# HAMBURG BOARD OF EDUCATION REGULAR MEETING AGENDA 27 September 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 21<sup>st</sup> Century.

MOTION BY \_\_\_\_\_\_ to approve: The Regular meeting minutes of the 30 August 2022 Board meeting.

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

#### **CORRESPONDENCE:**

- Thank you letter from Hamburg School Middle School Language Arts teachers.
   [DOCUMENT A]
- Thank you letter to Hamburg Borough Council and Hamburg Fire Department [DOCUMENT B]

#### PRESENTATION TO THE BOARD

## Student Spotlight

- Preschool Destinee Babcock
- Kindergarten Benjamin Coursen
- Grade 1 Campbell Pasquariello
- Grade 2 Tristan Manla
- Grade 3 Vincent Wolosik
- Grade 4 Madison Dimitui
- Grade 5 Dante Molinari
- Grade 6 Kaleigh Landrud
- Grade 7 Julian Holczer
- Grade 8 Jessica Majtczak

#### **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 _ (VOICE VOTE)	P.M.	
Meeting closed to the public for comment at (VOICE VOTE)	P.M.	

#### **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 C.
  - To review the updated Referendum Project Timeline that was reviewed at the 6 September 2022 Building & Grounds Committee meeting. This revised timeline is extended by one (1) year for the anticipated Window Replacement Project in the 1900's Building under the Exterior Repair portion of the Referendum Project, pending funds available [DOCUMENT D].

## HVAC Project-

- Tentative Bid Opening date is Wednesday 16 November 2022 and the bid specifications tentatively available on Friday 14 October 2022.
- As of 19 September 2022, to schedule the final design review meeting with PSA.

#### 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.

■ The Main School Roof Project is in 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 is complete and the only outstanding issues are punch list items and project closeout paperwork.
- Under the Board Secretary Report to approve Payment Request #4.

#### 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.
- Anticipate the manufacturer to ship the boilers by the middle of September 2022.

## o 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.

## <u>Refrigerator/Freezer Replacement Project</u>

- 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.

 As of 19 September 2022, to schedule a final design review meeting with PSA.

## 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.
- 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**

<b>MOTION BY</b>	SECONDED B	Y	to approve: the first reading for
Policies and I	Regulations as depicted in	<b>DOCUMENT E</b>	which can be found in the Google
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 first reading for
Policy & Regulations a	s depicted on	<b>DOCUMENT F</b>	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. Brunke	Mr. Conklin	Mr. Frangipane		Mrs. Schels	
YES						
NO						
ABSTAIN						

# **Negotiations & Personnel**

MOTION BY	SECONDED BY	<b> to appro</b> ve: in	creasing the rate of
sports officials to \$	70 per game [an increase of	of \$10 per game].	[DOCUMENT G]

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

MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve: Mrs. Hearn to serve as mentor to Mrs. Ratzer at a cost of \$550 to be paid by Hamburg School.

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

MOTION BY	SECONDED BY	to rescind: the Head Soccer Coach
nosition/contract for	Kristin Genetelli	

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

MOTION BY	SECONDED BY	to approve the following co-curricular
positions:		

Head Soccer Coach	Dana Freeswick	\$1688
Asst. Soccer Coach	Susan Cullen	\$1463
Head Track Coach	Pamela Blauvelt	\$1013
Asst. Track Coach	Melissa Garris	\$900

		Mr. Conklin	Mr. Frangipane	Mr. Gillen	Mrs. Schels	Mrs. Zicarelli
YES						
NO						
ABSTAIN						

MOTION BY \_\_\_\_\_\_ to approve: Dierdre Pettiford as part-time classroom aide at \$20 per hour not to exceed 29 hours. This position does not qualify for benefits.

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

MOTION BY \_\_\_\_\_\_ to approve: the increase of the

following salaries effective 1 October 2022:

- Jennifer Albrecht \$51,876.00\*
- Ann Bremer \$40,204.00\*
  - \*This is indicative of a \$6.12/hr. increase.

	Mr. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane		Mrs. Schels	Mrs. 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 **31 August 2022.**
- d. To approve Transfers made by the Superintendent after the 30 August 2022 Board Meeting, with fund 10 debits totaling \$227,400 depicted in DOCUMENT H 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 August 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 DI SECONDED DI GORPHOVE ILEMS A LINGUISM I	<b>MOTION BY</b>	SECONDED BY	to approve items a through f.
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	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, in light of the guidance from the Board's Risk Management Consultant/Insurance agent, Mr. George Morville.

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 23<sup>rd</sup> will be deducted from your expense log, with the lodging for Monday & Tuesday October 24<sup>th</sup> & 25<sup>th</sup> to be paid for by the Board. The conference ends at 4 pm on Wednesday October 26<sup>th</sup>. The workshop & hotel information will be distributed at the October 18<sup>th</sup> Board meeting.

#### **NEW BUSINESS**

#### **BOARD SECRETARY'S REPORT**

MOTION BY\_\_\_\_\_\_to approve: Payment Request #4 in the amount of \$19,454.66 as submitted by Goksu Construction, LLC, for the Restroom Renovation Referendum Project at the Hamburg School [DOCUMENT I].

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

To discuss the proposal from Harold Pellow & Associates to do a partial survey of the school's property. [DOCUMENT J].

SUPERINTENDENT'S	REPORT	
MOTION BY	SECONDED BY	to approve
items Δ & R·		

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		
September 2022	0	0		

# B. Safety Drill/Stance Report – September 2022

	Date	Time	<b>Evacuation Time</b>
Fire Drill	9/8/2022	9:45 AM	5 min 25 sec
Shelter-In-Place Drill & Non-Fire	9/16/2022	12:54 PM	17 min 36 sec
Evacuation Drill			

	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 Hamburg
School's Emergency Re	mote Instructional Program	Plan as depicted on DOCUMENT K.

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

DOCUMEN	L.						,		
	Mr.	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr.	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Zicarelli
/ES	Jones	brunke	COTKIII	Dielius	Frangipane	гіауко	Gillett	Scrieis	Zicareiii
NO									
ABSTAIN									
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- Room Size Waiver [Preschool] [DOCUMENT N]

	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 update of
the SY 2022-2023 calen	dar as depicted on DOCUME	NT O. [Page A or Page B]

	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: contract services for student #6312024143 with Salem County Special Services School at an annual rate of \$58,959.00 plus transportation as depicted on DOCUMENT P.

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

MACTICAL DV	CECONDED DV	to adout the fall accion conduttant
MOTION BY	SECONDED BY	to adopt the following resolution:

WHEREAS, in accord with N.J.S.A.18A:66-53.2b (Reemployment of retirees, reenrollment; subsequent retirement) which references that a retiree may exceed the two-year limit without re-enrolling in the pension system "unless so approved by the Commissioner of Education as being in the best interest of the school district...", and

WHEREAS, the Hamburg School's Chief School Administrator, under the advisement of Dr. Gayle Carrick, Executive County Superintendent, who instructed the Hamburg School's Chief School Administrator to pursue all avenues in obtaining a part-time Business Administrator through a possible shared service with another district and to present all options to the Board, and

WHEREAS, the Hamburg School's Chief School Administrator authorized two separate advertisements (November 2021 and June 2022) in the New Jersey Star Ledger that elicited two potential candidates (November 2021) and zero certified candidates (June 2022). The two potential candidates (November 2021), upon interview did not possess the skill sets necessary for the day to day fiscal and operational responsibilities of the Hamburg School, and

WHEREAS, the Hamburg School's Chief School Administrator forwarded an email dated August 25, 2022 to all current standing Sussex County School Business Administrators seeking a shared services agreement for a part time Business Administrator. This email was met with zero responses as of the due date of September 9, 2022, and

NOW THEREFORE BE IT RESOLVED by the Hamburg Borough Board of Education that it hereby requests approval of the 1 January 2023 through 30 June 2023 Interim Business Administrator contract.

## [DOCUMENTS Q and R]

	Mr. Brunke	Mr. Conklin	Mr. Frangipane		Mrs. Schels	
YES						
NO						
ABSTAIN						

#### To Report:

	In-District	Out-of-District	Choice	Charter
			Non-Public	
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 Outreach Hamburg Borough Newsletter
- Paraprofessional Statement of Assurance Submission [DOCUMENT S]
- Back-To-School Attendance [September 15, 2022] 199 Parent Sign-ins
- Hamburg School Blood Drive
- Courtyard Windows Pictures in packet
- Business Administrator Increased hours [DOCUMENT T]
- Merit Goal County Approval [DOCUMENT U]

#### **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 (VOICE VOTE)	P.M.		
Meeting closed to the public for comment at (VOICE VOTE)	P.M.		
EXECUTIVE SESSION			
MOTION BY SECONDED BY the meeting to the public atP.M.	closed		
TO EXECUTIVE SESSION			
<b>WHEREAS,</b> pursuant to N.J.S.A. 10:4-12(b), the Board of Education that portion of a public meeting at which the of the matters described at N.J.S.A. 10:4-12(b)(1)-(9);			
<b>NOW, THEREFORE, BE IT RESOLVED</b> that the Board of Educa enter into closed session to discuss the following matter(s) c			
<ul> <li>[ ] Matters rendered confidential by state or federal law</li> <li>[ ] Personnel</li> <li>[ ] Appointment of a public official</li> <li>[ ] Matters covered by the attorney-client privilege</li> <li>[ ] Pending or anticipated litigation</li> <li>[ ] Pending or anticipated contract negotiations</li> <li>[ ] Protection of the safety or property of the public</li> <li>[ ] Matters which would constitute an unwarranted invasion of privace</li> <li>[ ] Matters in which the release of information would impair a right to Funds from the United States Government</li> <li>[ ] Matters concerning collective negotiations and/or the negotiation Conditions of employment of employees of the Board of Education</li> <li>[ ] Possible imposition of a civil penalty or suspension</li> </ul> BE IT FURTHER RESOLVED that said discussion may be disclowhen the reasons for discussing and acting upon it in closed	of terms and sed to the public		
exist.	- 0-		
MOTION BY SECONDED BY Executive Session atP.M.	to exit		

## **MOTION TO ADJOURN MEETING**

MOTION BY	SECONDED BY	that the
Board adjourned the meeting at	P.M. [Voice Vote]	

**FYI** 

• Board & Administrator, September 2022