

MINUTES OF REGULAR MEETING

September 27, 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, Brianne Zicarelli, Sheila Frayko, Vice President, Timothy Gillen, Robert Jones, President

ABSENT: None

27 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. Gillen, seconded by Mr. Frayko, and carried by the following voice vote, **approved the Minutes of the 30 August 2022 Board meeting.**

Yes	-	6
No	-	0
Abstain	-	Mr. Conklin, Mrs. Schels, Mrs. Zicarelli

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CORRESPONDENCE

Mr. Jones summarized a thank you letter from Hamburg School Middle School Language Arts teachers [DOCUMENT A] and a thank you letter sent to the Hamburg Borough Council and Hamburg Fire Department by Mrs. Sigman [DOCUMENT B].

PRESENTATION TO THE BOARD

Student Spotlight: Mrs. Sigman read a brief narrative as written by each teacher for the following students and Mr. Jones presented a certificate to these students (one for each grade level).

- 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

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. Conklin, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:19 P.M.**

No one addressed the Board.

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COMMITTEE REPORTS

State & County School Boards – Mr. Conklin discussed the upcoming Sussex County School Board's Association's 17 October 2022 meeting that will be held in-person and remote.

Sussex County Educational Services Commission –Mr. Jones discussed the Sussex County Educational Services Commission's Project Search which places students in various employment opportunities.

Liaison with the Hamburg Borough Council –Mrs. Frayko updated the Board on the 7 September 2022 Council meeting where the projected large increase in the 2023 New Jersey State Health Benefits Program's rate was discussed [+15% over the 2022 rates], as well as the possibility of the Borough going back to having a full-time Police Chief.

Building & Grounds

- The Board Secretary and Mr. Brian Bobrowski updated the Board on the referendum and other facility projects **[DOCUMENT C]**.
 - The Board Secretary discussed 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.
 - **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.

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- 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 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.
 - Some of the boilers have been delivered and are in the Boiler Room.
 - 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.
 - As of 19 September 2022, to schedule a final design review meeting with PSA.

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- **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

On motion by Mrs. Schels, seconded by Mr. Frayko, and carried unanimously by roll call vote, approved the first reading for Policies and Regulations as depicted on [DOCUMENT E].

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

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On motion by Mrs. Schels, seconded by Mr. Frayko, and carried unanimously by roll call vote, approved the first reading for Policies and Regulations as depicted on [DOCUMENT F].

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

The next Education & Policy Committee meeting is scheduled for Wednesday 12 October 2022 at 6:30 p.m.

Negotiations & Personnel

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved increasing the rate of pay for sports officials to \$70 per game [an increase of \$10 per game]. [DOCUMENT G]

On motion by Mrs. Frayko, seconded by Dreifus, and carried unanimously by roll call vote, approved Mrs. Hearn to serve as mentor to Mrs. Ratzer at a cost of \$550 to be paid by Hamburg School.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, rescinded the Head Soccer Coach position/ contract for Kristin Genetelli.

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote approved the following co-curricular positions:

Head Soccer Coach	Dana Freeswick	Level 2 - \$1688
Asst. Soccer Coach	Susan Cullen	Level 2 - \$1463
Head Track Coach	Pamela Blauvelt	Level 1 - \$1013
Asst. Track Coach	Melissa Garris	Level 1 - \$900

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On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, approved Dierdre Pettiford as part-time classroom aide, not to exceed 29 hours per week at a rate of \$20.00 per hour effective 28 September 2022. This position does not qualify for benefits.

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

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:

- Approved the August 2022 check register in the amount of \$684,786.65 and the September 1 to 27, 2022 check register in the amount of \$401,998.61.
- Approved bills for the Cafeteria Account in the amount of \$0.
- Accepted the Board Secretary's and Treasurer's reports for 31 August 2022.
- Approved 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.
- 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).
- 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 August 2022
DATE

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OLD BUSINESS

The Board continued the discussion from the 30 August 2022 Board meeting on the removal of the dead Ash Trees on school property by the Hamburg Staff and by contractors. Also, guidance from the Board's Risk Management Consultant/Insurance agent, Mr. George Morville was reviewed. After considerable discussion, Mr. Bobrowski is to get some cost estimates for the October 2022 Board meeting.

The Board Secretary reviewed 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.

NEW BUSINESS

No New Business

BOARD SECRETARY'S REPORT

On motion by Mr. Gillen, seconded by Mr. Conklin and carried unanimously by roll call vote, approved **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].**

The Board Secretary reviewed a quote from Harold Pellow & Associates to do a partial survey of the school grounds since the district does not have a survey on file.

On motion by Mr. Gillen, seconded by Mrs. Frayko and carried unanimously by roll call vote, after considerable discussion, **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

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in accordance with 18A:18A-18 of the Public-School Contracts Law, not to exceed a contractual amount of \$6,000, as follows:

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

The Board Secretary mentioned that Nisivoccia LLP will be presenting the FY 2021-2022 Comprehensive Annual Financial Report [CAFR] and the Auditors Management Report in October/ November 2022.

SUPERINTENDENT'S REPORT

On motion by Mr. Frayko, seconded by Mr. Conklin and carried unanimously by roll call vote, **approved the 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		
September 2022	0	0		

B. Safety Drill/Stance Report – September 2022

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

On motion by Mrs. Frayko, seconded by Mr. Conklin and carried unanimously by roll call vote, **approved the Hamburg School's Emergency Remote Instructional Program Plan** as depicted on **[DOCUMENT K]**.

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On motion by Mrs. Frayko, seconded by Mrs. Zicarelli and carried unanimously by roll call vote, **approved the combined Professional Development/Field Trip/Substitute and Facility Use as depicted in [DOCUMENT L].**

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

- **School Safety Specialist[s] – Mr. Baumgartner & Mrs. Sigman**
- **Homeless Liaison – Mr. Baumgartner**
- **Affirmative Action Officer – Mrs. Sigman**

On motion by Mrs. Frayko, seconded by Mr. Conklin and carried unanimously by roll call vote, **approved the following FY 2022-2023 waiver:**

- **Annual Toilet Facilities – [DOCUMENT M].**

On motion by Mr. Gillen, seconded by Mr. Frangipane and carried unanimously by roll call vote, after some discussion, **approved the update/revision of the SY 2022-2023 calendar as depicted on [DOCUMENT O], Page A.**

On motion by Mrs. Frayko, seconded by Mr. Conklin and carried unanimously by roll call vote, after some discussion, **approved the 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].**

Mrs. Sigman discussed her efforts in trying to secure a part-time School Business Administrator for the Hamburg Borough Board of Education.

On motion by Mr. Gillen, seconded by Mr. Conklin and carried unanimously by roll call vote, after some discussion, **approved 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

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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]**.

Mrs. Sigman reported/discussed the following:

	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 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]**
FY 2022-2023 Merit Goal Approval Letter for Mrs. Sigman **[DOCUMENT U]**

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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. Gillen, opened the meeting to the public for comment at 8:45 P.M.

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mr. Gillen, closed the meeting to the public for comment at 8:45 P.M.

On motion by Mr. Gillen, seconded by Mr. Frangipane, and carried unanimously by voice vote, that the Board adjourned the meeting at 8:45 P.M.

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary