

MINUTES OF REGULAR MEETING

August 30, 2022

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

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

ABSENT: John Conklin, Tricia Schels, Brianne Zicarelli

2 Members of the Public

The Board President **opened the meeting at 7:02 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. Frangipane**, and carried by the following voice vote, **approved the Minutes of the 26 July 2022 Board meeting.**

Yes	-	4
No	-	0
Abstain	-	Mr. Jones, Mr. Brunke

On motion by **Mrs. Frayko**, seconded by **Mr. Dreifus**, and carried by the following voice vote, after some discussion, **approved the revision to Regular meeting minutes of the 21 June 2022 Board meeting, page 1827 to reflect the May 2022 Check Register in the amount of \$747,721.66 and the June 1-21, 2022, Check Register in the amount of \$ 671,999.76.**

Yes	-	4
No	-	0
Abstain	-	Mr. Brunke, Mr. Gillen

CORRESPONDENCE

Mr. Jones summarized a letter from the New Jersey Department of Education, Office of School Facilities Planning dated 9 August 2022 approving a minor amendment to the Board's Long-Range Facility Plan for the Cafeteria Refrigerator/Freezer Replacement Project.

PRESENTATION TO THE BOARD

Ms. Rebecca Dorney, Wallkill Valley Coalition, reviewed a PRIDE survey **[DOCUMENT A]** as completed by Hamburg Elementary School 6th-8th grade students. After the presentation a discussion ensued between various Board members and Ms. Dorney.

Ms. Dorney left the meeting at 7:34 p.m.

On motion by **Mrs. Frayko**, seconded by **Mr. Dreifus**, and carried **unanimously** by roll call vote, per Mrs. Sigman's recommendations, **approved a partnership with the Wallkill Valley Coalition inclusive of classroom supports for Hamburg Borough students.**

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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. Frangipane, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:37 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 7:37 P.M.**

COMMITTEE REPORTS

State & County School Boards – No report.

Sussex County Educational Services Commission –Mr. Jones had no report but did state that there is an open invitation for Board members to tour the Northern Hills Academy, the school the Sussex County Educational Services Commission operates.

Liaison with the Hamburg Borough Council – No report.

Building & Grounds

- The Board Secretary and Mr. Brian Bobrowski updated the Board on the referendum and other facility projects **[DOCUMENT B]**.
 - **HVAC Project**- Tentative Bid Opening date is Wednesday 16 November 2022 and the bid specifications tentatively available on Friday 14 October 2022.
 - The 85% completion design review meeting occurred at the Offices of Parette Somjen Architects [PSA] on Tuesday 9 August 2022, with PSA returning back to the Hamburg School over the next few weeks to finalize various measurements. Final review meeting end of Sept 2022.

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- VAT removal contractor was on site in early August 2022 and removes VAT tile in 2 classrooms where the bookshelves will be removed [this has to be done now or when the HVAC Referendum work occurs]; two (2) other classroom's tile completely removed that butt up against the HVAC units that will be removed and three (3) small rooms in the 1900's Building. The finish tile contractor had the floors tiled by Friday August 19th.
- **Roof Project**
 - Anticipate going out to bid in the Fall/Winter 2022-2023 for the Main School roof-PSA in the investigative stage for this portion of the Referendum Roof Project.
 - PSA started the design for the 1900's Building roof replacement [shingle roof], which includes the removal of the two (2) chimneys, fascia replacement, gutters, etc.
 - 1900's Building Roof Project-Tentative Bid Opening date is Wednesday 14 December 2022 and the bid specifications tentatively available on Friday 11 November 2022.
- **Restroom Project**
 - Job site meeting with PSA and Goksu Construction occurred on Tuesday 16 August 2022 and 30 August 2022.
 - The work will be completed by 1 September 2022, with just punch list and closeout paperwork outstanding.
 - Under the Board Secretary Report to approve Payment Request #3, and anticipating the entire project completed by the September 2022 Board meeting.
- **Exterior Repair Project**
 - The 1900's Building Exterior Repair, window replacement portion of Exterior Repair Project is in a holding pattern until the bids for the HVAC Project have been received/analyzed/contract issued and the Main School roofing type decision is made.
- **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.

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- 17 August 2022 email update from Donnelly Energy--anticipate the manufacturer to ship the boilers by the middle of 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 has been on-site to finalize the field measurements for the Refrigerator/Freezer Project and is working with their design consultant.
 - PSA has submitted the New Jersey Department of Education's Project application.
 - Tentative Bid Opening date is Wednesday 14 December 2022 and the bid specifications tentatively available on Friday 11 November 2022.
- **Main Entry/Health Monitoring Vestibule Project [Re-Bid]**
 - Tentative Bid Opening date is Wednesday 16 November 2022 and the bid specifications tentatively available on Friday 14 October 2022.

On motion by **Mr. Gillen**, seconded by **Mrs. Frayko**, and carried unanimously by roll call vote, **approved Parette Somjen Architects [PSA] the authority to prepare all plans, specifications, drawings and necessary bid related documents including the analysis of the bids received and construction oversight for the Cafeteria Refrigerator/Freezer Replacement Project and the Re-bid of the Main Entry/Health Monitoring Vestibule Project at the Hamburg Elementary School in accordance with the terms & conditions of the FY 2022-23 contract with PSA; to delegate the authority to the Interim School Business Administrator for supervision of these projects and; the Interim Business Administrator ensures that funds are available for this professional service as funded by the Board's FY 2022-23 Budget and/or the Capital Reserve Account.**

Additionally, the Board Secretary discussed with the Board other facility projects that will be brought before the BOE:

- A quote to do a partial survey of the school grounds. This survey is required should the Board move forward with the placing of a shed on the school's property by the existing playground. The shed project does require a Zoning Permit to be filed with the Borough. We met with the Zoning Officer who informed us that a site plan is not acceptable and that we would need the shed location depicted on a survey.
- A curtain/divider for the Gym. This would require a NJDOE project application and PSA has been contacted for a proposal. A quote has been secured from an approved vendor from the ESC of NJ bidding cooperative that the Board belongs to.
- Will be looking at the installation of a new burglar alarm system for the 23/24 budget.

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Education & Policy

On motion by **Mrs. Frayko**, seconded by **Mr. Frangipane**, and carried unanimously by roll call vote, **approved the second 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 2nd reading from June 2022]
P3270	Professional Responsibilities [Rev]
R3270	Lesson Plans and Plan Books [Rev]
P4216	Dress and Grooming [Support Staff – included as 2nd 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]

The next Education & Policy Committee meeting is scheduled for Wednesday 21 September 2022 at 6:30 p.m.

Negotiations & Personnel

On motion by **Mrs. Frayko**, seconded by **Mr. Frangipane**, and carried unanimously by roll call vote, **rescinded: the 2022-2023 co-curricular contract for Head Track Coach for Suzanne Williamson.**

On motion by **Mrs. Frayko**, seconded by **Mr. Gillen**, and carried unanimously by roll call vote, after some discussion, **approved an interlocal agreement for shared services of Hamburg's World Language teacher #73879850 with Lafayette Township School [This**

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shared services agreement would include instruction for Hamburg Borough [3 days] and Lafayette Township [2 days] at a rate of \$79,612 (Step MA11). This position does include health benefits to be shared between the two districts [Hamburg = 3/5 and Lafayette = 2/5 responsibility]. **[DOCUMENT D]**.

On motion by **Mrs. Frayko**, seconded by **Mr. Gillen**, and carried unanimously by roll call vote, **approved Elizabeth Velasquez, Spanish Teacher, to full time Step MA/11 \$79,612 effective on 9/1/2022.**

On motion by **Mrs. Frayko**, seconded by **Mr. Frangipane**, and carried unanimously by roll call vote, after some discussion, **approved the increase of the Hamburg Borough School's paraprofessional start rate to \$20.00 per hour; this increase is inclusive of a \$6.12 per hour increase for all existing paraprofessionals effective 1 September 2022.**

On motion by **Mrs. Frayko**, seconded by **Mr. Gillen**, and carried unanimously by roll call vote, **approved Kristal Eisenhauer as part-time classroom aide, not to exceed 29 hours per week at a rate of \$20.00 per hour effective 1 September 2022.** This position does not qualify for benefits. Pending completion of district-required paperwork

Finance Committee

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

- a. **Approved the July 2022 check register in the amount of \$782,360.69 and the August 1 to 30,2022 check register in the amount of \$576,478.59.**
- b. **Approved bills for the Cafeteria Account in the amount of \$0.**
- c. **Accepted the Board Secretary's and Treasurer's reports for 31 July 2022.**
- d. **Approved Transfers made by the Superintendent after the 26 July 2022 Board Meeting, with fund 10 debits totaling \$46,000 depicted in **[DOCUMENT E]** and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2022-23 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 July 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 July 2022
DATE

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The Board Secretary reviewed the \$786,688 in FY 2021-22 Maintenance of Equity Aid the Hamburg Borough Board of Education received on August 10, 2022 [attached to the minutes]. After some discussion, it is was the consensus of the Board to appropriate some of these funds in 22/23 to offset unbudgeted expenditures and the balance for these funds to fund the upcoming 23/24 budget.

