

MINUTES OF REGULAR MEETING

July 26, 2022

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

PRESENT: John Conklin, David Dreifus, Michael Frangipane, Sheila Frayko, Vice President,
Timothy Gillen, Tricia Schels, Brianne Zicarelli

ABSENT: Robert Jones, President, Francis Brunke

2 Members of the Public

The Board Vice 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."

Mrs. Frayko 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 Mr. Conklin, and carried by the following voice vote, **approved the Minutes and the Executive Session Board meeting minutes of the 21 June 2022 Board meeting.**

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Yes	-	4
No	-	0
Abstain	-	Mrs. Frayko, Mrs. Zicarelli, Mr. Gillen

On motion by Mr. Frangipane, seconded by Mr. Conklin, and carried by the following voice vote, **approved the revised Executive Session minutes of the 26 April 2022 Board meeting.**

Yes	-	6
No	-	0
Abstain	-	Mrs. Zicarelli

CORRESPONDENCE – The Board Secretary summarized an email from the Alliance for Competitive Energy [ACES] Cooperative to the Board that its current electric supplier contract is expiring, and our account will be reverting back to JCP&L. A brief discussion ensued.

PRESENTATION TO THE BOARD:

No presentation

OPEN TO THE PUBLIC

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

COMMITTEE REPORTS

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State & County School Boards – No report.

Sussex County Educational Services Commission – No report.

Liaison with the Hamburg Borough Council –Mrs. Frayko reported on the recent Mayor and Council Meeting that the School can get free cable TV, if needed, and the Road Department Manager is retiring in October 2022.

Building & Grounds

- The Board Secretary and Mr. Brian Bobrowski updated the Board on the referendum and other facility projects [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. Over the next month or so, to have our final design meeting and set the bid timeline.
 - VAT removal contractor is scheduled for early August 2022 to remove VAT tile in 2 classrooms where the bookshelves will be removed [this must be done now or when the HVAC Referendum work occurs]; two (2) other classroom's tiles completely removed that butt up against the HVAC units that will be removed and three (3) small rooms in the 1900's Building.
 - The Board Secretary and Mr. Bobrowski will be scheduling, over the next month or so, a meeting with PSA to do final design review of the HVAC project and establish the bid timeline.
 - Roof Project-PSA is in the investigative stage of the Roof Project.
 - An infrared survey/scan occurred on 6 July 2022 [DOCUMENT B] and a brief discussion occurred.
 - A B&G Committee meeting was tentatively scheduled for 6 or 13 September 2022 with PSA to discuss options for the main school building roof project and to review in more detail all other referendum/non-referendum projects. Mr. Josh Thompson [PSA] will select the date that is best for him to attend this meeting with the B&G Committee.

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- PSA to start the design for the 1900's Building roof replacement [shingle roof], which includes the removal of the two (2) chimneys, fascia replacement, gutters, etc. Anticipate going out to bid in the Fall/Winter 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 construction starting on 20 June 2022.
 - To discuss Change Orders for demolition work, relocation of a roof drain and additional work for the fire rated enclosure of the steel column that cannot be relocated. Mr. Joe Butto, Construction Official has been contacted by PSA to review/inspect and anticipate no issues with PSA's remedy.
 - Under the Board Secretary Report to approve Payment Request #2.
- **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 and the work was completed by the middle of July without any issues.
 - Under the Board Secretary Report to approve payment for this work.
- **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 delivered the boilers the end of August/early September 2022.
 - **Preschool Playground Project**
 - The playground equipment has been ordered & waiting on the contractor for the installation date.
 - Due to supply chain issues, looks like an October 2022 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 2022.

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- PSA working on the New Jersey Department of Education's Project application & design.
- 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 Mr. Dreifus, and carried unanimously by roll call vote, approved the first reading for Policies and Regulations in Alert 228 as depicted on [DOCUMENT C].

#	Policy/Regulation Name
P0143.2	High School Student Representative to the BOE [M] [Does not apply]
P0163	Quorum [Rev]
P1511	Board of Education Website Accessibility [M] [Rev]
P2415	Every Student Succeeds Act [M] {Rev}
P&R2432	School-Sponsored Publications [Abolished]
P3216	Dress & Grooming [Policy presented as 2 nd reading from June 2022]
P3270	Professional Responsibilities [Rev]
R3270	Lesson Plans and Plan Books [Rev]
P4216	Dress and Grooming [Support Staff – included as 2 nd reading from June 2022]
P&R5513	Care of School Property [M] [Rev]
P5517	School-District Issued Student Identification Cards [M] [Rev]
P5722	Student Journalism [M] [Rev]

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

#	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

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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]
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 second reading for Policy 3216 as depicted in [DOCUMENT E].**

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

Negotiations & Personnel

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

- **Melissa Oldham*** as part-time classroom aide, not to exceed 29 hours per week at a rate of \$13.88 per hour effective 1 September 2022. This position does not qualify for benefits.
- **Shawn Elizabeth Reed*** as part-time classroom aide, not to exceed 29 hours per week at a rate of \$13.88 per hour effective 1 September 2022. This position does not qualify for benefits.
- **Terrence J. McGowan*** as part-time classroom aide, not to exceed 29 hours per week at a rate of \$13.88 per hour effective 1 September 2022. This position does not qualify for benefits.

***Pending completion of district-required paperwork**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **rescinded the 2022-2023 paraprofessional contract for Elizabeth Weite which was set at a rate of \$14.30 per hour not to exceed 12.5 hours per week.**

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On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote after some discussion, **approved the following Co-Curricular activities for SY 2022-2023:**

Activity	Staff Member	Step	Stipend
Academic Club	TBD		
Art Club	Arias	1	\$1013
Athletic Director	Douglass	6	\$2139
AVA	Freeswick	1	\$1238
Band	Tarantino	6	\$1463
Basketball [Head] - Boys	Ratzer	3	\$1913
Basketball [Asst] - Boys	M. Clark	4	\$1801
Basketball [Head] - Girls	Blauvelt	2	\$1801
Basketball [Asst] - Girls	Garris	2	\$1575
Chorus	Tarantino	6	\$731.50
Chorus	Scott	1	\$506.50
Computer Tech Advisor	Sealander	4	\$1688
Cross Country [Head]	Hoover	4	\$1350
Cross Country [Asst]	Blauvelt	2	\$900
Drama [Head]	Velazquez	1	\$1463
Drama [Asst]	Weingartner	1	\$1126
Eighth Grade Advisor	Smalley	6	\$1848
Field Hockey	NA	NA	NA
Environmental Club	Kolb	6	\$1463
National Junior Honor Society	Sealander	6	\$1463
School Literary Magazine	Smalley	6	\$1350
Safety Patrol	Tarantino	2	\$956
Soccer [Head]	Genetelli	1	\$1575
Soccer [Asst]	Freeswick	2	\$1463
Track [Head]	Williamson	6	\$1463
Track [Asst]	TBD		
TREP\$	Hearn	1	\$1031
Volleyball [Head]	Danko	6	\$1463
Volleyball [Asst]	Ratzer	2	\$1013
Yearbook	Sealander	6	\$1913

On motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, as per the Superintendent's recommendation, **approved/accepted the attainment of the FY 2021-22 Superintendent's quantitative goal-NWEA Benchmark growth target in Mathematics for Grade 8 students by Mrs. Kimberly Sigman, and to**

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authorize payment in the amount of \$4,866 to Mrs. Sigman upon receipt of the revised approval letter from Dr. Gayle Carrick [Document F].

Yes	7
No	0
Abstain	0

Finance Committee

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

- a. Approved the June 2022 bills in the amount of \$845,370.73 and the bills from July 1 to 26 July 2022 in the amount of \$743,731.51.
- b. Approved bills for the Cafeteria Account in the amount of \$41,921.57.
- c. Accepted the Board Secretary's and Treasurer's reports for 30 June 2022.
- d. Approved Transfers made by the Superintendent after the 21 June 2022 Board Meeting, with fund 10 debits totaling \$72,600 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 30 June 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

30 June 2022
DATE

On a motion by Mr. Gillen and seconded by Mrs. Schels, approved the following transfer effective 30 June 2022, after some discussion, to account for the Board's General Fund Contribution due to the Preschool Education Aid [PEA] program, as follows:

From: Medical Insurance	\$40,000
11-000-291-270	
To: Local Contribution-Special Revenue	

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11-105-100-936

\$40,000

OLD BUSINESS –

No Old Business

NEW BUSINESS –

No New Business

BOARD SECRETARY'S REPORT

On motion by Mr. Gillen, seconded by Mrs. Schels and carried unanimously by roll call vote, approved the payment in the amount of \$28,900 to Michael J. Malpere Company, Inc., for the Exterior Repairs to the 1900's Building, as part of the Referendum Project at the Hamburg School for the work that was completed on 8 July 2022 for the masonry repairs/repointing [Referendum Project] of the 1900's Building and \$1,600 for non-referendum work to re-set two (2) bluestone sills that were dislodged from two windows in the Kindergarten wing.

On motion by Mr. Gillen, seconded by Mr. Conklin and carried unanimously by roll call vote, approved Payment Request #2 in the amount of \$229,375.11, as submitted by Goksu Construction, LLC, for the Restroom Renovation Referendum Project at the Hamburg School and Change Order #1 in the amount of \$17,483.58 which is subtracted against the contract allowance of \$47,600 that results in a \$0 increase in the contract amount. [DOCUMENT H].

On motion by Mr. Gillen, seconded by Mr. Dreifus and carried unanimously by roll call vote, approved the following individuals attending the Annual New Jersey School Boards Conference in Atlantic City, 24-26 October 2022, lodging for October 23, 24 & 25 [Lodging for Sunday October 23rd will be deducted off the expense log and the Board will be paying for lodging on October 24th & 25th], workshop registration fees, and reimbursement of mileage & meals, in accordance with Board policy, as follows:

- Mr. Jones
- Mr. Brunke
- Mr. Conklin
- Mr. Dreifus
- Mr. Frangipane
- Mrs. Sigman
- Mr. Sabo

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SUPERINTENDENT'S REPORT

On motion by Mr. Gillen, seconded by Mr. Conklin and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the FY 2022-23 district goals as depicted on [DOCUMENT I] and summarized as follows:**

Goal #1: Hamburg School will continue to collaborate with the school districts in our region to align our curriculum delivery and use of student data in order to further develop our curricular programs and develop a shared curricular vision.

Goal #2: Hamburg School will identify and support communal engagement in order to surround our students with a community of mutual support, thus empowering students to best succeed in school.

Goal #3: Hamburg School will implement curriculum mapping, instruction, and assessment that will provide a continuum of learning opportunities that are engaging, meaningful and allow students to thrive. Monitor standards-based classroom instructional mapping to identify and rectify gaps and redundancies.

On motion by Mrs. Schels, seconded by Mrs. Frayko and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved DOCUMENT J which are the following items:**

- **School Register Summary – [Certified]**
- **Student Safety Data System – [Certified]**
- **School Security Drill Statement of Assurance – [Certified]**
- **DOE Educator Evaluation Information System – [Certified]**
- **NJSMART Course Roster Staff/Student – [Released w/o errors]**
- **NJSMART SID and SMID uploads ready [w/o errors] for 3 August 2022 Snapshot**

On motion by Mr. Frangipane, seconded by Mr. Conklin and carried unanimously by roll call vote, **approved: items A & B:**

A. Harassment, Intimidation, and Bullying [HIB] Report:

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
July 2022	0	0		

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B. Safety Drill/Stance Report – July 2022

	Date	Time	Evacuation Time
Fire Evacuation Drill	7/21/2022	1:07pm	2min 36sec

On motion by Mr. Frangipane, 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 in [DOCUMENT K].**

On motion by Mrs. Frayko, seconded by Mr. Dreifus and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the following after some discussion:**

- **The 2022-2023 Field Trip Blanket List as depicted on [DOCUMENT L].**
- **The 2022-2023 Substitute List as depicted on [DOCUMENT M].**

Mrs. Sigman acknowledged in the audience Mr. John Burd, Councilman who was invited to discuss with the Board Resolution # 2022-71 as adopted by the Hamburg Borough Council.

