

MINUTES OF REGULAR MEETING

November 15, 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

28 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 Mrs. Frayko, seconded by Mr. Conklin, and carried by the following voice vote, **approved the Minutes of the 18 October 2022 Board meeting.**

Yes	-	9
No	-	0
Abstain	-	0

MINUTES OF REGULAR MEETING

November 15, 2022

CORRESPONDENCE

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

Student Spotlight

- Preschool - Sawyer Brown
- Kindergarten - Oriana Cunningham
- Grade 1 - Juliette 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 the Board Secretary. It was noted that Mrs. Valerie Dolan was scheduled to attend this meeting but an emergency came up that she had to attend.

On motion by Mr. Dreifus, seconded by Mrs. Frayko, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:21 P.M. on the FY 2021-2022 Annual Comprehensive Financial Report [ACFR] and the Auditor's Management Report.**

No one addressed the Board

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **close the meeting to the Public for comment at 7:21 P.M.**

MINUTES OF REGULAR MEETING

November 15, 2022

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 Mr. Conklin, seconded by Mrs. Frayko, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:22 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 7:22 P.M.**

COMMITTEE REPORTS

State & County School Boards – Mr. Conklin reported on the number of County School Boards Associations and their respective meeting schedules.

Sussex County Educational Services Commission – Mr. Jones reported on the Sussex County Educational Services Principal search and their on-going need for paraprofessionals.

Liaison with the Hamburg Borough Council – Mrs. Frayko reported that the new Road Department Manager, Mr. Alec Yanish has started with Hamburg Borough.

Building & Grounds

- The Board Secretary and Mr. Brian Bobrowski updated the Board on the referendum and other facility projects [DOCUMENT A].
 - **HVAC Project-**
 - The Bid Opening date is Thursday 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.

MINUTES OF REGULAR MEETING

November 15, 2022

- **Roof Project-**
 - 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.
 - On 14 November 2022, Mr. Bobrowski and the Board Secretary went 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. Some discussion occurred regarding this type of roofing system
 - The Shingle Roof [1900's Building] Bid Opening date is Tuesday 20 December 2022 at 4 p.m. The Shingle Roof bid specifications will be available on Wednesday 23 November 2022 and the legal bid notice will published in Tuesday 22 November 2022 edition of the New Jersey Herald.
- **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.

MINUTES OF REGULAR MEETING

November 15, 2022

- **Preschool Playground Project**
 - The playground equipment was delivered on Friday 11 November 2022 and the contractor will be installing the equipment over the next few weeks.
- **Refrigerator/Freezer Replacement Project**
 - The Refrigerator/Freezer Replacement Project Bid Opening date is Tuesday 20 December 2022 at 3:30 p.m. The Refrigerator/Freezer Replacement Project bid specifications will be available on Wednesday 23 November 2022 and the legal bid notice will be published in Tuesday 22 November 2022 edition of the New Jersey Herald.
- **Main Entry/Health Monitoring Vestibule Project [Re-Bid]**
 - The Bid Opening date is scheduled for Wednesday 16 November 2022.

Education & Policy

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 C].

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

MINUTES OF REGULAR MEETING

November 15, 2022

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

Policy/ Regulation	Policy/ Regulation Name
P5512	Harassment, Intimidation, or Bullying - UPDATE
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

On a motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously, after considerable discussion, **approved the first reading of the General Music Curriculum [DOCUMENT E].**

Negotiations & Personnel

On a motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously, **approved the maternity leave for staff member #24878027. This leave is inclusive of sick leave, FMLA, and NJFLA beginning 17 January 2023 through 30 June 2023 [DOCUMENT F].**

On a motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously, **approved the following Co-Curricular stipends for June Tarantino to reflect services from September-December 2022, as follows:**

MINUTES OF REGULAR MEETING

November 15, 2022

- Safety Patrol @ \$382.40 [Step 2]
- Chorus Advisor @ \$292.60 [Step 6]
- Band Advisor @ \$585.20 [Step 6]


On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously, **approved Veronica Danko as Safety Patrol Advisor for services from January-June 2023 at a total cost of \$ 506.40 [Step 1].**

On a motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously, after some discussion, **approved a salary increase for custodial substitute, Zachary Decker from \$13.00 per hour to \$18.00 per hour effective 16 November 2022.**

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:**

- Approved the October 2022 check register in the amount of **\$934,135.40** and the November 1-15, 2022 check register in the amount of **\$275,921.05.**
- To approve bills for the Cafeteria Account in the amount of **\$26,725.02.**
- To accept the Board Secretary's and Treasurer's reports for **31 October 2022.**
- 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.
- 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).
- 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 October 2022
Date

MINUTES OF REGULAR MEETING

November 15, 2022

OLD BUSINESS

No Old Business

NEW BUSINESS

No New Business

BOARD SECRETARY'S REPORT

On a motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by roll call vote, **approved the FY 2021-22 Annual Comprehensive Financial Report [ACFR] and the Auditor's Management Report as presented. No Recommendations were cited.**

On a motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by roll call vote, **to 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 March 2022].**

Mrs. Frayko left the meeting at 7:56 P.M. and returned at 8:00 P.M.

The Board Secretary reviewed Unofficial Statement of Determination for the 8 November 2022 Annual School Election. A brief discussion ensued regarding the write-in candidate since there were three seats up for election and two nominating petitions filed/names on the ballot.

A discussion was held regarding the scheduling of the Annual Reorganizational Meeting and it was the consensus of the Board to hold the meeting on Tuesday January 3, 2023 at 6:30 P.M. with a snow date of Wednesday January 4, 2023 at 6:30 P.M. Additionally, a discussion occurred regarding the proposed 2023 Board meeting calendar with the moving of the monthly Board meetings from Tuesday to Thursday evenings and having the meetings start at 6:30 P.M. The proposed 2023 calendar will be revisited at the 20 December 2022 Board meeting.

MINUTES OF REGULAR MEETING

November 15, 2022

SUPERINTENDENT'S REPORT

On motion by Mr. Conklin, seconded by Mr. Frangipane, 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		
November 2022	0	0		

B. Safety Drill/Stance Report – November 2022

	Date	Time	Evacuation Time
Shelter-in-Place	10/17/2022	11:20am	5 min
Safety Drill – Bus Evacuation	11/4/2022		

Mrs. Sigman acknowledged the Wallkill Valley Regional High School as being very helpful in coordinating the November 4, 2022 Bus Evacuation drill.

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

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, **approved The Division of Early Childhood: Annual Preschool Operational Plan. [DOCUMENT J].**

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved the transportation for student #6312024143 to Daretown School at an annual cost of \$12,826 [DOCUMENT K].**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, **approved student #3164965905 to attend YCS George Washington School effective**

MINUTES OF REGULAR MEETING

November 15, 2022

8 November 2022. Tuition costs at \$79,623.64 [\$423.53] per day [this number is based on 188 school days and does not include ESY] plus transportation costs.

On motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, after some discussion, **approved, with gratitude, a \$500 donation from the Hamburg High School Alumni, through the care of Ms. Carol Millar. This donation will be used in our student activity account.**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, **approved Mr. Ian Scott as Chorus Advisor from 1 January 2023 to 30 June 2023, Level 1 at \$1,013.00 [Pro-rated].**

On motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, **approved Student # 6528650890 to attend Shepard School at a cost of \$314.89 per day plus transportation effective 21 November 2022.**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved The Health and Safety Evaluation of School Buildings Checklist 2022-2023 as depicted on [DOCUMENT L].**

On motion by Mr. Conklin, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved Mercy College graduate student, Lauren Viscione, to complete observations in Hamburg School's middle school classrooms on November 28-29, 2022.**

Mrs. Sigman discussed the following:

- An update on Mrs. Sigman's recent inquiry to Dr. Gayle Carrick, Executive County Superintendent-Sussex County regarding the status of the Board's request for approval of the January -June 2023 Interim Business Administrator Contract for William Sabo by the Commissioner of Education.
- An update on the December 8, 2022 Community Dinner that has over 100 participants who have signed up to attend this event.
- The December 8, 2022 site visit by a representative from the New Jersey Department of Education's Early Childhood Division to review the Preschool Expansion Aid [PEA] Program.

MINUTES OF REGULAR MEETING

November 15, 2022

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, **opened the meeting to the public for comment at 8:37 P.M.**

No one addressed the Board.

On motion by Mr. Conklin, seconded by Mrs. Zicarelli, **closed the meeting to the public for comment at 8:37 P.M.**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:37 P.M.**

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary