously by roll call vote, after some discussion, **rescinded the approval as substitute custodian for Lucio Campa.**

On motion by Mr. Jones, seconded by Mr. Conklin, and carried unanimously by roll call vote, **approved items a-e:**

- a. Deirdre Pettiford, Substitute Paraprofessional [ESY] – [July 5-29] @ \$25.00/hr., not to exceed 40 hours [utilizing ESSER Funding];
- b. Louise Murphy, Data Manager for the 2022-2023 school year @ \$6,000 stipend payment;
- c. Aimee Landrud, Summer Nurse for the Extended School Year program [July 5-29] @\$40.00/hour, not to exceed 40 hours;
- d. Michele Sealander, Teacher-in-Charge for the 2022-2023 school year @\$1,000 stipend payment;
- e. Michele Sealander, Testing Coordinator for the 2022-2023 school year @\$1,000 stipend payment.

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On motion by Mr. Jones, seconded by Mr. Frangipane, and carried unanimously by roll call vote, after a brief discussion, **approved** the payment for qualitative goal Policy/Regulation updates [\$3,653] and qualitative goal – Job Descriptions [\$3,653] for Kimberly Sigman, as per Dr. Gayle Carrick's approval letter depicted in **[DOCUMENT F]**.

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:**

Discussion of items A through F...

- a. To approve the bills as presented.
- b. To approve bills for the Cafeteria Account in the amount of **\$22,301.98**.
- c. To accept the Board Secretary's and Treasurer's reports for **31 May 2022**.
- d. To approve Transfers made by the Superintendent after the **24 May 2022** Board Meeting, with fund 10 debits totaling **\$52,600** depicted in **[DOCUMENT G]** and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2021-22 budget process for various professional services.
- e. Pursuant to N.J.A.C. 6A:23A-16.10, the Business Administrator/Board Secretary certifies that as of **31 May 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

Mr. Jones stated if anyone is interested in filing a nominating petition to run for the Board of Education at the 8 November 2022 Annual Election, the nominating petitions forms are available on the Sussex County Clerk's website. Additionally, Mr. Jones reminded Board members to do their required Board member training and to contact Mrs. Suzette Houdershielt in the Business Office to register for any classes.

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.

BOARD SECRETARY'S REPORT

To discuss the year end transfer of money to the Capital Reserve Account [this can only occur by BOE resolution in the month of June or during the budget process].

On motion by Mr. Frangipane, seconded by Mr. Conklin and carried unanimously by roll call vote, **adopted the following Resolution:**

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, Hamburg Borough Board of Education wishes to deposit anticipated current year excess surplus into a Capital Reserve account at year end, and

WHEREAS, the Hamburg Borough Board of Education has determined that not to exceed \$ 200,000 is available for such purpose of transfer;

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NOW THEREFORE BE IT RESOLVED by the Hamburg Borough Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

On motion by Mr. Frangipane, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved the submission and acceptance of funds for the FY 2022-23 IDEA and ESEA Grants as depicted in [DOCUMENT H], and to decline Title 3 funds in the amount of \$196.**

On motion by Mr. Dreifus, seconded by Mr. Conklin, and carried unanimously by roll call vote, **approved the FY 2022-23 Cafeteria Price List. [DOCUMENT I].**

On motion by Mr. Frangipane, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved the employees as determined by the Superintendent, to attend the New Jersey School Boards Workshop to be held from October 24-26, 2022, in the amount of \$2,100 per attendee and the associated lodging for this workshop.**

On motion by Mr. Frangipane, seconded by Mr. Conklin, and carried unanimously by roll call vote, **approved the disposition/trade-in of the Kyocera TASKalfa 5501 Copier that is located in the Teacher's Conference Room which is being replaced by a Kyocera TASKalfa 7003i copier.**

To report, pursuant to PL 2015, Chapter 47 the Hamburg Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

- Maschio's Food Service, Inc.
- Horizon Dental/Fortitude Insurance Group
- New Jersey Schools Insurance Group/Arthur J. Gallagher/Morville Agency
- Alliance for Competitive Energy Services
- Educational Consortium for Telecommunications Savings
- Educational Data Services, Inc./Morris County ESC
- Hunterdon County Educational Services Commission
- The Educational Services Commission of New Jersey
- Camden County Educational Services Commission

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- Sussex County Regional Transportation Cooperative
- The New Jersey School Boards Association Cooperative Pricing System
- Cleary, Giacobbe, Alfieri & Jacobs
- McManimon, Scotland & Baumann, LLC
- Nisivoccia LLC
- Parette Somjen Architects LLC
- Phoenix Advisors, LLC
- J & B Therapy, LLC
- Gurbir S. Saluja, M.D.
- CDK Systems, Inc.
- PenTele Data
- T.A. Mountford Co.
- R & L DataCenter, Inc.
- Windsor Learning Center

SUPERINTENDENT'S REPORT

On motion by Mr. Schels, seconded by Mr. Conklin, 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

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May 2022	1	[in part]	NA	NA
June 2022	1	0	NA	NA

B. Safety Drill/* Stance Report – June 2022

	Date	Time	Evacuation Time
Fire Drill	5/26/2022	2:15 pm	3 min 24 sec
Non-Fire Evacuation Drill	6/10/2022	10:15 am	3min 25 sec
*Shelter-in-Place	6/13/2022		
*Shelter-in-Place	6/14/2022		
Fire Drill	6/15/2022	9:44 am	3 min 01 sec

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

Mrs. Sigman reported on the following:

1. Student Enrollment
2. Suspensions
3. AKC Canine Good Citizenship Program
4. Hamburg Borough Summer Newsletter

Hamburg School Student Enrollment – June 2022 [Total = 261 in district]

	In-District	Out of District	Choice Non-Public	Charter
Preschool	42			
Kindergarten	36			
Grade 1	26			
Grade 2	27			
Grade 3	21	1	2	

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Grade 4	23		2	
Grade 5	20		2	1
Grade 6	16	1	1	4
Grade 7	20	1	8	16
Grade 8	30		6	6
Total	261	3	21	27

Hamburg School Suspensions – June 2022

Grade	In School	Out of School	# of Days
6	1		1

OPEN TO THE PUBLIC

On motion by Mr. Schels, seconded by Mr. Conklin, **opened the meeting to public comment at 8:31 P.M.**

No one addressed the Board.

On motion by Mr. Frangipane, seconded by Mr. Dreifus, and carried unanimously by voice vote, **closed the meeting to the public for comment at 8:31 P.M.**

EXECUTIVE SESSION

On motion by Mr. Schels, seconded by Mr. Frangipane, **closed the meeting to the public at 8:31 P.M.**

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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);

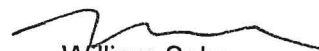
NOW, THEREFORE, BE IT RESOLVED that the Board of Education shall forthwith enter into closed session to discuss the following matter(s) concerning:

- ☐ 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

On motion by Mr. Dreifus, seconded by Mr. Conklin, and carried unanimously by voice vote, **that the Board returned to Regular Session at 8:36 P.M.**

On motion by Mr. Frangipane, seconded by Mr. Dreifus, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:36 P.M.**

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary