HAMBURG BOARD OF EDUCATION REGULAR MEETING AGENDA 18 October 2022 7:00 p.m. To be held in the Cafeteria

A. Flag Salute & Pledge of Allegiance

STATEMENT----OPEN PUBLIC MEETING

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, the Star-Ledger and the Sunday Herald.

ROLL CALL:

	Mr. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Zicarelli
PRESENT									
ABSENT									

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 to meet with success and grand achievements in the 21st Century.

MOTION BY _____ SECONDED BY _____ to approve: The Regular meeting minutes of the 27 September 2022 Board meeting.

	Mr. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Zicarelli
YES									
NO									
ABSTAIN									

CORRESPONDENCE:

 Two letters from PFK O'Connor Davies, LLP auditors, dated 28 July 2022 and 30 August 2022 regarding the New Jersey Department of Agriculture's 2020-21 Procurement Audit of the Food Service Operations at the Hamburg School. No audit recommendations were cited.

PRESENTATION TO THE BOARD

Student Spotlight

- Preschool Aryana Evans & Riley Parrish
- Kindergarten Grayson Trotta
- Grade 1 Adrianna Galan-Sedlacik
- Grade 2 Jacob Ruit
- Grade 3 Alexis Hastrup & Tame Mansour
- Grade 4 Joseph Landrud
- Grade 5 Amelia Ruit
- Grade 6 Olivia Cubby & Lilia Mansour
- Grade 7 Evonne Zhang
- Grade 8 Matthew Geisendorfer
- HIB Self-Assessment [Mr. Baumgartner]

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 state your name and address before making your statement to the Board.

Meeting opened to the public for comment at ______P.M.

(VOICE VOTE)

Meeting closed to the public for comment at ______ P.M. (VOICE VOTE)

COMMITTEE REPORTS

State & County School Boards

Sussex County Educational Services Commission

Liaison with the Hamburg Borough Council

Building & Grounds

 Referendum Project Update by Board Secretary & Brian Bobrowski as depicted on DOCUMENT A.

HVAC Project-

- The tentative Bid Opening date of Wednesday 16 November 2022 and the bid specifications tentatively available on Friday 14 October 2022 was pushed back at our 3 October 2022 design review meeting at Parrett Somjen Architect's [PSA] office.
- Anticipate the final HVAC project design drawings from PSA by Friday 21 October 2022 and then the revised project bidding timeline will be developed.
- The Board's attorney has already reviewed the "frontend" specifications for the Health Monitoring Bid and these "frontend" specifications will be used for the upcoming bids this fall [HVAC, Shingle Roof and the Freezer Projects].

o Roof Project-.

- PSA started the design and site visits for the 1900's Building Shingle roof replacement, 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.
- To schedule a design review meeting which <u>may change the tentative</u> <u>Shingle Roof [1900's Building] bidding timelines.</u>
- The Main School Roof Project is in a holding pattern until the HVAC and the 1900's Building Shingle Roof project bids are opened to determine where we are with our referendum budget.

Restroom Project

 The Restroom Project construction <u>is complete</u> and the final Board actions will be under the Board Secretary Report.

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

o LAARS Boiler Replacement Project

 Most of the boilers have been delivered and are currently being installed by Donnelly Energy.

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.
- To schedule a design review meeting with PSA that may change the tentative bidding timelines.

Main Entry/Health Monitoring Vestibule Project [Re-Bid]

- The Board attorney has reviewed the "frontend" bid specifications and PSA will be making the necessary changes.
- At the 3 October 2022 meeting with PSA, the Bid Opening date is scheduled for Wednesday 16 November 2022 and the bid specifications will be available on Friday 14 October 2022, which will coincide with the publication of the legal bid notice being published in the New Jersey Herald.
- The change in the specifications from the original bid is for the bidder(s) to put an amount in their bid submittal, a price to deduct the glass store front and make a solid wall in the Main Entry Vestibule.

Education & Policy

MOTION BY	SECONDED B	Y to	o approve: the second reading fo	r
Policies and Regulation	s as depicted in	DOCUMENT B	which can be found in the Googl	e
Drive:				

Policy/ Regulation	Policy/ Regulation Name
P3111	Creating Positions
P3112	Abolishing Positions
P3124	Employment Contract
P3125.2	Employment of Substitute Teachers (CORRECTIONS)
P3125	Employment of Teaching Staff Members
P3126	District Mentoring Program (CORRECTIONS)
P3130	Assignment and Transfer
P3134	Assignment of Additional Duties
P3141	Resignation
P3142	Non-Renewal of Non-Tenured Teaching Staff Member
P3143	Dismissal
P3144.3	Suspension Upon Certification of Tenure Charge
P3144.12	Certification of Tenure Charges - Inefficiency
P3144	Certification of Tenure Charges
R3126	District Mentoring Program (CORRECTIONS)
R3142	Non-Renewal of Non-Tenured Teaching Staff Member
R3144	Certification of Tenure Charges

	Mr. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Zicarelli
YES									
NO									
ABSTAIN									

MOTION BY	SECONDED BY	to approve: the second reading for
Policy & Regu	ılations as depicted on <mark>DOCUM</mark>	ENT C which can be found on the Google
Drive:		

Policy/ Regulation	Policy/ Regulation Name
P2425	Emergency Virtual or Remote Instructional Program (REVISED)
R2425	Emergency Virtual or Remote Instructional Program (NEW)

	Mr.	Mr.	Mr.	Mr.	Mr.	Mrs.	Mr.	Mrs.	Mrs.
	Jones	Brunke	Conklin	Dreifus	Frangipane	Frayko	Gillen	Schels	Zicarelli
YES									
NO									
ABSTAIN									

MOTION BY ______ SECONDED BY ______ to approve: the first reading for Policy & Regulations as depicted on DOCUMENT D which can be found on the Google Drive:

Policy/	Policy/ Regulation Name
Regulation	
P5512	Harassment, Intimidation, or Bullying - UPDATE
P3146	Conduct of Reduction in Force
P3150	Discipline
P3152	Withholding an Increment
P3159	Teaching Staff Member/School District Reporting Responsibilities
P3160	Physical Examination
P3161	Examination for Cause
P3211	Code of Ethics
P3211.3	Consulting Outside the District
P3212	Attendance
P3214	Conflict of Interest
P3216	Dress and Grooming [UPDATED 7.26.2022]
P3217	Use of Corporal Punishment
R3146	Conduct of Reduction in Force
R3160	Physical Examination
R3211.3	Consulting Outside the District
R3212	Attendance

	Mr. Jones	Mr. Conklin	Mr. Frangipane		Mrs. Zicarelli
YES					
NO					
ABSTAIN					

Negotiations & Personnel

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MOTION	MOTION BY SECONDED BY to approve: a \$1,000/year stipend											
	· · · · · · · · · · · · · · · · · · ·		-		ea Budzelo			=				
coverage	coverage effective 28 September 2022.											
	Mr. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Zicarelli			
	Jones	Didike	COTIKITI	Dielius	Trangipane	Пауко	Gillett	Julieis	Zicareiii			
YES												
NO												
ABSTAIN												
MOTION BY SECONDED BY to approve: the amendment of the												
contract	tor Suz	anne ve	nezia to	read 3.2	25 hours pe	r day em	ective s	Octob	er 2022.			
<u> </u>					Na -			T 8 4				
	Mr.	Mr.	Mr.	Mr.	Mr.	Mrs.	Mr.	Mrs.	Mrs.			
	Jones	Brunke	Conklin	Dreifus	Frangipane	Frayko	Gillen	Schels	Zicarelli			
YES												
NO												
ABSTAIN												
MOTION	I BY		SECON	DED BY	to	approv	e: Ms. \	Windish	and Mrs.			
Genetell	i to ser	ve as hoi	me instr	uctors fo	or SY2022-2	023 at a	rate of	\$40.00	per hour n			
to excee	d 10 ho	urs per v	week.									
		 										
	Mr.	Mr.	Mr.	Mr.	Mr.	Mrs.	Mr.	Mrs.	Mrs.			
	Jones	Brunke	Conklin	Dreifus	Frangipane	Frayko	Gillen	Schels	Zicarelli			
YES					0.1	•						
NO												
ABSTAIN												
ADSTAIN		1			l							
MOTION	I RV		SECON	DED BY	to	accent	with ro	gratith	a racianati			
							with ie	Bier. III	c resignation			
oi June I	arantir	io, iviusi	t teache	i, eifecti	ve 1 Januar	y 2023.						
	N/In	N/In	N/s	NAn	N/In	Mrc	N/In	NAra	Mrc			
	Mr.	Mr.	Mr.	Mr.	Mr.	Mrs.	Mr.	Mrs.	Mrs.			

	Mr.	Mr.	Mr.	Mr.	Mr.	Mrs.	Mr.	Mrs.	Mrs.
	Jones	Brunke	Conklin	Dreifus	Frangipane	Frayko	Gillen	Schels	Zicarelli
YES									
NO									
ABSTAIN									

Finance Committee

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 \$0.
- c. To accept the Board Secretary's and Treasurer's reports for **30** September **2022**.
- d. To approve Transfers made by the Superintendent after the **27 September 2022** Board Meeting, with fund 10 debits totaling **\$410,300**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 **30 September 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.

MOTION BY	SECONDED BY	to approve items a through f.

	Mr.	Mr.	Mr.	Mr.	Mr.	Mrs.	Mr.	Mrs.	Mrs.
	Jones	Brunke	Conklin	Dreifus	Frangipane	Frayko	Gillen	Schels	Zicarelli
YES									
NO									
ABSTAIN									

OLD BUSINESS

To continue the discussion from the 30 August 2022 Board meeting on the removal of the dead Ash Trees on school property. A quote was solicited from a State Contract tree contractor who was on-site on Monday 10 October 2022.

To review the expense log and reporting requirements for the people attending the New Jersey School Boards Workshop 24-26 October 2022—Lodging for Sunday October 23rd will be deducted from your expense log, with the lodging for Monday & Tuesday October 24th & 25th to be paid for by the Board. The conference ends at 4 pm on Wednesday October 26th. The workshop & hotel information will be distributed at the October 18th Board meeting.

BOARD SECRETARY'S REPORT

MOTION BYSEC	CONDED BY	to approve: Payment Request #5 in the							
amount of \$27,076.82; Change Order #2 to reflect the crediting back of the unused									
allowance that was in the bid document-the final contract amount for the Referendum									
Restroom Project was \$404	,833.58; the Cer	tificate of Substantial Completion as of 30							
August 2022 as submitted by	oy Goksu Constr	uction, LLC, for the Restroom Renovation							
Referendum Project at the Hamburg School and; to accept the Referendum Restroom									
Project as being complete	[DOCUMENT F]								

	Mr. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Zicarelli
YES									
NO									
ABSTAIN									

MOTION BY	SECONDED BY	to ap	prove the FY 2022-23 Staff
Listing as of 5 Octo	ber 2022 as depicted on	DOCUMENT G.	

	Mr. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Zicarelli
YES									
NO									
ABSTAIN									

		1 450 11 01 1
MOTION BY	SECONDED BY	to approve the Comprehensive

Maintenance Plan, the Annual Maintenance Budget Amount Worksheet (Form M-1) and the Maximum Capital Reserve Certification as depicted on **DOCUMENT H.**

	Mr. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Zicarelli
YES									
NO									
ABSTAIN									

It is anticipated that the Board auditor, Mrs. Valerie Dolan, Nisivoccia LLP, will be at the 15 November 2022 Board meeting. However, information from the State of New Jersey has delayed the issuing of the final audit and which may delay the audit presentation to the 20 December 2022 Board meeting.

To discuss moving forward with a curtain/divider for the Gym and if going forward to review the proposal from Parette Somjen Architects for the submission of the NJ Department of Education's Project application [DOCUMENT I]. The purchasing of this Gym curtain would be made through a Board authorized purchasing cooperative and the miscellaneous electrical work would be quoted [no bidding would be required]. The district would be putting the cost of the Gym curtain installation in the upcoming FY 2023-24 PEA grant application for New Jersey Department of Education approval.

MOTION BY	SECONDED BY	to approve the proposal
from Parette Somje	n Architects to submit a p	roject application to the NJ
Department of Educ	cation in the amount of \$1	L1,000 for the Gym Divider Project at
the Hamburg Schoo	I [DOCUMENT I].	

	Mr. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Zicarelli
YES									
NO									
ABSTAIN									

MOTION BY	SECONDED BY	to ado	pt the	following:

1) RESOLVED, that the Hamburg Board of Education, in the County of Sussex, New Jersey authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the "Gym Divider Project at the Hamburg School" to serve as an application to the Office of School Facilities and an amendment to the District's Long-Range Facility Plan, if required;

and

BE IT FURTHER RESOLVED, this project shall be an "Other Capital" project and the Board of Education is NOT seeking State funding but will fund the Project through the District's Reserve Account and/or through the Preschool Expansion Grant.

	Mr. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Zicarelli
YES									
NO									
ABSTAIN									

SUPERINTENDENT'S REPORT

MOTION BY	SECONDED BY	to approve
items A & B:		

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

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

B. Safety Drill/Stance Report – October 2022

	Date	Time	Evacuation Time
Fire Drill	10/07/2022	9:19am	4 min 06 sec

	Mr.	Mr.	Mr.	Mr.	Mr.	Mrs.	Mr.	Mrs.	Mrs.
	Jones	Brunke	Conklin	Dreifus	Frangipane	Frayko	Gillen	Schels	Zicarelli
YES									
NO									
ABSTAIN									

MOTION BY	/		SECO	NDED B	Υ		to app	rove: th	ne combined
Professional Development/Field Trip/Substitute and Facility Use as depicted in									
DOCUMEN [*]	ΓJ.								
	Mr. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Zicarelli
YES									
NO									
ABSTAIN									
MOTION BY	/		SECO	NDED B	Υ		to app	rove: Tl	he Preschoo
Room Size \	Naiver	as depi	cted on	DOCUM	IENT K.				
	Mr.	Mr.	Mr.	Mr.	Mr.	Mrs.	Mr.	Mrs.	Mrs.
	Jones	Brunke	Conklin	Dreifus	Frangipane	Frayko	Gillen	Schels	Zicarelli
YES									
NO									
ABSTAIN									

MOTION BY _____ SECONDED BY _____ to approve: the 2022-2023 Medical Standing Orders as depicted on DOCUMENT L.

	Mr.	Mr.	Mr.	Mr.	Mr.	Mrs.	Mr.	Mrs.	Mrs.
	Jones	Brunke	Conklin	Dreifus	Frangipane	Frayko	Gillen	Schels	Zicarelli
YES									
NO									
ABSTAIN									

MOTION BY							to app	rove: th	Page 14 o ne 2022-20
School Nurs	sing Pla	ın as de _l	oicted o	n <mark>DOCU</mark>	MENT M.				
	Mr. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Zicarelli
YES									
NO									
ABSTAIN									
MOTION BY									
agreement					ion Associa	tion and	натрі	urg Boar	α οτ
Education a	s depi	cted on	DOCUM	ENT N.					_
	Mr.	Mr.	Mr.	Mr.	Mr.	Mrs.	Mr.	Mrs.	Mrs.
	Jones	Brunke	Conklin	Dreifus	Frangipane	Frayko	Gillen	Schels	Zicarelli
YES									
NO									
ABSTAIN									
MOTION BY	1		SECO	NDED B	Υ		_ to approve: the		
Memorand									
Borough Po		_					24464		
	Mr.	Mr.	Mr.	Mr.	Mr.	Mrs.	Mr.	Mrs.	Mrs.
	Jones	Brunke	Conklin	Dreifus	Frangipane	Frayko	Gillen	Schels	Zicarelli
YES	701100	2.6		21011010				00.10.0	
NO									
ABSTAIN									
. 15017 1114	<u>I</u>	<u>[</u>	1	l		l	<u> </u>	l	<u> </u>
MACTICAL DV	,		CECO	NDED D	V				
MOTION BY									
from Rich T	ree Ser	vice not	t to exce	ed \$65,	000 to rem	ove ash	trees a	s depict	ed on
DOCUMEN.	ΓP.								

	Mr.	Mr.	Mr.	Mr.	Mr.	Mrs.	Mr.	Mrs.	Mrs.
	Jones	Brunke	Conklin	Dreifus	Frangipane	Frayko	Gillen	Schels	Zicarelli
YES									
NO									
ABSTAIN									

MOTION BY	SECONDED BY	to accept with gratitude: a
	SECONDED DI	to accept with gratitude, a

\$400 donation from Weis Markets. This donation will be used in our Student Activity Account.

	Mr. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Zicarelli
YES									
NO									
ABSTAIN									

To Report:

	In-District	Out-of-District	Choice Non-Public	Charter
Preschool	41			
Kindergarten	28			
Grade 1	33			
Grade 2	25		1	
Grade 3	24		2	
Grade 4	23	1	2	
Grade 5	19		2	
Grade 6	14		2	6
Grade 7	16	1	2	4
Grade 8	21		5	15
Total	244	2	16	25

• Community Dinner – December 8, 2022

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 state your name and address before making your statement to the Board.

Meeting opened to the public for comment at	P.M.
(VOICE VOTE)	
Meeting closed to the public for comment at	P.M.

(VOICE VOTE)		J
EXECUTIVE SESSION		
MOTION BY		closed
the meeting to the public at	P.M.	
<u>TO E.</u>	XECUTIVE SESSION	
WHEREAS, pursuant to N.J.S.A. the public from that portion of the matters described at N.J.	a public meeting at which the	•
NOW, THEREFORE, BE IT RESOLE the content into closed session to disc		
] Matters rendered confidential b	y state or federal law	
PersonnelAppointment of a public official		
] Matters covered by the attorney	r-client privilege	
Pending or anticipated litigation		
Pending or anticipated contractProtection of the safety or proper	_	
	an unwarranted invasion of privac	СУ
· -	nformation would impair a right to	o receive
Funds from the United States Go Matters concerning collective ne		of torms and
· -	egotiations and/or the negotiation iployees of the Board of Education	
Possible imposition of a civil pen	• •	
BE IT FURTHER RESOLVED that when the reasons for discussing exist.		
MOTION BY	SECONDED BY	to exit
Executive Session atP.N	Л.	
ON TO ADJOURN MEETING		
MOTION BY	SECONDED BY	that t

Board adjourned the meeting at _____P.M. [Voice Vote]

<u> FYI</u>

- Board & Administrator, October 2022
- PTA Dates to Remember for October 2022
- PTA Bingo Plus Information Flyer
- Mr. Cupcake Fundraiser flyer