

# MINUTES OF REGULAR MEETING

**December 20, 2022**

At 7:00 P.M. Held in the Cafeteria  
of the Hamburg Elementary School

**PRESENT:** John Conklin, David Dreifus, Michael Frangipane, Tricia Schels,  
Brianne Zicarelli, Sheila Frayko, Vice President, Timothy Gillen,  
Robert Jones, President  
42 Members of the Public

**ABSENT:** Francis Brunke

42 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

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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 Mrs. Frayko, seconded by Mr. Conklin, and carried by the following voice vote, **approved the Minutes of the 15 November 2022 Board meeting.**

Yes	-	8
No	-	0
Abstain	-	0

## CORRESPONDENCE

No Correspondence

## PRESENTATION TO THE BOARD

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

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

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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 Mr. Dreifus, seconded by Mr. Conklin, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:20 P.M.**

No one addressed the Board.

On motion by Mr. Conklin, seconded by Mrs. Zicarelli, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:20 P.M.**

### COMMITTEE REPORTS

State & County School Boards – Mr. Conklin reported on the three (3) tier meeting goals of the Sussex County School Board's Association with the next county meeting to be held virtually on 13 February 2023.

Sussex County Educational Services Commission – Mr. Jones reported on the hiring of a Principal at the Northern Hills Academy.

Liaison with the Hamburg Borough Council – Mrs. Frayko reported that December's council meeting was the last meeting for Mayor Marino, who is retiring.

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## Building & Grounds

The Board Secretary and Mr. Brian Bobrowski updated the Board on the Referendum and other facility projects, as depicted on **DOCUMENT A**.

- **HVAC Project**

- Reviewed the results of the HVAC Referendum Project Bid Opening on Wednesday 1 December 2022 at 3:30 PM. [**DOCUMENT B**]. Considerable discussion ensued regarding the rejecting of the bids received and the HVAC Re-bid timelines [**Document C**].

On motion by Mr. Dreifus, seconded by Mr. Conklin, and carried unanimously by voice vote **adopted the following Resolution:**

### **RESOLUTION AUTHORIZING REJECTION OF BIDS FOR HVAC UPGRADES AT HAMBURG SCHOOL**

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-1, et seq., the Hamburg Board of Education advertised and received bids on 1 December 2022 for a project entitled “HVAC Upgrades at Hamburg School;” and

**WHEREAS**, the Board Received the following bids:

<u>Bidder</u>	<u>Base Bid</u>
Teo Technologies, Inc.	\$1,588,000.00
Thassian Mechanical Contracting	\$1,688,000.00
Iron Mountain Mechanical LLC	\$1,757,985.00
TM Brennan Services, Inc.	\$1,790,000.00

**WHEREAS**, the bids substantially exceed the Board’s budget for the project; and

**WHEREAS**, the Board also seeks to revise the specifications to account for delays expected in the delivery of the HVAC units; and

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-22(b), a board of education may reject all bids when the lowest bid substantially exceeds the board’s appropriation for the goods or services; and

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**WHEREAS**, pursuant to N.J.S.A. 18A:18A-22(d), a board of education may reject all bids when the board wants to substantially revise the specifications for the goods or services.

**NOW, THEREFORE BE IT RESOLVED**, by the Hamburg Board of Education that the Board rejects all bids pursuant to N.J.S.A. 18A:18A-22(b) and (d).

**BE IT FURTHER RESOLVED** that the Chief School Administrator and the Business Administrator are authorized to readvertise for bids in accordance with the Public School Contracts Law.

- **Roof Project**

- The Board Secretary reported on the results of the Shingle Roof [1900's Building] Referendum Bid Opening that was held on Tuesday 20 December 2022 at 4:00 PM [Document C1].
- 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**

- The Board Secretary stated Parette Somjen Architects is 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.

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- **Refrigerator/Freezer Replacement Project**
  - The Board Secretary reported on the results of the Cooler & Freezer Replacement Project Bid Opening that was held on Tuesday 20 December 2022 at 3:30 PM [Document C2].
- **Main Entry/Health Monitoring Area Project [Re-Bid]**
  - The Board Secretary reported on the results of the Main Entry/Health Monitoring Area Project Bid Opening on Wednesday 16 November 2022 at 3:30 PM [DOCUMENT D].

On motion by Mr. Gillen, seconded by Mr. Frangipane, and carried by the following voice vote, after some discussion, adopted **the following Resolution:**

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:

	Base Bid	Alternate	Total
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

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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.

Yes-7

No-Mrs. Frayko

Abstain-0

On motion by Mr. Gillen, seconded by Mrs. Zicarelli, and carried unanimously by voice vote, **approved 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.**

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

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, after some discussion, **approved/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**

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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.



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## Education & Policy

On motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously by roll call vote, to approved items a-d:

a) Second reading for Policy & Regulations as depicted on **DOCUMENT H**.

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

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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.**

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

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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**)

On motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously by voice vote, **approved the first reading for Policy & Regulations as depicted on DOCUMENT K1 for Policy 2430 Co-Curricular Activities and Policy 5440 Honoring Student Achievement.**

### Negotiations & Personnel

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, after some discussion, **approved the 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.

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- 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 per week. 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 per week. This position does not qualify for health benefits.

### 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) To approve the November 2022 check register in the amount of \$682,934.34 and the December 1-20, 2022, check register in the amount of \$581,627.59.
- 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).

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- 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 November 2022  
Date

## OLD BUSINESS

The Board Secretary reviewed with the Board the draft dead ash tree letter [Document L1] that will be sent out to a few of the neighbors who properties border the Hamburg School. It was the consensus of the Board to send the dead ash tree letter to our neighbors.

## NEW BUSINESS

No New Business

## BOARD SECRETARY'S REPORT

The Board Secretary reported 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.

The Board Secretary reviewed the proposed 2023 Board meeting calendar that will be on the 3 January 2023 Re-organizational agenda for Board approval [DOCUMENT M].

The Board Secretary reported 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.

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The Board Secretary reported that the Hamburg Borough Board of Education 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]**.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **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 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.**

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, **approved 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.**

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by voice vote, **approved and authorized 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.**

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## SUPERINTENDENT'S REPORT

On motion by Mr. Conklin, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved items A-D:**

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

a) Safety Drill Report – December 2022

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

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Safety Drill			
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### b) Discipline Record - December 2022

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

On motion by Mr. Conklin, seconded by Mrs. Frayko, and carried unanimously by voice vote, **approved 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**)

Mrs. Sigman reported on the Hamburg School Student Enrollment – December 2022 (Total = 238 in district), as follows:

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



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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
Total	238	2	16	25

- Mrs. Sigman discussed the following:
  - ASSA Report Submission
  - Performance Report Submission
  - Title 1 Performance Report Submission
  - Hamburg School has been selected to participate in the Spring 2023 English Language Arts (ELA) Field Test

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- 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)

On motion by Mr. Gillen, seconded by Mrs. Zicarelli, and carried unanimously by voice vote, **approved the January through June 2023 Interim Business Administrator's contract at an hourly rate of \$80 for William J. Sabo, which was approved by the New Jersey Commissioner of Education as depicted on Document Q1 .**

## **TO EXECUTIVE SESSION**

On motion by Mr. Gillen, seconded by Mrs. Zicarelli, and carried unanimously by voice vote, **adopted the following Resolution at 8:52 PM.**

**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—Case 2016-17 #3 Update**
- ☐ Pending or anticipated contract negotiations

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- [ ] 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.

On motion by Mr. Gillen, seconded by Mrs. Zicarelli, and carried unanimously by voice vote, **the Board returned to Regular Session at 8:55 P.M.**

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:55 P.M.**

Respectfully submitted,



William Sabo  
Interim Business Administrator/  
Board Secretary