

MINUTES OF REGULAR MEETING

February 23, 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

49 Members of the Public

The Board President **opened the meeting at 6:31 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

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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 unanimously by roll call vote, **approved the correction to 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."**

It was noted that the 19 January 2023 minutes were pulled from the agenda and will be placed on the March 2023 agenda for Board approval.

CORRESPONDENCE-

Mr. Jones summarized a letter dated 8 February 2023 from the New Jersey Department of Education approving the Gym Divider Project at the Hamburg Borough School.

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:

- Preschool - Anthony Wilkes
- Kindergarten - Delaney Bond
- Grade 1 - William Sena
- Grade 2 - McKenna Weite
- Grade 3 - Ronnie Chase

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- o Grade 4 – Rehnezmay Morales
- o Grade 5 - Loyda Esteves
- o Grade 6 - Wyatt Frayko
- o Grade 7 - Evangelina Leyson
- o Grade 8 - Zach Neiper

INTERVIEW OF BOARD CANDIDATE(S)

Mr. Jones reviewed with the Board one letter of interest that was received from Mrs. Suzette Villagomez on 2 February 2023 **[DOCUMENT A]** for the vacant Board seat. Mrs. Sigman introduced Mrs. Villagomez who proceeded to tell the Board about herself and why she is interested in serving on the Board. Considerable discussion ensued between Mrs. Villagomez and various Board members.

On motion by Mr. Frangipane, seconded by Mr. Conklin, and carried unanimously by roll call vote, **appointed Mrs. Suzette Villagomez to the vacant seat on the Hamburg Borough Board of Education, subject to a successful background check, at which time Mrs. Suzette Villagomez will be contacted and scheduled to be sworn into office [Note: The term is until 31 December 2023, year one of a three-year seat. A two-year [2024 & 2025] unexpired term will be on the ballot for the November 2023 Election].**

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.

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On a motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:07 P.M.**

No one addressed the Board.

On a motion by Mr. Conklin, seconded by Mr. Dreifus, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:07 P.M.**

COMMITTEE REPORTS

State & County Boards-Mr. Conklin stated that Govern Murphy is appropriating \$120 million for Preschool Programs in New Jersey schools this coming year.

Sussex County Educational Services Commission-Mr. Jones updated the Board on the Northern Hill Academy School of the Sussex County Educational Service Commission.

Liaison with the Hamburg Borough Council-Mrs. Frayko informed the Board that Mr. George Endress has taken the council seat that Mayor Richard Krasnomowitz held before becoming Mayor.

Building & Grounds

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

Additionally, Mr. Bobrowski reviewed pictures of the three baseball backstops on the school's athletic field which showed deterioration of these backstops. Considerable discussion ensued among the Board.

On a motion by Mr. Gillen, seconded by Mr. Frangipane, and carried unanimously by roll call vote, **approved the removal of the three baseball backstops on the school's athletic fields.**

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- **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 occurring on Thursday 2 February 2023 at 3:30 p.m. The bid results are depicted on **Document C.**
- Mr. Gillen summarized the 13 February 2023 Building & Grounds Zoom meeting regarding the bids received and the Board Secretary reviewed the various alternates to the base bid and the low bid coming in over the cost estimates. **It was the consensus of the Board to move forward with the referendum HVAC Re-bid Project and reallocate monies from the Referendum Roof Project budget to cover the overage [the low bid exceeds the cost estimate].**
- Currently, the Board attorney will be drafting the award resolution for the March 2023 Board meeting and upon advice from the Board's attorney, the architect should get the few [non-fatal] missing documents from the low bidder's subcontractors prior to the contract award by the Board in March 2023.

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

- The Board Secretary stated that Parette Somjen Architects [PSA] has issued the start-up documentation to Duga Construction, LLC. and the construction kick-off meeting with PSA & Duga Construction is in the process of being scheduled.
- 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. However, it was discussed that the Main School Roof Project may have to be pushed out a year due to the HVAC Re-bid project having a September 2024 substantial completion date.

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- **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 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 NJDOE Project application approval letter has been received and this project will be included in the FY 2023-24 Budget and the FY 2023-24 NJDOE PEA grant application.
- **LAARS Boiler Replacement Project-Complete & Finalized**
- **Preschool Playground Project-Complete & Finalized**
- **Refrigerator/Freezer Replacement Project**
 - Parette Somjen Architects [PSA] has issued the startup documentation to The Wallkill Group, Inc. and the construction kick-off meeting was held on 16 February 2023.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved Payment Request #1 for the Refrigerator/Freezer Replacement Project at the Hamburg School, as submitted by the Wallkill Group, Inc. in the amount of \$2,470.**

- **Main Entry/Health Monitoring Area Project [Re-Bid]**
 - Parette Somjen Architects [PSA] has issued the startup documentation to The Wallkill Group, Inc. and the construction kick-off meeting was held on 16 February 2023.

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On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by roll call vote, **approved Payment Request #1 for the Health Monitoring Project at the Hamburg School, as submitted by the Walkill Group, Inc. in the amount of \$2,280.**

- **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 Mr. Gillen, and carried unanimously by roll call vote, **approved items a-g:**

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

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

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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:

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)

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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**).

Negotiations & Personnel

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, after some discussion, **approved 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, Mrs. Ann Bremer 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 works as a Substitute Business Office Clerk and/or Office Secretary shall be paid at the rate of \$25 per hour.

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d. Lori Kooger as substitute teacher and aide.

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, **accepted 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.**

Finance Committee

On motion by Mr. Dreifus, seconded by Mrs. Frayko, and carried unanimously by roll call vote **approved, accepted, announced and/or certified items a through f:**

- a) Approved the January 2023 check register in the amount of \$947,266.48 and the February 1-23, 2023 check register in the amount of \$423,949.07.
- b) Approved bills for the Cafeteria Account in the amount of \$17,158.29.
- c) Accepted the Board Secretary's and Treasurer's reports for 31 January 2023.
- d) Approved the Transfers made by the Superintendent after the 19 January 2023 Board Meeting, with fund 10 debits totaling \$100,000 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 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.

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OLD BUSINESS

Mr. Jones reminded that Board that a **Special Meeting** is scheduled for **Thursday 16 March 2023** at 6:30 p.m. for the approval of the submission of the proposed FY 2023-24 Budget to the Executive County Superintendent's review. Also, Mr. Jones stated that Board members should have received their PIN/Authorization code and an email from the School Ethics Commission regarding their 2022 disclosure reporting requirements and the timeline/deadline for the filing of the School Ethics/Financial Disclosure Statements was discussed.

The Finance Committee scheduled a Zoom meeting for Thursday 2 March 2023 at 6:30 p.m. to review the proposed FY 2023-24 budget.

NEW BUSINESS

No New Business

BOARD SECRETARY'S REPORT

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved the FY 2023-24 Resolutions for Participation in Joint Transportation Agreement Services [Administrative fees of 4% or 2% for the type of student transportation requested] with the Sussex County Regional Transportation Cooperative [Hopatcong Borough Board of Education as the lead agency] for all of the Board's student transportation needs as depicted on DOCUMENT L.**

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

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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.

The Board Secretary reviewed 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.

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

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SUPERINTENDENT'S REPORT

On motion by Mrs. Frayko, seconded by Mr. Conklin, 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	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

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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

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by roll call vote, **approved 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

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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	Sealand	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]

On motion by Mr. Conklin, seconded by Mrs. Frayko, and carried unanimously by roll call vote, after considerable discussion, **approved the 2023-2024 school calendar (DOCUMENT O).**

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Mrs. Sigman reported on the Hamburg School Student Enrollment – February 2023 (Total = **244** in district), as follows:

	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

Additionally, Mrs. Sigman reviewed/discussed the following with the Board:

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- 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

Mrs. Sigman discussed the various paintings that have been in the school's hallways/stairwells that have been donated by various entities and/or classes over the years, as well as many Teachers of the Year photographs that are in storage. Considerable discussion ensued among the Board and Mrs. Sigman regarding what to do with these paintings/pictures. It was the consensus of the Board for Mrs. Sigman to form an Ad Hoc Committee to thoroughly discuss this issue and make recommendations to the Board.

On motion by Mr. Conklin, seconded by Mr. Gillen, and carried unanimously by voice vote, **the Board adjourned the meeting at 8:30 P.M.**

Respectfully submitted,



William Sabo
Interim Business Administrator/
Board Secretary