

# MINUTES OF REGULAR MEETING

October 18, 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

36 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 21<sup>st</sup> century.

## **APPROVAL OF THE MINUTES**

On motion by Mr. Conklin, seconded by Mrs. Frayko, and carried by the following voice vote, **approved the Minutes of the 27 September 2022 Board meeting.**

|         |   |   |
|---------|---|---|
| Yes     | - | 9 |
| No      | - | 0 |
| Abstain | - | 0 |

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## CORRESPONDENCE

Mr. Jones summarized 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: Mrs. Sigman read a brief narrative as written by each teacher for the following students and Mr. Jones presented a certificate to these students.

- 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

Mr. Baumgartner discussed the 2021-22 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act [attached to the minutes]. Considerable discussion ensued between various Board members, Mr. Baumgartner and Mrs. Sigman.

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **accepted the 2021-22 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act document presented.**

## 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*

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*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. Frangipane, seconded by Mrs. Frayko, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:30 P.M.**

No one addressed the Board.

On motion by Mr. Dreifus, seconded by Mrs. Frayko, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:30 P.M.**

## COMMITTEE REPORTS

**State & County School Boards** – Mr. Conklin discussed the appointment of the members to the New Jersey State Board of Education.

**Sussex County Educational Services Commission** –Mr. Jones discussed the Sussex County Educational Services Commission's Project Search which places students in various employment opportunities and that the district is in the midst of replacing their Principal.

**Liaison with the Hamburg Borough Council** –Mrs. Frayko updated the Board on the 3 October 2022 Council meeting where there is the possibility of the Borough going back to having a full-time Police Chief and discussed the town wide Halloween Trunk or Treat celebration.

## **Building & Grounds**

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

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- 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].
- A discussion was held on some of the commissioning problems and the working out of some of the "kinks" that other districts have had with similar HVAC projects.
- **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 may change the tentative Shingle Roof [1900's Building] bidding timelines.
  - 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 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**
  - **LAARS Boiler Replacement Project**
    - Most of the boilers have been delivered and are currently being installed by Donnelly Energy.

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- **Preschool Playground Project**
  - The playground equipment has been ordered & waiting on the contractor for the installation date.
  - Due to supply chain issues, looks like a late October 2022 installation date—quite possible early November 2022.
- **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.

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

| Policy/<br>Regulation | Policy/ Regulation Name                                  |
|-----------------------|--|
| P3111                 | Creating Positions                                       |
| P3112                 | Abolishing Positions                                     |
| P3124                 | Employment Contract                                      |
| P3125.2               | Employment of Substitute Teachers ( <b>CORRECTIONS</b> ) |
| P3125                 | Employment of Teaching Staff Members                     |
| P3126                 | District Mentoring Program ( <b>CORRECTIONS</b> )        |
| 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 ( <b>CORRECTIONS</b> )        |
| R3142                 | Non-Renewal of Non-Tenured Teaching Staff Member         |
| R3144                 | Certification of Tenure Charges                          |

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

| Policy/<br>Regulation | Policy/ Regulation Name  |
|-----------------------|--|
| P2425                 | Emergency Virtual or Remote Instructional Program ( <b>REVISED</b> ) |
| R2425                 | Emergency Virtual or Remote Instructional Program ( <b>NEW</b> )     |

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

| Policy/<br>Regulation | Policy/ Regulation Name                               |
|-----------------------|---|
| P5512                 | Harassment, Intimidation, or Bullying - <b>UPDATE</b> |

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|---------|--|
| 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   |

### Negotiations & Personnel

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved a \$1,000/year stipend [prorated] for Anthony DeSino and Andrea Budzelova [sub-certified] for classroom coverage effective 28 September 2022.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved the amendment of the contract for Suzanne Venezia to read 3.25 hours per day effective 5 October 2022.

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, approved Ms. Windish and Mrs. Genetelli to serve as home instructors for SY2022-2023 at a rate of \$40.00 per hour not to exceed 10 hours per week.



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On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote **accepted with regret: the retirement of Mrs. June Tarantino, Music teacher, effective 1 January 2023.**

## Finance Committee

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

- a. **Approved the September 2022 check register in the amount of \$639,346.59 and the October 1 to 20, 2022 check register in the amount of \$523,202.45.**
- b. **Approved bills for the Cafeteria Account in the amount of \$0.**
- c. **Accepted the Board Secretary's and Treasurer's reports for 30 September 2022.**
- d. **Approved 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.**

  
\_\_\_\_\_  
Business Administrator/Board Secretary

30 September 2022  
Date

## 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. Mr. Bobrowski discussed the cost estimate from a New Jersey State Contract Vendor and reviewed the aerial view of the school property depicting the approximate location of and pictures of various ash trees [attached to the minutes].



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On motion by Mrs. Frayko, seconded by Mr. Conklin and carried unanimously by roll call vote, after some discussion, **the proposal from Rich Tree Service, New Jersey State Contract # 18-DPP-00645, not to exceed \$65,000 to remove ash trees on the school's property [DOCUMENT P].**

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 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 was distributed to Board members attending the conference.

## 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, **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 Certificate of Substantial Completion as of 30 August 2022 as submitted by Goksu Construction, LLC, for the Restroom Renovation Referendum Project at the Hamburg School and; to accept the Referendum Restroom Project as being complete [DOCUMENT F].**

On motion by Mr. Gillen, seconded by Mr. Conklin and carried unanimously by roll call vote, **approved the FY 2022-23 Staff Listing as of 5 October 2022 as depicted on DOCUMENT G.**

On motion by Mr. Gillen, seconded by Mrs. Frayko and carried unanimously by roll call vote, **approved the Comprehensive Maintenance Plan, the Annual Maintenance Budget Amount Worksheet (Form M-1) and the Maximum Capital Reserve Certification as depicted on DOCUMENT H.**

The Board Secretary discussed moving forward with a curtain/divider for the Gym and the proposal from Parette Somjen Architects for the submission of the NJ

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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. Some Board discussion ensued.

On motion by Mr. Gillen, seconded by Mr. Conklin and carried unanimously by roll call vote, **approve the proposal from Parette Somjen Architects to submit a project application to the NJ Department of Education in the amount of \$11,000 for the Gym Divider Project at the Hamburg School [DOCUMENT I].**

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

**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.**

The Board Secretary informed the Board that Nisivoccia LLP will be presenting the FY 2021-2022 Comprehensive Annual Financial Report [CAFR] and the Auditors Management Report at the 15 November 2022 Board meeting.

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## SUPERINTENDENT'S REPORT

On motion by Mr. Frayko, 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                         |                   |                  |
| 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    |

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

On motion by Mrs. Frayko, seconded by Mr. Frangipane and carried unanimously by roll call vote, approved the Preschool Room Size Waiver as depicted on DOCUMENT K.

On motion by Mrs. Frayko, seconded by Mr. Gillen and carried unanimously by roll call vote, after some discussion, approved the 2022-2023 Medical Standing Orders as depicted on DOCUMENT L.

On motion by Mrs. Frayko, seconded by Mr. Conklin and carried unanimously by roll call vote, after some discussion, approved the 2022-2023 School Nursing Plan as depicted on DOCUMENT M.

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On motion by Mr. Gillen, seconded by Mrs. Frayko and carried unanimously by roll call vote, after some discussion, **to approved the FY 2022-23 sidebar agreement between the Hamburg Education Association and Hamburg Board of Education, for the donation of up to four (4) personal days to Staff Member #85115399 as depicted on DOCUMENT N with item # 2 and 3 deleted, and any non-union bargaining members shall have the opportunity to donate up to four (4) personal days to this staff member, with Mrs. Sigman working out the necessary internal details.**

On motion by Mrs. Frayko, seconded by Mrs. Zicarelli and carried unanimously by roll call vote, **to approved the Memorandum of Agreement between the Hamburg Board of Education and Hamburg Borough Police Department as depicted on DOCUMENT O.**

On motion by Mr. Gillen, seconded by Mr. Dreifus and carried unanimously by roll call vote, after some discussion, **to accept with gratitude a \$400 donation from Weis Markets. [Mrs. Sigman stated that this donation will be used in our Student Activity Account.]**

On motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **accepted with regret the resignation of Shawn Elizabeth Reed, Aide, effective 1 November 2022.**

Mrs. Sigman reported/discussed the following:

- **The Community Dinner that is scheduled for December 8, 2022.**
- **The October 14, 2022 Lockdown that was initiated because of an incident at another school district in Sussex County.**
- **District Wide enrollment:**

|              | 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      |

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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. Dreifus, **opened the meeting to the public for comment at 9:45 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mr. Dreifus, **closed the meeting to the public for comment at 9:45 P.M.**

On motion by Mr. Conklin, seconded by Mr. Dreifus, and carried unanimously by voice vote, **that the Board adjourned the meeting at 9:45 P.M.**

Respectfully submitted,



William Sabo  
Interim Business Administrator/  
Board Secretary