

**HAMBURG BOARD OF EDUCATION  
REGULAR MEETING AGENDA**

20 December 2022

7:00 PM in the Cafeteria

**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									

**MISSION STATEMENT**

The mission of the 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 the 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.

### APPROVAL OF MINUTES

MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve the Regular meeting minutes of the 15 November 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

### PRESENTATIONS

- Student Spotlight
  - Preschool - Wyatt Skellenger
  - Kindergarten - Maru Lee
  - Grade 1 - Riley Fager
  - Grade 2 - Ava Ferguson
  - Grade 3 - Aubrey Howey
  - Grade 4 - Alchemy Marciano
  - Grade 5 - Oliver Dreifus
  - Grade 6 - Ancel Maldonado
  - Grade 7 - Gabe Urias
  - Grade 8 - Taylor Davenport



## 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 \_\_\_\_\_ PM **(VOICE VOTE)**

Meeting closed to the public for comment at \_\_\_\_\_ PM **(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-
  - To review the results of the HVAC Referendum Project Bid Opening on Wednesday 1 December 2022 at 3:30 PM. **[DOCUMENT B]**.
  - The resolution to reject all bids and re-bid the HVAC Project is being drafted by the attorney and will be distributed at the Board meeting.
  - To review the HVAC Project Re-bid timeline. **[DOCUMENT C]**.



- Roof Project
  - To report the results of the Shingle Roof [1900's Building] Referendum. Project Bid Opening to be held on Tuesday 20 December 2022 at 4:00 PM.
  - The Main School Roof Project is in a holding pattern until the HVAC and the 1900's Building Shingle Roof bids are opened/awarded to determine where we are with our referendum budget.
- 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- Complete & Finalize
- Preschool Playground Project
  - The playground equipment has been installed with the mulch surface applied to the new Preschool Playground and the existing playground on Saturday 10 December 2022.
- Refrigerator/Freezer Replacement Project
  - To report the results of the Cooler & Freezer Replacement Project Bid Opening to be held on Tuesday 20 December 2022 at 3:30 PM.
- Main Entry/Health Monitoring Area Project [Re-Bid]
  - To review the results of the Main Entry/Health Monitoring Area Project Bid Opening on Wednesday 16 November 2022 at 3:30 PM. **[DOCUMENT D]**.



MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to adopt the following resolution awarding the contract for the Health Monitoring Area at the Hamburg School:

WHEREAS, pursuant to N.J.S.A. 18A:18A-1, et seq. the Hamburg Board of Education advertised and received bids for a project entitled “Health Monitoring Area at Hamburg School;” on 16 November 2022 at 3:30 p.m. and

WHEREAS, the Board received the following bids:

	<b>Base Bid</b>	<b>Alternate</b>	<b>Total</b>
Wallkill Group, Inc.	\$147,000	+\$8,000	\$155,000
Goksu Construction, LLC	\$157,910	+\$12,910	\$170,820
GL Group, Inc.	\$186,300	+\$ 7,800	\$194,100

WHEREAS, the lowest responsive bid received was from Wallkill Group, Inc. with a base bid of \$147,000 and an alternate bid of \$8,000 for a total contract amount of \$155,000; and

WHEREAS, the Project Architect has reviewed the bids and recommends awarding the project to Wallkill Group; and

WHEREAS, the Board Attorney has reviewed the bid of Wallkill Group for legal sufficiency and has determined that Wallkill Group is the lowest responsible and responsive bidder; and

NOW, THEREFORE BE IT RESOLVED, by the Hamburg Board of Education that the Board hereby awards a contract to Wallkill Group for “Health Monitoring Area at Hamburg School” in the amount of \$155,000.

BE IT FURTHER RESOLVED that the Chief School Administrator and the Interim Business Administrator are authorized to execute any change orders as may be necessary for this project.



	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 Professional Services proposal from Parette Somjen Architects for the Construction Phase of the Health Monitoring Area Project at the Hamburg School in the amount of \$6,250 as depicted on **DOCUMENT E**.

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

NJDOE ROD Grant-To discuss the NJ Department of Education's ROD [Regular Operating District] Grant opportunity and the ROD Grant Professional Services proposal from Parette Somjen Architects [**DOCUMENT F**].

MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve/adopt the following regarding the upcoming NJ Department of Education's ROD Grant opportunity:

- The Professional Services proposal from Parette Somjen Architects for the ROD Grant Pre-K Site Improvement Project and the Window Replacement Project at the Hamburg School in the amount of \$8,000 as depicted on **DOCUMENT G**.
- RESOLVED, upon the recommendation of the Superintendent, that the Hamburg Borough 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 Window Replacement 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; and

BE IT FURTHER RESOLVED, this project shall be a “Regular Operating District Grant” project and the Board of Education is seeking State funding but will fund the remaining portion of the Project through the District’s Capital Reserve Account.

RESOLVED, upon the recommendation of the Superintendent, that the Hamburg Borough 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 Pre-K Site Improvement 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; and

BE IT FURTHER RESOLVED, this project shall be a “Regular Operating District Grant” project and the Board of Education is seeking State funding but will fund the remaining portion of the Project through the District’s Capital Reserve Account.

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



## Education & Policy

MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve items a-d:

- a) Second reading for Policy & Regulations as depicted on **DOCUMENT H** and the Google Drive:

Policy/ Regulation	Policy/ Regulation Name
P3218	Use, Possession, or Distribution of Substances
P3221	Evaluation of Teachers
P3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
P3223	Evaluation of Administrators, excluding Principals, Vice Principals, and Assistant Principals
P3224	Evaluating 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





b) First reading for Policy & Regulations as depicted on **DOCUMENT I** and the Google Drive:

Policy/ Regulation	Policy/ Regulation Name
P3233	Political Activities
R3233	Political Activities
P3240	Professional Development for Teachers & School Leaders
R3240	Professional Development for Teachers & School Leaders
P3244	In Service Training
R3244	In Service Training
P3245	Research Projects by Staff Members
P3270	Professional Responsibilities
R3270	Professional Responsibilities
P3280	Liability for Student Welfare
R3280	Liability for Student Welfare
P3281	Inappropriate Staff Conduct
R3281	Inappropriate Staff Conduct
P3282	Use of Social Networking Sites
P3283	Electronic Communications between Teaching Staff & Students
P3310	Academic Freedom
P3321	Acceptable Use of Computer Networks/Computers & Resources by Staff
R3321	Acceptable Use of Computer Networks/Computers & Resources by Staff
P3322	Staff Use of Personal Cellular Telephones/Other Communication Devices
P3324	Right of Privacy - Teaching Staff Members



c) Second reading of General Music Curriculum (**DOCUMENT J**).

d) First reading - PreSchool Creative Curriculum (**DOCUMENT K**).

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

### Negotiations & Personnel

MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to  
approve employment positions / resignations as noted in items a-e:

- a) Katrina Vinkman as Music Teacher effective 2 January 2023 at BA Step 4 (one day per week) with an annual salary of \$7,982 (prorated). This position does not include health benefits.
- b) Chris Astarita effective 2 January 2023 at BA Step 10 (part time) with an annual salary of \$22,423 (prorated). This position does not include health benefits.
- c) Resignation, with regret, for Stacey Reardon, Preschool Paraprofessional. Last day in the district will be Friday, 20 January 2023.
- d) Stephen Ferguson as Paraprofessional effective 2 January 2023 at an hourly rate of \$20 per hour, not to exceed 29 hours. This position does not qualify for health benefits.
- e) Ana Concepcion as Paraprofessional effective 2 January 2023 at an hourly rate of \$20 per hour, not to exceed 29 hours. This position does not qualify for health benefits.



	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 \$14,456.51.
- c) To accept the Board Secretary's and Treasurer's reports for 30 November 2022.
- d) To approve Transfers made by the Superintendent after the 15 November 2022 Board Meeting, with fund 10 debits totaling \$41,400 depicted in **DOCUMENT L** 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 November 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

To report that the Annual Reorganizational Meeting is scheduled for Tuesday 3 January 2023, with a snow date of Wednesday 4 January 2023 at 6:30 PM in the Cafeteria.

To review the proposed 2023 Board meeting calendar that will be on the 3 January 2023 Re-organizational agenda for Board approval **[DOCUMENT M]**.

To report that effective 1 December 2022, Mrs. Sigman and the Board Secretary authorized Maschio's Food Services to increase the hourly rate of pay for their Cafeteria Manager to \$20/hour and increased the assistant's hours to five (5) hours per day.

To report that the Hamburg Borough Board of Education's received a \$6,105 allocation under the New Jersey Schools Development Authority's direct appropriation to New Jersey Schools to provide funding for projects related to emergent and capital maintenance needs **[DOCUMENT N]**.

MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to accept \$6,105 allocation under the New Jersey Schools Development Authority's direct appropriation to New Jersey Schools to provide funding for projects related to emergent and capital maintenance needs and these funds will be used to offset the replacement of five (5) Victaulic valves on the LAARS Boiler system that heats the entire school and authorize the



Interim Business Administrator to submit the necessary “paperwork” to facilitate this funding opportunity.

	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 submission of the revision to the Elementary & Secondary School Emergency Relief Fund III [ESSER3] application, with a project period of 11 March 2021 through 30 September 2024, as depicted on **DOCUMENT O**.

	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 authorize the Interim Business Administrator to develop specifications to go out to quote/bid for the FY 2023-24 Internet Service Provider services in consultation with the Board’s E-Rate Consultant and for the FY 2023-24 Food Service Management Company services.

	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 a-c:

a) Harassment, Intimidation, and Bullying (HIB) Report:

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

b) Safety Drill Report – December 2022

	Date	Time	Evacuation Time
Fire Drill	11/23/2022	10:03 AM	8 min
Safety Drill			

c) Discipline Record - December 2022

Suspension Type	# of Days
Out of School (OSS) - Grade 8 student	5



	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 items a-d:

- a) Terminate transportation services for students #31710 & #32619 to Hamburg School from Newton effective 5 December 2022.
- b) Accept, with gratitude, a donation of four “LifeVac” (airway clearance devices) from the nonprofit organization “Maverick’s Legacy.”
- c) 2022-2023 American Rescue Plan - Safe Return Plan (**DOCUMENT P**).
- d) Combined Professional Development/Field Trip/Substitute and Facility Use (**DOCUMENT Q**)

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

Hamburg School Student Enrollment – December 2022 (Total = 238 in district)

	In-District	Out of District	Choice Non-Public	Charter
Preschool	39			
Kindergarten	28			



Grade 1	33			
Grade 2	24		1	
Grade 3	22		2	
Grade 4	22	1	2	
Grade 5	18		2	
Grade 6	16		2	5
Grade 7	14	1	2	5
Grade 8	22		5	15
<b>Total</b>	<b>238</b>	<b>2</b>	<b>16</b>	<b>25</b>

- The following reports were successfully submitted:
  - ASSA Report
  - Performance Report
  - Title 1 Performance Report
- Hamburg School has been selected to participate in the Spring 2023 English Language Arts (ELA) Field Test
- Governor's Educator of the Year (2022-2023)
  - Dana Freeswick (Preschool)
  - **Hilda Pinos (Paraprofessional) - Educational Services Professional**
  - **Tara Scrittore (Kindergarten) - Teacher of the Year**
  - Michele Sealander (Media Specialist / Technology)
  - Dorothy Smalley (Grades 7-8 Language Arts)





## 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 - Update on Interim BA extension request**
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation - Case 2016-17 #3 update**
- 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 \_\_\_\_\_ PM

**MOTION TO ADJOURN MEETING**

MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_  
that the

Board adjourned the meeting at \_\_\_\_ PM (**Voice Vote**)

**FYI**

- Board & Administrator, December 2022



HAMBURG BOARD OF EDUCATION  
REGULAR MEETING AGENDA

**ADDENDUM**

20 December 2022

7:00 P.M.

**Education & Policy**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve:**

first reading of the following policies:

P2430	Co-Curricular Activities
P5440	Honoring Student Achievement

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