

MINUTES OF REGULAR MEETING January 19, 2023

at 6:30 P.M. held in the Cafeteria of
Hamburg Elementary School

PRESENT: Francis Brunke, John Conklin, David Dreifus, Michael Frangipane, Tricia Schels, Sheila Frayko, Vice President, Timothy Gillen, Robert Jones, President

ABSENT: None

60 Members of the Public

The Board President **opened the meeting at 6:30 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.

MINUTES OF REGULAR MEETING

January 19, 2023

APPROVAL OF THE MINUTES

On motion by Mr. Dreifus, seconded by Mrs. Frayko, and carried by the following voice vote, **approved the Minutes of the 20 December 2022 Board meeting, with a correction to page 1900 to reflect that Mrs. Frayko was a “No” vote for the Health Monitoring Contract Award Resolution.**

Yes	-7
No	-0
Abstain	-1

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried by the following voice vote, **approved the Minutes of the 3 January 2023 Re-organizational Board meeting.**

Yes	-7
No	-0
Abstain	-1

CORRESPONDENCE-No Correspondence

Mrs. Frayko introduced the Hamburg Borough's new Mayor, Mr. Richard Krasnomowitz who addressed the Board and thanked the members for their service.

MINUTES OF REGULAR MEETING

January 19, 2023

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 – Oliviana DeSino
- o Kindergarten - Justin Carroll
- o Grade 1 – Spencer Greene
- o Grade 2 - Robert Pachella
- o Grade 3 - Andrew Tranes /Mirae Lee
- o Grade 4 – Jason Nostray Yafar
- o Grade 5 – Jamie Schels
- o Grade 6 – Gemma Arxer
- o Grade 7 - Damien Dimitui
- o Grade 8 - Alyssandra Pena

Mrs. Sigman reviewed with the Board a Start Strong Presentation - Fall 2022 (**DOCUMENT A**). Considerable discussion ensued between various Board members and Mrs. Sigman. Additionally, Mrs. Sigman acknowledged Mrs. Dean and Mrs. Smalley for their efforts in teaching the Language Arts program.

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 state your name and address before making your statement to the Board.

On a motion by Mr. Dreifus, seconded by Mr. Conklin, and carried unanimously by voice vote, **opened the meeting to the public for comment at 6:58 P.M.**

No one addressed the Board

MINUTES OF REGULAR MEETING

January 19, 2023

On a motion by Mr. Conklin, seconded by Mrs. Frayko, and carried unanimously by voice vote, **closed the meeting to the public for comment at 6:58P.M.**

COMMITTEE REPORTS

State & County Boards-Mr. Conklin commented on a Mental Health Grant that the New Jersey Department of Education received.

Sussex County Educational Services Commission-Mr. Jones updated the Board on the recent Sussex County Educational Service Commission meeting, stating the new Principal at Northern Hill Academy was introduced.

Liaison with the Hamburg Borough Council-Mrs. Frayko informed the Board on the January 4th Hamburg Borough Reorganizational meeting, whereby Mr. Richard Krasnomowitz was sworn-in as Mayor and Mr. John Burd will continue to be the Borough Liaison with the school.

Building & Grounds

The Board Secretary & Brian Bobrowski update the Board on the Referendum and other facility projects as depicted on **DOCUMENT B**.

- **HVAC Re-bid Project**

- The HVAC Project Re-bid was advertised in the Friday 6 January 2023 edition of the New Jersey Herald, with a pre-bid meeting held on Wednesday 11 January 2023, with the bid opening to occur on Thursday 2 February 2023 at 3:30 p.m.

- **Roof Project-1900's Building Shingle Roof**

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

MINUTES OF REGULAR MEETING January 19, 2023

RESOLUTION AWARDING CONTRACT FOR SHINGLE ROOF REPLACEMENT AT 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 "Shingle Roof Replacement Project at Hamburg School;" and

WHEREAS, the Board received the following bids:

Sky General	\$115,000.00
Duga Construction, LLC	\$269,000.00
G.C. Dynatech Construction, LLC	\$350,000.00
Padovani Roofing and Construction	\$397,700.00
Galia Construction, Inc.	\$603,000.00
Northeast Roof Maintenance, Inc.	\$688,000.00

WHEREAS, Sky General has requested to withdraw its bid due to an error in its bid price; and

WHEREAS, Duga Construction LLC was the second low bidder; and

WHEREAS, the Project Architect has reviewed the bids and recommends awarding the project to Duga Construction LLC; and

WHEREAS, the Board Attorney has reviewed the bid of Duga Construction LLC for legal sufficiency

NOW, THEREFORE BE IT RESOLVED, by the Hamburg Board of Education that the Board hereby accepts Sky General's request to withdraw its bid.

BE IT FURTHER RESOLVED that the Board awards a contract to Duga Construction LLC for "Shingle Roof Replacement at Hamburg School" in the amount of \$269,000.00.

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

- 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

MINUTES OF REGULAR MEETING

January 19, 2023

- 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-Complete & Finalize**
- **Refrigerator/Freezer Replacement Project**
 - Parette Somjen Architects [PSA] is in the process of issuing the startup documentation to The Wallkill Group, Inc.

On motion by Mr. Gillen, seconded by Mr. Frangipane, and carried unanimously by roll call vote, **approve the Professional Services proposal from Parette Somjen Architects for the Construction Phase of the Refrigerator/Freezer Replacement Project at the Hamburg School in the amount of \$6,750 as depicted on DOCUMENT C.**

- **Main Entry/Health Monitoring Area Project [Re-Bid]**
 - Parette Somjen Architects [PSA] is in the process of issuing the start-up documentation to The Wallkill Group, Inc.
- **NJDOE Regular Operating District [ROD] Grant**
 - PSA is working on the NJDOE ROD Grant applications for the Pre-K Site Work Project and the Window Replacement Project at the Hamburg School.

Education & Policy

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

MINUTES OF REGULAR MEETING

January 19, 2023

a) Second reading for Policy & Regulations as depicted on **DOCUMENT D:**

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

MINUTES OF REGULAR MEETING January 19, 2023

P3322	Staff Use of Personal Cellular Telephones/Other Communication Devices
P3324	Right of Privacy - Teaching Staff Members

b) First reading for Alert 229 Policy & Regulations as depicted on **DOCUMENT E**:

Policy/ Regulation	Policy/ Regulation Name
P0152	Board Officers (REVISED)
P0161	Call, Adjournment, and Cancellation (REVISED)
P0162	Notice of Board Meeting (REVISED)
P & R 2423	Bilingual and ESL Education (REVISED)
P2425	Emergency Virtual or Remote Instruction Program (REVISED)
R2425	Emergency Virtual or Remote Instruction Program (NEW)
P & R 5200	Attendance (REVISED)
P5512	Harassment, Intimidation, or Bullying (REVISED)
P8140	Student Enrollments (REVISED)
R8140	Enrollment Accounting (REVISED)
P & R 8330	Student Records (REVISED)
R8420.2	Bomb Threats (REVISED)
R8420.7	Lockdown Procedures (REVISED)
R8420.10	Active Shooter (REVISED)

c) Second reading - PreSchool Creative Curriculum (**DOCUMENT F**).

MINUTES OF REGULAR MEETING

January 19, 2023

- d) First reading - Comprehensive Health & Physical Education Curriculum (**DOCUMENT G**).
- e) First reading - Social Studies Curriculum (**DOCUMENT H**).
- f) First reading - Civics Connections Curriculum (**DOCUMENT I**).
- g) Hamburg School Textbook Resource List 2023 (**DOCUMENT J**).

Negotiations & Personnel

On motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, after some discussion, **approved a \$1,000/year stipend (prorated) for Ana Concepcion, as a substitute certified paraprofessional.**

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 December 2022 check register in the amount of \$807,432.40 and the January 1-19, 2023 check register in the amount of \$634,513.50.
- b) Approved bills for the Cafeteria Account in the amount of \$18,697.20.
- c) Accepted the Board Secretary's and Treasurer's reports for 31 December 2022.
- d) Approved the Transfers made by the Superintendent after the 20 December 2022 Board Meeting, with fund 10 debits totaling \$42,000 depicted in **DOCUMENT K** 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 December 2022 no budgetary line-item account has been over-expended violating N.J.A.C. 6A:23-2.12(a).

MINUTES OF REGULAR MEETING

January 19, 2023

- 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.

On motion by Mr. Dreifus, seconded by Mr. Conklin, and carried unanimously by roll call vote, **approved items a & b:**

- a) The Lakeland Bank's Corporate Authorization Resolution adding the Vice Principal, Mr. Robert Baumgartner, as a signer on the Activities Account as depicted on **DOCUMENT L**.
- b) The increasing of the hourly rate for substitute aides, substitute custodians [minors] and any other substitute employees, effective 1 January 2023 to \$14.13 per hour, as required by the State of New Jersey's minimum wage increase.

OLD BUSINESS

No Old Business

NEW BUSINESS

The Board Secretary reported the legal notice for the vacancy on the Hamburg Borough Board of Education was placed in the Friday 6 January 2023 edition of the New Jersey Herald (and sent to the Star Ledger), with a due date of Wednesday 22 February 2023.

BOARD SECRETARY'S REPORT

The Board Secretary reviewed the timeline/deadline for the filing of the School Ethics/Financial Disclosure Statements.

MINUTES OF REGULAR MEETING January 19, 2023

The Board Secretary reviewed the New Jersey Department of Education's FY 2023-24 budget calendar:

- By Monday **20 March 2023**, the FY 2023-24 Budget is due to Executive County Superintendent. Due to the timing of the Regular March Board meeting that is scheduled for March 30th, **the Board Scheduled a Special Meeting for Thursday 16 March 2023 at 6:30 p.m.**, with a snow date for Friday 17 March 2023 for the adoption/submission of the proposed FY 2023-24 Budget to the Executive County Superintendent.
- The Public Hearing will be held before the Thursday **27 April 2023** Regular Board meeting, like we have done over the last few years with the Snow Date of Monday 1 May 2023, as advertised in the Board's 2023 Annual Meeting Notice.
- At the 23 February 2023 Board meeting, we will need to schedule a Finance Committee meeting to review the proposed FY 2023-24 budget in early March 2023—please note that the state aid amounts may not be released until late in this budget calendar.

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved the submission of the amended application for the ESSER2 Mental Health sub-grant as depicted on Document L1.**

SUPERINTENDENT'S REPORT

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

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

MINUTES OF REGULAR MEETING

January 19, 2023

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
January 2023	1	TBD	TBD	TBD

b) Safety Drill Report

	Date	Time	Evacuation Time
Fire Evacuation Drill	12/22/2022	1:10	4min 31sec
Fire Evacuation Drill	1/2/2023	2:04	5min 41 sec
Safety Drill – Shelter-In-Place	12/23/2022	12:24	6min

c) Discipline Record - December 2022

MINUTES OF REGULAR MEETING January 19, 2023

Suspension Type	# of Days
Out of School (OSS) - Grade 6 student	1

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved items a-b:**

- a) Accepted, with gratitude, a toy donation from Weichert Realtors of Hamburg, NJ (% Denise Minimi).
- b) The Combined Professional Development/Field Trip/Substitute and Facility Use (**DOCUMENT M**)

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

- Dr. Claribel Cabarcas from the National Institute for Early Education Research (NIEER) based out of Rutgers University to observe our PEA Preschool classrooms to conduct NJ Pre-K Quality Study on February 7, 8, and 9, 2023 (**DOCUMENT N**).
- Supporting the Wallkill Valley Coalition in acquiring an additional grant opportunity that would allow our Grades 6-8 students to participate in various summer activities (**DOCUMENT O**).
- Establishing a partnership with Grow NJ Kids [<https://www.grownjkids.gov/>](https://www.grownjkids.gov/), which is a state sponsored initiative to raise the quality of childcare and early learning throughout New Jersey. This group gives early learning programs resources to assess and improve their programs, while providing parents with information that allows them to evaluate the quality of programs and make the best choices for their child. The goal is to create a system that encourages ongoing improvement.

Mrs. Sigman reported on the Hamburg School Student Enrollment – January 2023 (Total = **241** in district), as follows:

MINUTES OF REGULAR MEETING January 19, 2023

	In-District	Out of District	Choice Non-Public	Charter
Preschool	42			
Kindergarten	28			
Grade 1	33			
Grade 2	24		1	
Grade 3	22	1	2	
Grade 4	22	1	2	
Grade 5	18		2	
Grade 6	16		2	5
Grade 7	14	2	2	5
Grade 8	22		5	15
Total	241	4	16	25

Additionally, Mrs. Sigman reported that the following reports were successfully submitted:

- Title 1 Comparability Report
- School Fire Suppression Survey

MINUTES OF REGULAR MEETING January 19, 2023

- Student Safety Data System (SSDS) - 1st window submission
- Chapter 44 Application [EWEG]

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by voice vote, **the Board adjourned the meeting at 8:00 P.M.**

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary