

**HAMBURG BOARD OF EDUCATION
REGULAR MEETING AGENDA**

23 February 2023

6:30 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	VACANT SEAT
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 19 January 2023 Board meeting and to correct the Minutes of the 15 November 2022 Board meeting, page 1890, to read as follows: “accepted 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	VACANT SEAT
YES									
NO									
ABSTAIN									

CORRESPONDENCE

- A letter dated 8 February 2023 from the New Jersey Department of Education approving the Gym Divider Project at the Hamburg Borough School.

PRESENTATIONS

- Student Spotlight
 - Preschool - Anthony Wilkes
 - Kindergarten - Delaney Bond
 - Grade 1 - William Sena
 - Grade 2 - McKenna Weite
 - Grade 3 - Ronnie Chase
 - Grade 4 – Rehnezmay Morales
 - Grade 5 - Loyda Esteves
 - Grade 6 - Wyatt Frayko
 - Grade 7 - Evangelina Leyson

- o Grade 8 - Zach Neiper

INTERVIEW OF BOARD CANDIDATE(S)

One letter of interest was received from Ms. Suzette Villagomez on 2 February 2023 [**DOCUMENT A**].

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 B**.

- **HVAC Re-bid Project**
 - To review the results of the HVAC Project Re-bid opening that occurred on Thursday 2 February 2023 at 3:30 p.m. **[DOCUMENT C]**. As of 9 February 2023, the Board attorney and architect are reviewing the bids submitted for legal sufficiency and compliance with the specifications [It is possible that the award resolution will be distributed at the Board meeting-wjs].
- **Roof Project-1900's Building Shingle Roof**
 - Parette Somjen Architects [PSA] is in the process of issuing the start-up documentation to Duga Construction, LLC.
 - To schedule the construction kick-off meeting with PSA & Duga Constuction.
 - 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 & Finalized**
- **Exterior Repair Project**
 - The 1900's Building Exterior Repair, window replacement portion of Exterior Repair Project is in a holding pattern until the timeline and cost for the HVAC Re-bid Project is further along and the Main School roofing type decision is made.

Non-Referendum Projects

- **Gym Curtain Divider Project**
 - NJDOE approval letter received, and this project will be included in the 2023-24 PEA application.
- LAARS Boiler Replacement Project-**Complete & Finalized**
- Preschool Playground Project-**Complete & Finalized**
- **Refrigerator/Freezer Replacement Project**

- Parette Somjen Architects [PSA] is in the process of issuing the startup documentation to The Walkkill Group, Inc.
- To update the Board on the 16 February 2023 kick-off meeting with the Walkkill Group, Inc.
- MOTION BY _____ SECONDED BY _____
to approve Payment Request #1 for the Refrigerator/Freezer Replacement Project at the Hamburg School, as submitted by the Walkkill Group, Inc. in the amount of \$2,280.

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

- **Main Entry/Health Monitoring Area Project [Re-Bid]**
 - Parette Somjen Architects [PSA] is in the process of issuing the start-up documentation to The Walkkill Group, Inc.
 - To update the Board on the 16 February 2023 kick-off meeting with the Walkkill Group, Inc.
- MOTION BY _____ SECONDED BY _____
to approve Payment Request #1 for the Health Monitoring Project as submitted by the Walkkill Group, Inc. in the amount of \$2,280.

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

- **NJDOE Regular Operating District [ROD] Grant-**

- PSA 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

MOTION BY _____ SECONDED BY _____ to approve items a-g:

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

Policy/ Regulation	Policy/ Regulation Name
P3351	Healthy Workplace Environment
P/R 3362	Sexual Harassment
P3370	Teaching Staff Member Tenure
P3372	Teaching Staff Member Tenure Acquisition
P3373	Tenure Upon Transfer or Promotion
P3374	Tenure Upon Transfer to an Underperforming School
P3381	Protection Against Retaliation
P3410	Compensation
P3420	Benefits
P3421.13	Postnatal Accommodations
P3425	Work Related Disability Pay
P/R 3425.1	Modified Duty Early Return to Work Program - Teaching Staff Members
P/R 3432	Sick Leave
P3433	Vacations
P3435	Anticipated Disability
P3436	Personal Leave
P3437	Military Leave
P3439	Jury Duty

- b) Second reading for Alert 229 Policy & Regulations as depicted on **DOCUMENT E** and the Google Drive:

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) First reading - Science Curriculum (**DOCUMENT F**).
- d) First reading – Career Readiness, Life Literacies, and Key Skills. (**DOCUMENT F1**)
- e) Second reading - Comprehensive Health & Physical Education Curriculum (**DOCUMENT G**).
- f) Second reading - Social Studies Curriculum (**DOCUMENT H**).
- g) Second reading - Civics Connections Curriculum (**DOCUMENT I**).

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

Negotiations & Personnel

MOTION BY _____ SECONDED BY _____ to approve a-d:

- a. Jon Henderson as a custodial substitute at \$18 per hour, as needed.
- b. Co-Curricular Band stipend for Katrina Vinkman at Step 1 (\$608.00), effective 2 January 2023 - 30 June 2023.
- c. Mrs. Toni Dykstra and Mrs. Marianne Meehan as substitute Business Office Clerks and/or Office Secretaries, pending employment paperwork and background checks, at an hourly rate of \$25 per hour, and any Board approved substitute [teacher, aide, custodian, etc.] who work as a Substitute Business Office Clerk and/or Office Secretary shall be paid at the rate of \$25 per hour.
- d. Lori Kooger as substitute teacher and aide.

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

MOTION BY _____ SECONDED BY _____ to accept with regret, the resignation of Ann Bremer, Part-Time Confidential Administrative Assistant to the School Business Administrator effective 31 March 2023 as depicted on **DOCUMENT J.**

	Mr. Jones	Mr. Brunke	Mr. Conklin	Mr. Dreifus	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	VACANT SEAT
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 \$17,158.29.
- c) To accept the Board Secretary's and Treasurer's reports for **31 January 2023**.
- d) To approve Transfers made by the Superintendent after the **19 January 2023** Board Meeting, with fund 10 debits totaling \$100,000 depicted on **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 January 2023** 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.

YES									
NO									
ABSTAIN									

MOTION BY _____ SECONDED BY _____ to approve the following:

- Pursuant to N.J.A.C. 6A:23A-8.3 subsection c, districts under the regional limit may submit a request to exceed the district’s adjusted February 1 per pupil administrative cost for the current year by up to 2.5% or the CPI, whichever is greater, by a request to the Executive County Superintendent in writing prior to the due date of the budget submission and be it resolved that the Hamburg Borough Board of Education approves the submission of a request to increase the current year’s February 1st per pupil administrative cost by 2.5% or the CPI, whichever is greater and authorizes the Superintendent and the Interim Business Administrator to submit this request in writing to the Executive County Superintendent.
- The FY 2023-24 Special Education Medicaid Initiative [SEMI] Waiver request that was submitted to the Sussex County Office of the New Jersey Department of Education on 3 February 2023, as depicted on **DOCUMENT M.**
- The FY 2023-2024 purchases to be made from the approved low bid vendors utilizing the Educational Data Services, Inc./West/Central New Jersey Cooperative Bidding Program with the Morris County Educational Services Commission as the lead agency, with the bid pricing being firm until 30 November 2023.

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

To review the FY 2023-24 Internet Service Provider quotation process [posted on the internet via the Federal E-rate website] with a closing date

of 27 January 2023. One proposal was submitted from PenTeleData as follows: The base quotation of 100 mbps [\$9,612 annually] with the ability to scale up to 200 mbps [\$11,904 annually] during the term of the agreement with the same pricing for the FY 2024-25 school year. The PenTeleData proposal was evaluated by Mr. Baumgartner and Mrs. Sealander and is being recommended for award of contract to PenTeleData.

MOTION BY _____ SECONDED BY _____ to approve the FY 2023-24 Internet Service Provider quotation as submitted by PenTeleData, to provide a 100 mbps internet service at an annual cost of \$9,612 [Note: The service can be scaled up at any time during the contract period as per PenTeleData’s proposal].

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

SUPERINTENDENT’S REPORT

MOTION BY _____ SECONDED BY _____ to approve 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	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	0	Y	0
February 2023	1	1	Y	Y

b) Safety Drill Report – February 2023

	Date	Time	Evacuation Time
Fire Drill	2/10/2023	2:13 pm	4 minutes 9 seconds
Safety Drill - Lockdown	1/26/2023	11:04 am	9 minutes
Safety Drill – Shelter-in-Place	2/6/2023	12:59 pm	4 minutes

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

MOTION BY _____ SECONDED BY _____ to approve items a-d:

- a) Sussex County Department of Health Immunization Audit
(DOCUMENT N)

b) Building Use

Date	Location	Organization	Times
March-June 1 st Wednesday	Library & Art Room	Center of Prevention	3-4:30pm
Present-June 2023	Art Room	YMCA	3-6pm

c) Professional Visitations

Professional Visitations			
Date	Staff	Activity/Location	Cost – Approx
3/31/2023	Allen	Teachers in the Garden, Newton, NJ	Related travel & mileage
3/9/2023	Allen/Green	Enhancing Your STEM Instruction	\$159/00 each Virtual
6/6-6/9/23	Sabo	NJASBO Conference* *The Board will pay for/reimburse fees, lodging, meals not included in registration costs and incidentals cost	Related travel & mileage
3/24/2023	Sigman	Becoming Your Best, Phillipsburg, NJ	Related travel & mileage
3/27-28/23	Sigman	Women’s Leadership Conference, Somerset, NJ	\$409.00 plus related travel & mileage
2/28, 3/2, 3/7,3/9,3/14	Sealander	Chromebook Academy	\$249.00 Virtual

d) Field Trips

Date	Grade	Location	Cost
6/5/2023	7	TreEscape, Vernon, NJ	\$1,000 + cost of bus
6/2/2023	5	Statue of Liberty/Ellis Island, Jersey City, NJ	\$295.00 + cost of bus

5/31/2023	6	PEEC Environ. Center, Dingmans Ferry, PA	\$688.00 + cost of bus
4/28/2023	2	Legoland, Goshen, NY	\$1122.00 +cost of bus
3/21/2023	8	Union Pac, Rahway, NJ	\$526.80 +cost of bus
5/2/2023	K	Hamburg Fire Dept	\$0 [walking trip]

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

MOTION BY _____ SECONDED BY _____ to approve the 2023-2024 school calendar (**DOCUMENT O**).

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

To Report:

Hamburg School Student Enrollment – February 2023 (Total = **244**)

	In-District	Out of District	Choice Non-Public	Charter
Preschool	43			
Kindergarten	28			

Grade 1	34			
Grade 2	24		1	
Grade 3	22	1	2	
Grade 4	22	1	2	
Grade 5	18		2	
Grade 6	16		2	6
Grade 7	15	1	2	5
Grade 8	22		5	15
Total	244	3	16	26

- Hamburg Board of Education Committees (revised February 2023) (**DOCUMENT P**)
- Tri County Behavioral Care Grant Support (**DOCUMENT Q**)
- Wallkill Valley Rotary Club - Guest Speaker (**DOCUMENT R**)
- Therapy Dog License 2023 (Washington Township) (**DOCUMENT S**)
- Therapy Dog (Bright & Beautiful) Certification (**DOCUMENT T**)
- New Jersey Student Learning Assessment (NJSLA) - Spring 2022 - Cohort Comparisons (**DOCUMENT U**)
- Start Strong - Spring 2021 - Cohort Comparisons (**DOCUMENT V**)
- HIB Extracts 2023 Submission (**DOCUMENT W**)
- Lactation Room Policy Submission (**DOCUMENT X**)
- PreK Playground Grand Opening - April 4
- Blood Drive - April 4
- Annual Open House - April 5
- Community Dinner - April 5

Discussions

- Hallway Artwork Update

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, February 2023
- PTA February Dates to Remember
- PTA Bring Your Family to School Week flyer
- Hamburg Spiritwear flyer [orders can be taken until 2/27/23]