On motion by Mrs. Schels, seconded by Mr. Gillen and did not carry by the following roll call vote, after considerable discussion among the Board, Mrs. Sigman and Councilman Burd, **to approve the Hamburg Borough Council's Resolution #2022-71: Parent's Bill of Rights [DOCUMENT N].**

Yes	-	Mrs. Zicarelli
No	-	4
Abstain	-	Mr. Conklin, Mr. Frangipane

On motion by Mr. Gillen, seconded by Mr. Frangipane and carried unanimously by roll call vote, as per the Superintendent's recommendation **approved items a-c:**

- Terminate academic services with Windsor Academy for student #6312024143 effective 22 July 2022.**
- Terminate transportation services to Windsor Academy for student #6312024143 effective 22 July 2022.**
- Approve tuition costs at Ranch Hope [Strang School] for student #6312024143 ESY beginning 5 August 2022 through 17 August 2022 at a cost of \$399.59/day and a cost of \$71,926.20, for the Regular 2022-2023 School Year. Instructional duration will be based on need and is subject to change. Transportation cost are not needed for this placement. Some discussion ensued.**

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On motion by Mr. Dreifus, seconded by Mr. Gillen and carried unanimously by roll call vote, as per the Superintendent's recommendation **approved the NJSMART Data Management handbooks for QSAC manual p.82 indicator 3a as depicted on [DOCUMENT O].**

On motion by Mrs. Frayko, seconded by Mr. Dreifus and carried unanimously by roll call vote after a brief discussion, as per the Superintendent's recommendation, **approved the following FY 2022-2023 Professional Services Annual Resolution, as follows:**

WHEREAS, there exists a need for various professional services, and
WHEREAS, the Public-School Contracts Law [NJSA 18: A-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-18 of the Public-School Contracts Law, not to exceed a contractual amount of \$200,000, as follows:

- a) **Tri-County Behavioral Care for 2 days per week, \$500 per day from 1 July 2022 through 20 June 2023 as depicted on [DOCUMENT P].**

On motion by Mr. Frangipane, seconded by Mr. Conklin and carried unanimously by roll call vote, as per the Superintendent's recommendation, **amended the 2022-2023 school calendar as depicted on [DOCUMENT Q].**

On motion by Mr. Gillen, seconded by Mr. Conklin and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted a donation of Amazon Fire Tablets [all returns] from the Deptford and Sussex Elks Motorcycle Committees and any serviceable devices will be provided to Hamburg School staff for their use; with any damaged/un-usable devices will be disposed of with our annual electronic waste collection.**

Mrs. Sigman reported/discussed the following with the Board:

- **NWEA Year End Data**
- **Quantitative Goal Data**
- **2022-2023 Merit**
- **NWEA Data**
- **CSA/ ESC Luncheon discussing the renewal of the 22/23 Interim Business Administrator contract that expires 31 December 2022.**

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On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by roll call vote, after some discussion, as per the Superintendent's recommendation, **approved/accepted the FY 2022-23 two (2) Quantitative and two (2) Qualitative Merit Goals, as per contract, for Mrs. Kimberly Sigman, Superintendent as depicted on DOCUMENT ES1 and authorized the Superintendent to submit the necessary paperwork to the Executive County Superintendent for review and approval of these FY 2022-23 Merit Goals.**

Yes	7
No	0
Abstain	0

OPEN TO THE PUBLIC

Mrs. Frayko 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 Mr. Conklin, seconded by Mr. Gillen, **opened the meeting to the public for comment at 9:19 P.M.**

No one addressed the Board.

On motion by Mr. Conklin, seconded by Mr. Dreifus, and carried unanimously by voice vote, **closed the meeting to the public for comment at 9:19 P.M.**

On motion by Mr. Conklin, seconded by Mr. Frangipane, and carried unanimously by voice vote, **that the Board adjourned the meeting at 9:19 P.M.**

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary