

## **MINUTES OF REGULAR MEETING March 30, 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

55 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

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an effort to best prepare our students for success and grand achievements in the 21<sup>st</sup> century.

#### **APPROVAL OF THE MINUTES**

No minutes to be approved

#### **CORRESPONDENCE-**

Mr. Jones summarized 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.

Mr. Jones summarized an email from the American Heart Association thanking Mrs. Smalley for her efforts [**DOCUMENT A**].

#### **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:

##### **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 – Yussef Haidar
- Grade 6 – Alyiah Swift

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- o Grade 7 – Michael Stickley
- o Grade 8 – Desiree Stiles-Perez

Mr. Dreifus left the meeting at 6:55 p.m.

### 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 Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by voice vote, **opened the meeting to the public for comment at 6:57 P.M.**

No one addressed the Board.

On a motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by voice vote, **closed the meeting to the public for comment at 6:57 P.M.**

### COMMITTEE REPORTS

**State & County Boards**-Mr. Conklin discussed additional State Aid that may be coming to some Sussex County School districts that experienced a reduction in their FY 2023-24 State Aid allocation.

**Sussex County Educational Services Commission**-Mr. Jones updated the Board on the Sussex County Educational Services Commission/Northern Hill Academy functions.

**Liaison with the Hamburg Borough Council**-Mrs. Frayko had no report.

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### Building & Grounds

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

- **HVAC Re-bid Project**

- As discussed at the February 23<sup>rd</sup> Board meeting, the non-fatal bid documents from the low bidder's [Thassian Mechanical Contracting, Inc.] subcontractors have been reviewed and accepted by the Board attorney, with the Board attorney crafting the award resolution. In anticipation of the award of the HVAC Re-Bid contract, a tentative kick-off meeting is scheduled for Wednesday 19 April 2023.

On motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **adopted the following resolution:**

### **RESOLUTION AWARDING BID 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 2 February 2023 at 3:30 P.M. for a project entitled "HVAC Upgrades at Hamburg School;" with the bids submitted as depicted on **Document AA1** and

**WHEREAS**, the lowest responsive bid received was from Thassian Mechanical Contracting, Inc. ("Thassian") with a base bid of \$1,577,000 and an Alternate No 5. bid of \$775,000 for a total contract amount of \$2,352,000; and

**WHEREAS**, the Project Architect has reviewed the bid and recommends awarding the project to Thassian; and

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**WHEREAS**, the Board Attorney has reviewed Thassian's bid for legal sufficiency and has determined that Thassian 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 Thassian Mechanical Contracting, Inc. for the base bid of \$1,577,000 and Alternate No. 5 bid in the amount of \$775,000 for a total contract amount of \$2,352,000.

**BE IT FURTHER RESOLVED** that the Chief School Administrator and the Business Administrator are authorized to execute any and all contract documents and change orders as may be necessary for this Project and that the Chief School Administrator is further authorized to transfer funds from the Referendum Roof budget to the HVAC Referendum budget to cover the actual HVAC project cost that exceeded the estimated HVAC budget.

- **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-off meeting was held with PSA & Duga Construction. If the weather is good, Duga is planning on doing some work over the April break when school is closed [April 7-15, 2023].
  - 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**

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- **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 for 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 for 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 23<sup>rd</sup> meeting.

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- **Main Entry/Health Monitoring Area Project [Re-Bid]**
  - 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 23<sup>rd</sup> meeting.
- **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:**

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

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) First Reading for Policy & Regulations as depicted on **DOCUMENT D:**

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



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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
P4233	Political Activities
P4240	Employee Training

- c) Second reading - Science Curriculum [**DOCUMENT E**].
- d) Second reading – Career Readiness, Life Literacies, and Key Skills.  
[**DOCUMENT F**]
- e) First reading – Mathematics Curriculum [**DOCUMENT G**].
- f) First reading – Computer Science and Design Thinking Curriculum  
[**DOCUMENT H**].
- g) Second reading –  
Policy 2430 Co-curricular Activities  
Policy 5440 Honoring Student Achievement [**DOCUMENT I**]

### Negotiations & Personnel

On motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, after some discussion, **approved Katrina Vinkman as a substitute teacher, retroactive to 1 December 2022.**

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

- a) **Dorothy Smalley to serve as home instructor for SY2022-2023** at a rate of \$40.00 per hour not to exceed 10 hours per week.
- b) **Ms. Lauren Watson as a Full-Time Confidential Administrative Clerk**, at an annual prorated salary of \$50,000 and other benefits as per contract [this position is entitled to benefits], with the estimated start date to be on or about 15 April 2023, depending upon successful employment paperwork submission/background check and being released from her current employment contract which has a 60-day notice clause. Once the actual start date is determined, the next BOE agenda will memorialize Ms. Watson's start date.

### Finance Committee

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

- a) Approved the **February 2023** check register in the amount of \$691,512.51 and the **March 1-31, 2023** check register in the amount of \$757,952.43.
- b) Approved bills for the Cafeteria Account in the amount of \$16,353.81.
- c) Accepted the Board Secretary's and Treasurer's reports for **28 February 2023**.
- d) Approved 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.

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- 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.

#### **OLD BUSINESS**

Mr. Jones reminded that Board that the Board that the timeline/deadline for the filing of the School Ethics/Financial Disclosure Statements is the end of April 2023.

#### **NEW BUSINESS**

Mrs. Frayko requested that future Board meetings not coincide with student events that are occurring at the same time at the school.

#### **Board Secretary's Report**

No report.

#### **SUPERINTENDENT'S REPORT**

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

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### 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
March 2023	0	0	NA	NA

### b) Safety Drill Report – February 2023

	Date	Time	Evacuation Time
Fire Drill - Evacuation	3/27/2023	1:40 pm	3 minutes 51 seconds

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On motion by Mr. Conklin, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved 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 <sup>th</sup> 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	Houdershielt	NJASBO Admin. Assistant Program	\$125.00 plus related travel and mileage
7/16/2023	Sigman	School-Based Threat Assessment	\$0 - Virtual
6/1/2023	Sigman	TCNJ – Ready, Set, Go! K-5 Climate Change Education Conference, Ewing NJ	\$325.00 Plus related travel & mileage

### 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

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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**].

Mrs. Sigman reported on the Hamburg School Student Enrollment – March 2023 (Total = **247** in district), as follows:

	In-District	Out of District	Choice Non-Public	Charter
Preschool	45			
Kindergarten	27			
Grade 1	34			
Grade 2	23		1	

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<b>Grade 3</b>	<b>24</b>	<b>1</b>	<b>2</b>	
<b>Grade 4</b>	<b>22</b>	<b>1</b>	<b>2</b>	
<b>Grade 5</b>	<b>18</b>		<b>2</b>	
<b>Grade 6</b>	<b>16</b>		<b>2</b>	<b>6</b>
<b>Grade 7</b>	<b>15</b>	<b>1</b>	<b>2</b>	<b>5</b>
<b>Grade 8</b>	<b>23</b>		<b>5</b>	<b>15</b>
<b>Total</b>	<b>247</b>	<b>3</b>	<b>15</b>	<b>26</b>

Mrs. Sigman discussed her meeting with Mr. Michael Ryder, Superintendent of the Hardyston Township Board of Education where Hardyston agreed to house, at no cost, the Hamburg School's July/August 2023 Summer Programs due to the HVAC construction work being done at the Hamburg School's starting in June 2023. There was some discussion between Mrs. Sigman and various Board members regarding student transportation and Hamburg's staff members going to the Hardyston School.

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

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

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On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by voice vote, **approved home instruction for student #8353364035 beginning 31 March 2023.**

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by voice vote, **approved the contract with the Bergen County Special Services School District for the 2022-2023 SY not to exceed \$1,100.00 [DOCUMENT E].**

On a motion by Mr. Conklin, seconded by Mrs. Frayko, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:21 P.M.**

No one addressed the Board.

On a motion by Mr. Conklin, seconded by Mr. Frangipane, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:21 P.M.**

On motion by Mr. Conklin, seconded by Mr. Frangipane, and carried unanimously by voice vote, **the Board adjourned the meeting at 7:21 P.M.**

Respectfully submitted,



William Sabo  
Interim Business Administrator/  
Board Secretary