

**HAMBURG BOARD OF EDUCATION
REGULAR MEETING AGENDA**

30 March 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

CORRESPONDENCE

- A letter dated 8 March 2023 from the New Jersey Department of Education approving the FY 2023-24 Special Education Medicaid Initiative [SEMI] waiver request for the Hamburg Borough Board of Education.
- An email from the American Heart Association thanking Mrs. Smalley for her efforts. [**DOCUMENT A**]

PRESENTATIONS

- Student Spotlight
 - February 2023**
 - Grade 3 – Ronald Chase
 - Grade 7 – Evangelina Leyson
 - March 2023**
 - Preschool – Joanna Melvin/Maggie Sarkisian
 - Kindergarten – Lennon Suk
 - Grade 1 – Carsen Luedtke
 - Grade 2 – Massimo Fioranelli
 - Grade 3 – Nicholas Ramos
 - Grade 4 – Madison Weite/Jayden Pettiford
 - Grade 5 – Yusef Haidar
 - Grade 6 – Alyiah Swift
 - Grade 7 – Michael Sticklely
 - Grade 8 – Desiree Stiles-Perez

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**
 - As discussed at the February 23rd Board meeting, the non-fatal bid documents from the bidder's subcontractors have been received by the architect & forwarded to the attorney for review. **Anticipate the award resolution to be distributed at the Board meeting.**
- **Roof Project-1900's Building Shingle Roof**
 - Parette Somjen Architects [PSA] is in the process of issuing and collecting the start-up documentation to Duga Construction, LLC.
 - **On Wednesday 8 March 2023, the on-site construction kick-of meeting was held with PSA & Duga Construction. If the weather is good, Duga is planning on doing some roof work over the April break when school is closed [April 7-15, 2023].**
 - **A possible payment request from Duga for the required Bonds may be distributed at the Board meeting.**
 - The Main School Roof Project is in a holding pattern until the HVAC and the 1900's Building Shingle Roof bids are more finalized 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**
 - The NJDOE approval letter was received, and this project has been included in the FY 2023-24 Preschool Education Aid [PEA] application that was submitted to the NJDOE-Division of Early Childhood Education on 10 March 2023. Waiting on the PEA decision before bringing this project to the Board.
- LAARS Boiler Replacement Project-**Complete & Finalized**
- **Preschool Playground Project**
 - The preschool playground project was completed in November 2022. The district has included in the FY 2023-24 Preschool Education Aid [PEA] application, that was submitted to the NJDOE-Division of Early Childhood Education on 10 March 2023, a 'trike track' to go around/next to the preschool playground and the purchase of a shed to finish the entire preschool playground project. Waiting on the PEA decision before bringing this project to the Board.
- **Refrigerator/Freezer Replacement Project**
 - Parette Somjen Architects [PSA] has issued the startup documentation to The Wallkill Group, Inc. and most of the required documents have been received.
 - No major update since the February 23rd meeting.

- **Main Entry/Health Monitoring Area Project [Re-Bid]**
 - Parette Somjen Architects [PSA] has issued the startup documentation to The Walkkill Group, Inc. and most of the required documents have been received.
 - **No major update since the February 23rd meeting.**

- **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 C** found on 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) First Reading for Policy & Regulations as depicted on **DOCUMENT D** found on the Google Drive:

Policy/ Regulation	Policy/ Regulation Name
P4111	Creating Positions
P4124	Employment Contract
P4125	Employment of Support Staff Members
P4140	Termination
P4145	Layoffs
P4146	Non-renewal of Non-tenured Support Staff Members
P4150	Discipline
P4152	Withholding an Increment
P4159	Support Staff Member/School District Reporting Responsibilities
P4160	Physical Examination
P4161	Examination for Cause
P4211.3	Consulting Outside the District
P4212	Attendance
P4214	Conflict of Interest
P4218	Use, Possession, or Distribution of Substances
P4219	Commercial Driver Controlled Substance & Alcohol Use Testing
P4220	Employee Evaluation
P4230	Outside Activities

Negotiations & Personnel

MOTION BY _____ SECONDED BY _____ to approve:
Katrina Vinkman at a substitute teacher, retroactive to 1 December 2022.

	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 \$16,353.81.
- c) To accept the Board Secretary's and Treasurer's reports for **28 February 2023**.
- d) To approve Transfers made by the Superintendent after the **23 February 2023** Board Meeting, with fund 10 debits totaling \$43,000 depicted on **DOCUMENT J** 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 **28 February 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.

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

OLD BUSINESS

To remind the Board that the timeline/deadline for the filing of the School Ethics/Financial Disclosure Statements is the end of April 2023.

NEW BUSINESS

BOARD SECRETARY'S REPORT

SUPERINTENDENT'S REPORT

MOTION BY _____ SECONDED BY _____ to approve:

- 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

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

a) Professional Visitations

Date	Staff	Activity/Location	Cost-Approx
3/23/2023	Brady	School-Based Threat Assessment	\$0 - Virtual
4/21/2023	Dean	Helping Undermotivated & Underperforming Writers	\$279 - Virtual
4/25/2023	Windish	Strengthening Instr. For Students w/Special Needs	\$279-Virtual
4/30-5/1	Wamback	30 th Annual NASW-NJ Conference	\$275-Virtual
5/3/2023	Bobrowski	Air Enforcement Training Event	\$0-plus travel
5/17-19, 2023	Sigman	NJASA Spring Leadership Conference, Atlantic City, NJ* *The Board will pay for/reimburse registration fees. Lodging, meals not included in registration costs and incidentals cost	\$0 plus related travel & mileage
5/19/2023	Green	100 Great Children's Books for Makerspace	\$279-Virtual
5/23/2023	Houdershieltd	NJASBO Admin. Assistant Program	\$125.00 plus related travel and mileage
7/16/2023	Sigman	School-Based Threat Assessment	\$0 - Virtual

b) Field Trips

Date	Grade	Location	Cost
4/21/2023	Academic Bowl	Hardyston MS	\$0 plus cost of bus
4/28/2023	1	Crayola Factory, Easton, PA	\$507.76 plus cost of bus
5/30/2023	4	Sterling Hill Mine & Hamburg Rec. Field	\$394.00 plus cost of bus
5/31/2023	3	Museum Village	\$377.00 plus cost of bus
6/5/2023	2	Pequest Fish Hatchery Oxford, NJ	\$50.00 plus cost of bus
6/9/2023	K	Turtle Back Zoo West Orange, NJ	\$394.00 plus cost of bus

- c) One Year extension of the Hamburg School’s Comprehensive Equity Plan and submission of the Statement of Assurance for 2023-2024 [DOCUMENT K]
- d) NJ Department of Education grant: Climate Awareness Education: Implementing the New Jersey Student Learning Standards [NJSLA] for Climate Change in the amount of \$6,660.00 [DOCUMENT L]

	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 – March 2023 (Total = **247**)

	In-District	Out of District	Choice Non-Public	Charter
Preschool	45			
Kindergarten	27			
Grade 1	34			
Grade 2	23		1	
Grade 3	24	1	2	
Grade 4	22	1	2	
Grade 5	18		2	

Grade 6	16		2	6
Grade 7	15	1	2	5
Grade 8	23		5	15
Total	247	3	15	26

- Literacy Club – The Connection
- American Kennel Club – Canine Good Citizen Certificate
- Blood Drive - April 4
- Annual Open House - April 5
- Community Dinner - April 5

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, March 2023
- Week of the Young Child flyer [April 1-7]
- Scholastic Book Fair flyer