

**HAMBURG BOARD OF EDUCATION
REGULAR MEETING
AGENDA
15 November 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 18 October 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:

- A letter dated 20 October 2022 from Mr. Neil Cramer, Executive County Business Official-Sussex County, approving the Cooler & Freezer Replacement Project at the Hamburg School.

PRESENTATION TO THE BOARD

Student Spotlight

- Preschool – Sawyer Brown
- Kindergarten – Oriana Cunningham
- Grade 1 – Juliet Davis/Bennett Tranes
- Grade 2 – Daenerys Michelsen
- Grade 3 – Reagan Pugliese
- Grade 4 – Kylie Meola
- Grade 5 – Jacob Ramos Jr.
- Grade 6 – Mia Damms
- Grade 7 – Damien Dimitui/Hope DelGuidice
- Grade 8 – Jillian Ackerman

Presentation of the **FY 2021-22** Annual Comprehensive Financial Report [ACFR] and the Auditor’s Management Report by Mrs. Valerie Dolan, Nisivoccia & LLP and the Board Secretary.

Open the meeting to the Public on the FY 2021-22 Annual Comprehensive Financial Report [ACFR] and the Auditor’s Management Report

Close the meeting to the Public on the FY 2021-22 Annual Comprehensive Financial Report [ACFR] and the Auditor’s Management Report

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 Bid Opening date is Wednesday 1 December 2022 at 3:30 p.m. The HVAC bid specifications were available on Friday 4 November 2022, which coincided with the publication of the legal bid notice that was published in the New Jersey Herald.
 - 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.
 - A meeting with Parette Somjen is scheduled for Wednesday 9 November 2022 to review the final drawings and to establish the final bidding timeline.

- 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.
- Over the next few weeks Mr. Bobrowski and the Board Secretary will be going to West Milford to look at a roof coating system that was applied to one of the West Milford schools to see if this system could be used on one or more of the Main Building roofs.

- **Restroom Project**—Complete & Finalize

- **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**
 - **Gym Curtain Divider Project**
 - Parette Somjen Architects are working on the NJDOE Project application

 - **LAARS Boiler Replacement Project**
 - The boilers have been installed by Donnelly Energy and note the email from Mr. Doug Gehlbach, Donnelly Energy that the cost to the Hamburg Borough BOE is approximately \$40k lower than initially projected **[DOCUMENT B]**.
 - Board action will be under the Board Secretary's Report.

 - **Preschool Playground Project**
 - The playground equipment has been ordered & waiting on the contractor for the installation date.
 - Due to supply chain issues, the October 2022 installation date has been now pushed back into 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.
 - The New Jersey Department of Education's Project application approval was received on 20 October 2022.
 - A meeting with Parette Somjen is scheduled for Wednesday 9 November 2022 to review the final drawings and to establish the final bidding timeline.

- **Main Entry/Health Monitoring Vestibule Project [Re-Bid]**
 - The Bid Opening date is scheduled for Wednesday 16 November 2022.

Education & Policy

MOTION BY _____ SECONDED BY _____ to approve: the first reading for Policy and Regulations as depicted on **DOCUMENT C** which can be found on the Google Drive:

Policy/ Regulation	Policy/ Regulation Name
P3218	Use, Possession, or Distribution of Substances
P3221	Evaluation of Teachers
P3222	Evaluation of Staff Members, excluding Teachers and Administrators
P3223	Evaluation of Administrators, excluding Principals, Vice Principals, and Assistant Principals
P3224	Evaluation of Principals, Vice Principals, and Assistant Principals
P3230	Outside Activities
P3231	Outside Employment as an Athletic Coach
P3232	Tutoring Services
R3218	Substance Abuse
R3221	Evaluation of Teachers
R3222	Evaluation of Teaching Staff Members, excluding Teachers and Administrators
R3223	Evaluation of Administrators, excluding Principals, Vice Principals, and Assistant Principals
R3224	Evaluating of Principals, Vice Principals, and Assistant Principals
R3230	Outside Activities
R3232	Tutoring Services

MOTION BY _____ SECONDED BY _____ to approve: Veronica Danko as Safety Patrol Advisor for services from January-June 2023 at a total cost of \$ 506.40 [Step 1].

	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: a salary increase for custodial substitute, Zachary Decker from \$13.00 per hour to \$18.00 per hour effective 16 November 2022.

	Mr. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	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 **\$26,725.02**.
- c. To accept the Board Secretary's and Treasurer's reports for **31 October 2022**.
- d. To approve Transfers made by the Superintendent after the **18 October 2022** Board Meeting, with fund 10 debits totaling **\$79,000** depicted in **DOCUMENT G** 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 October 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. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Zicarelli
YES									
NO									
ABSTAIN									

OLD BUSINESS

NEW BUSINESS

BOARD SECRETARY’S REPORT

MOTION BY _____ SECONDED BY _____ to accept the FY 2021-22 Annual Comprehensive Financial Report [ACFR] and the Auditor’s Management Report as presented. No Recommendations were cited.

	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 and accept the replacement of the 5 LAARS boilers under the JCP&L/Willdan C&I Energy Efficiency Direct Install Program with Donnelly Energy that had a Final Total Project Cost of \$297,500, an incentive of \$236,250 and a Board Share of \$61,250, that resulted in a Board Share savings of \$43,596 and to authorize the Board Secretary to execute the Final WILLDAN Direct Install agreement and facilitate payment as depicted on **DOCUMENT H** . [Note: The initial Total Project Cost was \$265,715, with an incentive of \$160,869 and a Board Share of \$104,846 that was approved by the Board on 24 Marcy 2022].

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

To review the Statement of Determination for the 8 November 2022 Annual School Election [As the writing of this agenda, I have not received the certified results from the County Clerk’s Office-wjs].

To schedule the Annual Reorganizational Meeting between January 1st and 7th [recommending Tuesday January 3rd with a snow date of Wednesday January 4th].

To discuss the 2023 Board meeting calendar.

SUPERINTENDENT’S REPORT

MOTION BY _____ SECONDED BY _____ to approve 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		
November 2022				

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	15		2	5
Grade 7	16	1	2	4
Grade 8	21		5	15
Total	245	2	16	24

- 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)

EXECUTIVE SESSION

MOTION BY _____ SECONDED BY _____ closed the meeting to the public at _____ P.M.

TO EXECUTIVE SESSION

WHEREAS, pursuant to N.J.S.A. 10:4-12(b), the Board of Education may exclude the public from that portion of a public meeting at which the Board discusses any of the matters described at N.J.S.A. 10:4-12(b)(1)-(9);

NOW, THEREFORE, BE IT RESOLVED that the Board of Education shall forthwith enter into closed session to discuss the following matter(s) concerning:

- Matters rendered confidential by state or federal law
- Personnel
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation
- Pending or anticipated contract negotiations
- Protection of the safety or property of the public
- Matters which would constitute an unwarranted invasion of privacy
- Matters in which the release of information would impair a right to receive Funds from the United States Government
- Matters concerning collective negotiations and/or the negotiation of terms and Conditions of employment of employees of the Board of Education
- Possible imposition of a civil penalty or suspension

BE IT FURTHER RESOLVED that said discussion may be disclosed to the public when the reasons for discussing and acting upon it in closed session no longer exist.

**MOTION BY _____ SECONDED BY _____ to exit
Executive Session at _____ P.M.**

MOTION TO ADJOURN MEETING

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

FYI

- Board & Administrator, November 2022

HAMBURG BOARD OF EDUCATION

REGULAR MEETING AGENDA

ADDENDUM

15 November 2022

7:00 P.M.

SUPERINTENDENT'S REPORT

MOTION BY _____ SECONDED BY _____ to approve: The Health and Safety Evaluation of School Buildings Checklist 2022-2023 as depicted on **DOCUMENT L.**

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

MOTION BY _____ SECONDED BY _____ to approve: Student # 6528650890 to attend Shepard School at a cost of \$314.89 per day plus transportation effective 21 November 2022.

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