OLD BUSINESS

The Board Secretary discussed the removal of dead Ash Trees on school property, which has been discussed at a previous Board meeting. After some discussion, Mr. Brunke asked what would the downside of having the wood cut and left in a pile with a sign saying “Free Wood” for anyone to take. The Board Secretary stated that he would contract the Board’s Insurance agent to get an answer and for this discussion to continue at the September Board meeting.

NEW BUSINESS

No New Business

BOARD SECRETARY’S REPORT

On motion by **Mr. Gillen**, seconded by **Mrs. Frayko** and carried unanimously by roll call vote, **approved Payment Request #3, in the amount of \$81,856.22, as submitted by Goksu Construction, LLC, for the Restroom Renovation Referendum Project at the Hamburg School [DOCUMENT F].**

SUPERINTENDENT’S REPORT

On motion by **Mr. Dreifus**, seconded by **Mr. Frangipane** 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		
August 2022	0	0		

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B. Safety Drill/Stance Report – July 2022

	Date	Time	Evacuation Time
Shelter-In-Place	7/28/2022	12:16pm	7min

Mrs. Frayko left meeting at 8:50 and returned at 8:52 pm.

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

On motion by **Mrs. Frayko**, seconded by **Mr. Frangipane** and carried unanimously by roll call vote, **approved the Shared-Services Agreement between the Hardyston Board of Education and the Hamburg Board of Education for the purpose of utilizing school nursing services in emergent situations as depicted on DOCUMENT H.**

On motion by **Mrs. Frayko**, seconded by **Mr. Dreifus** and carried unanimously by roll call vote, **approved the Shared-Services Agreement between the Franklin Board of Education and the Hamburg Board of Education for the purpose of utilizing school nursing services in emergent situations as depicted on DOCUMENT I.**

On motion by **Mrs. Frayko**, seconded by **Mr. Gillen** and carried unanimously by roll call vote, after some discussion, **approved transportation for students #31710 & #32619 to Hamburg School from Newton at a rate of \$620.00/day [\$310/student].**

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

- a) **Student #6312024143 to attend the Windsor School for the 2022-2023 school year beginning 5 July 2022 through 22 July 2022 at a cost of \$335.00/day \$4690.00 [14 days] inclusive of any needed services, plus transportation.**
- b) **Student #9230033251 to attend the Windsor School for the 2022-2023 school year beginning 5 July 2022 – 23 July 2023 at a cost of \$70,350.00 [210 days] inclusive of any needed services, plus transportation.**

On motion by **Mrs. Frayko**, seconded by **Mr. Frangipane** and carried unanimously by roll call vote, **approved the use of Marzano Focused Teacher Evaluation Model and the Marzano School Leader Evaluation Model as the district evaluation tools for the 2022-2023 school year.**

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On motion by **Mr. Frangipane**, seconded by **Mrs. Frayko** and carried unanimously by roll call vote, **approved the use of New Jersey School Board's Association [NJSBA] as the district's Superintendent evaluation tool for the 2022-2023 school year.**

On motion by **Mrs. Frayko**, seconded by **Mr. Frangipane** and carried unanimously by roll call vote, **approved unanimously the Full-time Principal Waiver for the 2022-2023 school year as depicted on [DOCUMENT J].**

On motion by **Mr. Gillen**, seconded by **Mr. Dreifus** and **carried by roll call vote, the AKC Registration #SS26042303 [Echo's Chocolate Moose] as the Hamburg Borough School's therapy dog for the 2022-2023 school year.**

Yes	5
No	0
Abstain	Mr. Brunke

Mrs. Sigman reported to the Board:

	In-District	Out-of-District	Choice Non-Public	Charter
Preschool	40			
Kindergarten	27			
Grade 1	34			
Grade 2	26		1	
Grade 3	23		2	
Grade 4	23	1	2	
Grade 5	20		1	
Grade 6	15		2	6
Grade 7	15	1	2	4
Grade 8	21		5	15
Total	244	2	15	25

Mrs. Sigman reported that there is a discrepancy with the 22/23 Hamburg School calendar when compared to the other Wallkill Valley schools. This will be discussed further at the September 2022 Board meeting.

Mrs. Sigman updated the Board on the email she sent to all Sussex County Business Administrators, with a reply due back to Mrs. Sigman by Friday September 9th, for their willingness to be a shared Business Administrator for/with the Hamburg Borough Board of Education. Over the summer, Mrs. Sigman was directed by the Executive County Executive

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Superintendent to advertise for a part-time Business Administrator and at the same time, to pursue a shared services arrangement for the part-time Business Administrator's position, in light of the Commissioner of Education's approval of the Interim Business Administrator's contract until 31 December 2022.

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

No one addressed the Board.

On motion by **Mr. Gillen**, seconded by **Mrs. Frayko**, 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