

MINUTES OF REGULAR MEETING May 25, 2023

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

PRESENT: Francis Brunke, David Dreifus, Lois Ferguson, Michael Frangipane, Sheila Frayko, Vice President, Timothy Gillen, Tricia Schels

ABSENT: Robert Jones, President, John Conklin

45 Members of the Public

The Vice President opened the meeting at 6:32 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, the Star Ledger and the Sunday Herald."

Mrs. Frayko reported that Mrs. Lois Ferguson was sworn into office by the Board Secretary on Tuesday 9 May 2023 and the full Board congratulated Mrs. Sigman on her attainment of her Doctorial degree.

Mrs. Frayko read the Hamburg School's 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

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society in an effort to best prepare our students to meet with success and grand achievements in the 21st century.

APPROVAL OF MINUTES

On a motion by Mr. Dreifus, seconded by Mrs. Schels and carried by the following roll call vote, **approved the meeting minutes and the Executive Session meeting minutes of the 27 April 2023 Board meeting.**

Yes - 4

No - 0

Abstain- Mr. Brunke, Mrs. Ferguson, Mr. Frangipane

CORRESPONDENCE

Mrs. Frayko summarized letters sent to Dr. Gayle Carrick, Sussex County Superintendent regarding the extension of the Interim Business Administrator contract for FY 2023-24 **[DOCUMENT A]**, to Mr. John Haig, Hamburg Borough Council **[DOCUMENT B]**, to the Hamburg Borough Police Department **[DOCUMENT C]** and the Hamburg Borough Council **[DOCUMENT D]**.

Mrs. Frayko summarized a letter dated 21 April 2023 from the Sussex County Educational Services Commission regarding the FY 2023-24 Ancillary Agreement and rates for the FY 2023-24 school year.

On a motion by Mr. Gillen, seconded by Mr. Dreifus and carried by the following roll call vote, **approved the FY 2023-24 Agreement for Ancillary Educational Services with the Sussex County Educational Services Commission as depicted on [DOCUMENT E].**

Yes - 6

No - 0

Abstain- Mrs. Ferguson

PRESENTATIONS

Mrs. Sigman read a brief narrative as written by each teacher for the following students and Mrs. Frayko presented a certificate to these students. The students spotlighted for May 2023 were:

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- o Preschool – Brendan Carroll
- o Kindergarten – Moira Cashen
- o Grade 1 – Talia Skellenger & Grace Zicarelli
- o Grade 2 – Greyson Suk
- o Grade 3 – Michael Frangipane
- o Grade 4 – Elena Sanchez
- o Grade 5 – Jacob Bruinix
- o Grade 6 – Riley Fagan
- o Grade 7 – Sean Schinzel
- o Grade 8 – Fabrizio Amado

Mr. Baumgartner presented to the Board the Culture & Climate Staff Survey [DOCUMENT F] and the Anti-Bullying Self-Assessment [DOCUMENT G]. A discussion ensued between various Board members and Mr. Baumgartner.

OPEN TO THE PUBLIC

Mrs. Frayko read the following: 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 Mrs. Schels, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:10 P.M.**

No one addressed the Board.

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:10 P.M.**

COMMITTEE REPORTS

State & County School Boards – No report

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Sussex County Educational Services Commission – No report

Liaison with the Hamburg Borough Council-Mrs. Frayko updated the Board on the 1 May 2023 Council Meeting where there was a discussion on the actual hours for “Do not Enter” signs on Linwood Avenue leading to the Hamburg Elementary School.

Building & Grounds

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

- **HVAC Re-bid Project**

- Parette Somjen Architects [PSA] and Thassian Mechanical Contracting, as well as Thassian’s Electrician were on-site on Thursday 4 May 2023 for a complete project walk through. The Thassian’s electrician is working second shift starting Friday 5 May 2023, with Thassian planning on starting second shift work soon.
- The Board Secretary updated the Board on the job site meeting held on Tuesday 24 May 2023, stating the electrical rough-in work is underway and the HVAC units and the necessary submittals are being reviewed by the PSA and various orders are being placed by Thassian.

On a motion by Mr. Gillen, seconded by Mrs. Frayko and carried by unanimously by roll call vote, **approved Payment Request #1 for the Referendum HVAC Re-bid Project at the Hamburg School, as submitted by Thassian Mechanical Contracting, Inc. in the amount of \$83,486.20 [DOCUMENT I].**

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

- Duga Construction, LLC has started the Linwood Avenue entry column replacement/cantilever roof work portion of the project during the week of April 10th, with the 1900’s Building shingle roof work to start when school lets out however, work on the column/cantilever portion of the project may occur when school is in session.

- The next on-site construction meeting with PSA & Duga Construction is scheduled for Tuesday 13 June 2023

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- No major update since the April 27th meeting.
- On May 25th, Duga Construction was on site to gain access to the attic to inspect the rafter that needs to be replaced, the two chimneys that are being removed and the circular window that is being replaced.
- The Main School Roof Project is in a holding pattern until the HVAC and the 1900's Building Shingle Roof projects are further along the timeline 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 for the PEA decision before bringing this project to the Board.
 - No major update since the April 27th meeting.
- LAARS Boiler Replacement Project-Re-Opened—**Completed & 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,

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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.

- No major update since the April 27th meeting.

- **Refrigerator/Freezer Replacement Project**

- Parette Somjen Architects [PSA] has issued the startup documentation to the Wallkill Group, Inc. and all the required documents have been received. The project is proceeding as planned.
- The Board Secretary updated the Board on the job site meeting that occurred on Thursday 25 May 2023, stating that the Wallkill Group will be starting the project on Tuesday 20 June 2023 [the day after school lets out for summer break] and the freezer/refrigerator has been received and is in storage. The Wallkill Group expects to have the project completed by early August 2023.
 - On a motion by Mr. Gillen, seconded by Mrs. Frayko and carried by roll call vote, **approved Payment Request #2 for the Cooler & Freezer Replacement Project at the Hamburg School, as submitted by the Wallkill Group, Inc. in the amount of \$19,496.99 [DOCUMENT J].**

- **Main Entry/Health Monitoring Area Project [Re-Bid]**

- Parette Somjen Architects [PSA] has issued the startup documentation to The Wallkill Group, Inc. and all the required documents have been received. The project is proceeding as planned.
- The Board Secretary updated the Board on the job site meeting that occurred on Thursday 25 May 2023, stating that the Wallkill Group will be starting the project on Tuesday 20 June 2023 [the day after school lets out for summer break] and the majority of the materials for the Main Entry/Health Monitoring Project has been received, and is readily available or is in storage but there is a lead time issue with the glass for the storefront. The Wallkill Group expects to have the project completed by mid to late August 2023.

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- **NJDOE Regular Operating District [ROD] Grant**
 - The NJDOE ROD Grant applications, as prepared by Parette Somjen Architects [PSA] for the Pre-K Site Work Project and the Window Replacement Project at the Hamburg School have been signed by Mr. Jones & Mrs. Sigman and returned to PSA for submission.
 - No major update since the April 27th meeting.

The Board Secretary distributed three (3) payment requests that were handed to the Board Secretary at the two contraction job site meetings this week, as follows:

- At the May 23rd job site meeting, Thassian Mechanical asked to be paid for Payment Request #2 in the amount of \$213,689 for completed work on Referendum HVAC Project and;
- At the May 25th job site meeting, The Wallkill Group asked to be paid for Payment Request # 2 in the amount of \$46,459.27 for completed work the Health Monitoring Area and Payment Request #3 in the amount of \$ 56,350.20 for the completed work on the Cooler/Freezer Replacement Project.

On a motion by Mr. Gillen, seconded by Mrs. Frayko and carried unanimously by roll call vote, after some discussion, **approved the following Payment Requests [attached to the minutes]:**

- **Thassian Mechanical Contracting, Inc., Payment Request #2 in the amount of \$213,689 for completed work on Referendum HVAC Project and;**
- **Wallkill Group, Inc., Payment Request # 2 in the amount of \$46,459.27 for completed work the Health Monitoring Area and Payment Request #3 in the amount of \$ 56,350.20 for the completed work on the Cooler/Freezer Replacement Project.**

Education & Policy

On a motion by Mrs. Schels, seconded by Mr. Frangipane and carried unanimously by roll call vote, approved items a-h:

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

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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 Policy & Regulations as depicted on
DOCUMENT L:

Policy/ Regulation	Policy/ Regulation Name
P4111	Creating Positions
P4124	Employment Contract
P4125	Employment of Support Staff Members

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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
P4233	Political Activities
P4240	Employee Training

c) Second reading for Policy & Regulations as depicted on
DOCUMENT M:

Policy/ Regulation	Policy/ Regulation Name
P4250	Hours and Days of Work
P/R4281	Inappropriate Staff Conduct
P4282	Use of Social Networking Sites
P4283	Electronic Communications between Support Staff Members and Students
P/R4321	Acceptable Use of Computer Network[s]/Computers and Resources by Support Staff Members

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P4322	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
P4324	Right of Privacy – Support Staff Members
P4340	Grievance
P4351	Healthy Workplace Environment
P/R4352	Sexual Harassment
P4360	Support Staff Member Tenure
P4381	Protection Against Retaliation
P4410	Compensation
P4413	Overtime Compensation
P4420	Benefits
P4421.13	Postnatal Accommodations
P4425	Work-Related Disability Pay
P/R4425.1	Modified Duty Early Return to Work Program – Support Staff
P/R4432	Sick Leave
P4433	Vacations
P4434	Holidays
P4435	Anticipated Disability
P4436	Personal Leave
P4437	Military Leave
P4438	Jury Duty

d) Second reading for Policy & Regulations as depicted on
DOCUMENT N:

Policy/ Regulation	Policy/ Regulation Name
P2430	Co-Curricular Activities
P5440	Honoring Student Achievement

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- e) First reading for Policy & Regulation Alert 230 as depicted on
DOCUMENT O:

Policy/ Regulation	Policy/ Regulation Name
P1044	Board Member Orientation and Training [Revised]
P&R2520	Instructional Supplies [M] [Revised]
P3217	Use of Corporal Punishment [Revised]
P4217	Use of Corporal Punishment [New]
P5305	Health Services Personnel [M] [Revised]
P&R 5308	Student Health Records [M] [Revised]
P&R5310	Health Services [M] [Revised]
P6112	Reimbursement of Federal and Other Grand Expenditures [M] [Revised]
R6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs [M] [New]
P6115.04	Federal Funds – Duplication of Benefits [M] [New]
P6311	Contracts for Goods or Services Funded by Federal Grants [M] [Revised]
P7440	School District Security [M] [Revised]
P9100	Public Relations [Abolished]
P9140	Citizens Advisory Committees [Revised]
R9140	Citizens Advisory Committee [M] [Abolished]

- f) Second reading – World Language Curriculum **[DOCUMENT P]**.

- g) Second reading – Language Arts Curriculum **[DOCUMENT Q]**.

- h) First reading – Visual & Performing Arts Curriculum **[DOCUMENT R]**.

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Negotiations & Personnel

On a motion by Mrs. Frayko, seconded by Mr. Gillen and carried by roll call vote, after some discussion, **approved items a, b, and d-j, with agenda items c being pulled from the May 25th agenda and moved to the June 15th meeting agenda:**

- a) **Diane Miller as full-time teacher effective 1 September 2023 at Step BA1 [\$64,053]. This position does qualify for benefits.**
- b) **The following summer employment positions [not to exceed 40 hours] utilizing ESSER funding [Certified Teachers = \$50 per hour and **Paraprofessionals - \$25 per hour]**

Extended School Year [ESY]	
June 26 – July 27 [Monday-Thursday] not to exceed 40 hours	Susan Hearn Michelle Clark Dorothy Smalley Kristin Genetelli Amy Breitenbach **Dawn Thomas **Alexandra Backle **Hilda Pinos **Suzanne Venezia **Deirdre Pettiford **Ana Concepcion
Summer Academy	
July 10-27 [Monday-Thursday] not to exceed 40 hours	Tara Scrittore Mellissa Garris Michelle Clark Dorothy Smalley Veronica Danko Kristin Genetelli Samantha Decker **Dawn Thomas **Alexandra Backle **Hilda Pinos **Suzanne Venezia **Deirdre Pettiford **Ana Concepcion

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- c) ~~SY 2023-2024 individual contracts for Building & Grounds Supervisor, Custodians, Secretaries, and Treasurer of School Monies as depicted in DOCUMENT 5.~~ Action Item #c was pulled from the agenda and will be on the June 15, 2023 Board Meeting agenda.
- d) **Office Assistants to check in deliveries**, not to exceed 50 hours:
- Veronica Danko [\$15.44/hr]
 - Antionette Ratzner [\$14.92/hr]
 - Pamela Dean [\$14.13/hr]
- e) **Substitute Custodian**, effective 26 May 2023. This position does not qualify for benefits.
- Cassidy Sibbern [\$14.13/hr]
 - William Hasbrouck [\$14.13/hr]
 - Isaiah Simmons [\$14.13/hr]
 - Josiah Simmons [\$14.13/hr]
 - Zachary Decker [\$18.00/hr]
- f) **Louise Murphy, Data Manager** for the 2023-2024 school year @ \$6,000 stipend payment;
- g) **Michele Sealander, Teacher in Charge** for the 2023-2024 school year @ \$1,000 stipend payment;
- h) **Michele Sealander, Testing Coordinator** for the 2023-2024 school year @ \$1,000 stipend payment;
- i) **Michele Sealander to utilize up to 275 summer technology hours** for updates/improvements at an hourly rate of \$27.32/hr.
- j) The following **substitute teachers/aides** for the remainder of the 2022-2023 school year pending paperwork and the 2023-2024 school year:
- Olivia Krieger
 - Janelle VanTassell
 - Kayla Reardon

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

- a) **An interlocal agreement for shared services of World Language teacher #73879850 with Lafayette Township School.** This shared agreement would include instruction for Hamburg Borough [3 days] and Lafayette Township [2 days] at a rate of \$82,458 [Step 12 MA12].

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This position does include health benefits to be shared between the two districts [Hamburg = 3/5 and Lafayette = 2/5 responsibility]. **[DOCUMENT T].**

- b) **An interlocal agreement for shared services of Band teacher #97486229 with Hardyston School.** This shared services agreement would include instruction for Hamburg School [1 day] and Hardyston Township [4 days] at a rate of \$13,833 [Step BA5]. This position does include health benefits to be shared between the two districts [Hamburg = 1/5 and Hardyston = 4/5 responsibility] **[DOCUMENT U].**

On a motion by Mrs. Frayko, seconded by Mr. Frangipane and carried by unanimously by roll call vote, after some discussion, **approved the 2023-2024 employment contract for the term of 1 July 2023 through 30 June 2024 for Robert Baumgartner at Vice Principal at an annual salary of \$102,985. This position does qualify for health benefits. [DOCUMENT V]**

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

- a) **With regret, the resignation of Lisa Sears [LDTC] effective 30 June 2023 [DOCUMENT W].**
- b) **With regret, the resignation of Brianna Collinson-Wamback [Social Worker] effective 30 June 2023 [DOCUMENT X].**
- c) **With regret, the retirement of Suzanne Williamson [Special Education teacher], effective 1 January 2024. Employee's last day in district will be 31 December 2023 [DOCUMENT Y].**

On a motion by Mrs. Frayko, seconded by Mr. Gillen and carried by unanimously by roll call vote, **adopted the following FY 2023-24 Professional Services Annual Appointment Resolution, as follows:**

WHEREAS, there exists a need for various professional services, and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-5) requires that a resolution authorizing the contracting of professional services without competitive bids as adopted:

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Borough of Hamburg that the following professional

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services be contracted by the Hamburg Borough Board of Education for the **2023-24** school year without competitive bidding as a professional service in accordance with 18A:18A-15 of the Public School Contract Law, not to exceed a contractual amount of \$200,000, as follows:

- a) Cleary, Giacobbe, Alfieri & Jacobs, Matthew Giacobbe, Esq., Board Attorney & Negotiator-\$165 per hour, plus reimbursable expenses as depicted in **[DOCUMENT Z]**.
- b) McManimon, Scotland & Baumann, LLC, Andrea L. Kahn Esq., Board Attorney & Bond Counsel-\$215 per hour and other fees & reimbursable expenses as depicted in **[DOCUMENT AA]**.
- c) Nisivoccia LLC, Valerie A. Dolan, Board Auditor, not to exceed \$35,000, as depicted in **[DOCUMENT BB]**.
- d) Parette Somjen, Greg Somjen, Board Architect, -\$178 per hour and other reimbursable expenses as depicted on **[DOCUMENT CC]**.
- e) J&B Therapy, LLC, -\$93.50 per hour for OT & Speech Services, \$95.50 for PT Services, \$95.50 for LDTC Services, BCBA Services \$95.50, \$429.00 per evaluation and other reimbursable expenses, plus 1% Administrative fee as depicted on **[DOCUMENT DD]**.
- f) Gurbir S. Saluja, M.D., School Physician, \$2,500 per annum as depicted on **[DOCUMENT EE]**.
- g) Arthur J. Gallagher Risk Management Services, Inc., George Morville, Agent/Risk Management Consultant for the New Jersey Schools Insurance Group.
- h) Fortitude Insurance Group, Mitchell Mund, Agent, Dental Insurance Broker.
- i) Phoenix Advisors, LLC-Continuing Disclosure Agent services in the amount of a base fee of \$1,350 and other reimbursable expenses as depicted as depicted on **[DOCUMENT FF]**.
- j) CDK Systems, Inc.—Financial Software Provider.
- k) R&L Data, Inc.-Payroll Software Provider.
- l) Educational Data Services, Inc.—Cooperative Bidding Service
- m) The Educational Services Commission of NJ Pricing Cooperative
- n) The Hunterdon County Educational Services Commission Pricing Cooperative
- o) The Camden County Educational Services Commission Pricing Cooperative
- p) The New Jersey School Boards Association Cooperative Pricing

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System

- q) Aero Environmental Services, Inc.-Environmental Consultant Services-\$85 per hour and other reimbursable expenses as depicted on **[DOCUMENT GG]**.

On a motion by Mrs. Frayko, seconded by Mr. Frangipane and carried unanimously by roll call vote, **approved a sidebar agreement with the Hamburg Education Association allowing for compensation for Katrina Vinkman, member of the Association, during her attendance and direction of band students on Memorial Day 2023 (May 29, 2023) and to be paid at \$50 per hour, not to exceed 2 hours [attached to the minutes].**

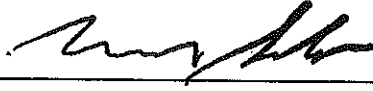
Finance Committee

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

- a) Approved the **April 2023 check register** in the amount of \$878,157.45 and the **May 1-25, 2023 check register** in the amount of \$443,709.86.
- b) Approved bills for the **Cafeteria Account** in the amount of \$21,059.21.
- c) Accepted the Board Secretary's and Treasurer's reports for **30 April 2023**.
- d) Approved the **Transfers** made by the Superintendent after the 27 April 2023 Board Meeting, with fund 10 debits totaling \$28,000 depicted in **DOCUMENT HH** 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 **30 April 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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William J. Sabo Interim Business Administrator/
Board Secretary

30 April 2023

Date

OLD BUSINESS

The Board Secretary discussed the New Jersey School Board Association's Annual Conference being held in Atlantic City this year [October 23-26, 2023] and the October 26th Regular Board meeting will need to be rescheduled. This will be a discussion items on the June 15th agenda and to approve advance registration/lodging. Also, at the June meeting BOE members will be asked if you are planning on attending the conference.

NEW BUSINESS

Mr. Frangipane discussed the possibility of using Hamburg PTA funds to improve some areas of the school, specifically adding a hard surface play area adjacent to the basketball court located in the rear of the school. A discussion ensued.

BOARD SECRETARY'S REPORT

The Board Secretary reviewed two recent newspaper articles on large school districts making FY 2023-24 budget cuts because of state aid being reduced.

The Board Secretary reported that **Ms. Lauren Watson**, Full Time Confidential Administrative Clerk, is being held to her contractual 60-day notice and will be starting at Hamburg on 1 June 2023, as opposed to the date [15 April 2023] that is reflected in the 30 March 2023 Board minutes.

The Board Secretary discussed the **Request for Proposal for Food Service Management Company Services for the FY 2023-24 School Year** that were received by the due date of Thursday 18 May 2023 by 11:30 a.m., and the legal notice for this RFP was published in the 25 April 2023 edition of the New Jersey Herald. The Scoring Committee met on Monday 22 May 2023 to review and evaluate the proposals received. Some discussion ensued.

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On a motion by Mrs. Frayko and seconded by Mr. Dreifus, and carried unanimously by roll call vote, **adopted Resolution # FY 23-24 FSMC#1**, based upon the recommendation of the Evaluation Committee as depicted on Document A-FY 2023-24 RFP-FSMC [Form#46, Revised 1/2023], as follows:

To award the FY 2023-24 Food Service Management Company contract to Maschio's Food Services, Inc. for a flat management fee of \$10,000.00 based upon the estimated Total Cost of Contract of \$143,247.11 and a projected Guaranteed Loss of \$20,000.00 as referenced on the projected FY 2023-24 Projected Operating Statement [Form #23CR-Public, revised 1/2023] DOCUMENT B-FY 2023-24 RFP-FSMC and authorize the Board President and the Interim Business Administrator to submit and execute any and all documents regarding this award of contract to Maschio's Food Services, Inc.

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

Be it resolved that the amount of district taxes needed to meet the obligations of the Hamburg Borough Board of Education from **1 July 2023 to 30 June 2024** is **\$5,794,726** and Hamburg Borough is hereby requested to put into the hands of the Business Administrator the monthly dollar amount as depicted on [Document II], by the 15th of each month, commencing on **15 July 2023** and authorize the Business Administrator to work with the municipality if there is a need to deviate from the tax requisition schedule.

SUPERINTENDENT'S REPORT

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

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

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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
April 2023	0	0	NA	NA

b) Safety Drill Report – May 2023

	Date	Time	Evacuation Time
Shelter-In-Place	3-31-2023	9:10 am	20 minutes
Emergency Communication Software Test	4-26-2023	1:30 pm & 4:30 pm	
Off-Site relocation drill to Augusta, NJ [180 students/42 staff]	5-17-2023		
Fire Evacuation Drill	5-22-2023	10:11 am	33 min 22sec

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c) Discipline Report

Grade	In-School	Out-of-School	# of Days
4 th	X		1
7 th	X		1
8 th		X	2

d) Professional Visitations

Date	Staff	Activity/Location	Cost-Approx
6/2/2023	Sigman	Strauss Esmay Ed Policy & School Law Seminar, Lincroft, NJ	\$0 – plus related travel & mileage
6/6/2023	Murphy	Criminal History Check Training Program	\$0 – plus related travel & mileage

On a motion by Mrs. Frayko, seconded by Mr. Dreifus and carried unanimously by roll call vote, **approved the Brookfield Schools to provide educational services to Hamburg student #6528650890 for a maximum of 10 hours per week at a rate of \$40/hour as of 26 April 2023.**

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

- a) The payment for quantitative goal Policy/Regulation updates [\$3726] for Kimberly Sigman as per Dr. Gayle Carrick's approval letter as depicted on **DOCUMENT JJ**.
- b) The payment for quantitative goal Forms & Handbooks [\$3726] for Kimberly Sigman, as per Dr. Gayle Carrick's approval letter depicted on **DOCUMENT KK**.

On a motion by Mr. Gillen, seconded by Mrs. Frayko and carried unanimously by roll call vote, **accepted a NJAEYC 2023 Week of the Young Child Grant for \$250.00.**

Dr. Sigman reported on the Hamburg School Student Enrollment – May 2023 (Total = **249** in district), as follows:

Hamburg School Student Enrollment – May 2023 (Total = **249**)

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	In-District	Out of District	Choice Non-Public	Charter
Preschool	45			
Kindergarten	27			
Grade 1	35			
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	16	1	2	5
Grade 8	23		5	14
Total	249	3	15	25

Additionally, Dr. Sigman reported on the following:

- BOE Committee Updates [May 2023] [DOCUMENT LL]
- The Connection [DOCUMENT MM]
- Hamburg School Performance Report

Mrs. Frayko read the following: 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

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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. Frangipane, seconded by Mrs. Schels, and carried unanimously by voice vote, **opened the meeting to the public for comment at 8:09 P.M.**

No one addressed the Board.

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, **closed the meeting to the public for comment at 8:09 P.M.**

EXECUTIVE SESSION

On a motion by Mr. Gillen, seconded by Mrs. Schels and carried unanimously by voice call vote, **adopted the following resolution to go into Executive Session at 8:09 P.M.**

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 – **CSA Evaluation**
- ☐ Appointment of a public official
- ☐ Matters covered by the attorney-client privilege
- ☒ Pending or anticipated litigation -**Student Residency Dispute**
- ☐ Pending or anticipated contract negotiations
- ☐ Protection of the safety or property of the public
- ☐ Matters which would constitute an unwarranted invasion of privacy

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- [] 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.

On a motion by Mr. Gillen, seconded by Mr. Dreifus and carried unanimously by roll call vote, **the Board returned to Regular Session at 8:34 P.M.**

On a motion by Mr. Gillen, seconded by Mrs. Frayko and carried unanimously by voice vote, **the Board adjourned the meeting at 8:34 p.m.**

Respectfully submitted,



William J. Sabo
Interim Business Administrator/
Board Secretary