

**MINUTES OF BOARD OF EDUCATION
REGULAR MEETING
15 JUNE 2023**

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

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

ABSENT: John Conklin

2 Members of the Public

The 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, the Star Ledger and the Sunday Herald.”

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

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APPROVAL OF MINUTES

On a motion by Mrs. Frayko, seconded by Mr. Dreifus and carried unanimously by roll call vote, **approved the Regular Meeting minutes and the Executive Session meeting minutes of the 25 May 2023 Board meeting.**

CORRESPONDENCE

Mr. Jones summarized the following items:

- A thank you letter from Rebecca Dorney, Wallkill Valley Coalition Youth Coordinator [**DOCUMENT A**].
- A thank you letter to the Hardyston Board of Education [**DOCUMENT B**].
- A thank you letter to the Hamburg Police Department [**DOCUMENT C**].
- A thank you letter to the Hamburg Fire Department [**DOCUMENT D**].
- A thank you letter to the Franklin Fire Department [**DOCUMENT E**].
- A thank you letter from the 7th Grade students regarding their recent field trip.

OPEN TO THE PUBLIC

Mr. Jones 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. Gillen, seconded by Mrs. Frayko and carried unanimously by voice vote, **opened the meeting to the public for comment at 6:37 PM.**

On a motion by Mrs. Frayko, seconded by Mr. Gillen and carried unanimous by voice vote, **closed the meeting to the public for comment at 6:37 PM.**

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COMMITTEE REPORTS

State & County School Boards – No Report

Sussex County Educational Services Commission -No Report

Liaison with the Hamburg Borough Council -Mrs. Frayko reported that Hamburg Borough will be looking into the traffic signage as it relates to the school's arrival/dismissal times.

Building & Grounds

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

● **HVAC Re-bid Project**

○ Thassian Mechanical Contracting, Inc. will be working during the day starting on Tuesday 20 June 2023, the day after school lets out for summer break. Currently, Thassian's electrician has been working second shift while school is in session.

■ The next job site meeting is scheduled for Wednesday 21 June 2023.

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

○ Duga Construction, LLC is scheduled to start the 1900's Building Shingle Roof Project on Tuesday 20 June 2023, the day after school lets out for summer break.

■ An on-site construction meeting was held on Tuesday 13 June 2023 and Duga is ready to start as soon as school lets out, weather permitting.

On a motion by Mr. Gillen, seconded by Mrs. Frayko and carried unanimously by roll call vote, **approved Payment Request #2 for the Referendum 1900's Building Shingle Roof Project at the Hamburg School, as submitted by Duga Construction, LLC in the amount of \$61,389 [attached to the minutes].**

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- 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. It was noted that Dr. Sigman has been in communication with the Early Childhood people as recently as June 15th.

- 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 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. It was noted that Dr. Sigman has been in communication with the Early Childhood people as recently as June 15th.

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- **Refrigerator/Freezer Replacement Project**
 - The Walkkill Group, Inc. is scheduled to start the Refrigerator/Freezer Replacement Project on Tuesday 20 June 2023, the day after school lets out for summer break.
 - The next job site meeting is scheduled for Tuesday 27 June 2023.

- **Main Entry/Health Monitoring Area Project [Re-Bid]**
 - The Walkkill Group, Inc. is scheduled to start the Main Entry/Health Monitoring Area Project on Tuesday 20 June 2023, the day after school lets out for summer break.
 - The next job site meeting is scheduled for Tuesday 27 June 2023.

On a motion by Mr. Gillen, seconded by Mr. Dreifus and carried by roll call vote, after some discussion, **approved Payment Request #3 for the Main Entry/Health Monitoring Area Project at the Hamburg School, as submitted by The Walkkill Group, Inc. in the amount of \$41,260.73 [attached to the minutes].**

- **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 & Dr. Sigman, returned to PSA and submitted to the NJ Department of Education.
 - **No major update since the May 25th meeting.**

- **Burglar Alarm System**
 - The district is in the process of obtaining quotes for the installation of a new security/burglar alarm system to be installed over the Christmas break.

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Mr. Bobrowski discussed the applying for a grant that would be used to plant trees on the school's property.

Education & Policy

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

- a) Second reading for Policy & Regulation Alert 230 as depicted on **DOCUMENT G .**

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]

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R9140	Citizens Advisory Committee [M] [Abolished]
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b) Second reading – Visual & Performing Arts Curriculum [**DOCUMENT H**].

Negotiations & Personnel

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

- a) SY 2023-2024 individual contracts for Building & Grounds Supervisor, Custodians, Secretaries, and Treasurer of School Monies as depicted on **DOCUMENT I.**
- b) SY 2023-2024 individual contract for Sue Mankiw, Instructional Coach [previously known as Master Teacher] as depicted on **DOCUMENT J.** This position does not qualify for benefits.
- c) 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]	Rachel Windish **Melissa Oldham
Summer Academy July 10 – 27 [Monday-Thursday]	Rachel Windish Jennifer Smalley Jessica Smalley **Melissa Oldham

On a motion by Mrs. Frayko, seconded by Mr. Gillen and carried by the following roll call vote, **approved SY 2023-2024 individual contracts for Paraprofessionals as depicted on DOCUMENT K.**

Yes - 7
No - 0
Abstain- Mrs. Ferguson

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

- a. Contracted services with the Sussex County ESC for full-time speech services, 5 days per week at an annual rate of \$72,435.91. This cost is inclusive of health benefits. [**DOCUMENT L**].

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- b. Michele Sealander as Teacher in Charge for summer programming to be hosted at Hardyston School, as needed. Compensation to be \$27.32 per hour, not to exceed 40 hours.
- c. Resignation, with regret, from paraprofessional Judith Clark effective 1 June 2023. **[DOCUMENT M]** .
- d. Jennifer Smalley as substitute teacher for the 2022 – 2023 and 2023-2024 school years.

On a motion by Mrs. Frayko, seconded by Mr. Gillen and carried unanimously by roll call vote, after some discussion, **approved items a-d, the satisfactory completion of the FY 2022-23 Contractual Merit Goals for Dr. Kimberly Sigman, and for the submission of documentation to the Executive County Superintendent of Schools for final payment approval, as follows:**

- a) The payment for Qualitative Goal #1 to update Hamburg School's forms, handbooks, plans and organizational records in accord with P2631 [NJQSAC monitoring]. Request of such goal is supported by P8310 & P8320 noting that the Superintendent shall be responsible for the custody and maintenance of records. [\$3726] for Kimberly Sigman, as per Dr. Gayle Carrick's approval letter as depicted on **DOCUMENT N.**
- b) The payment for Qualitative Goal #2 to revisit and update Policy & Regulation Sections as depicted on the attached implementation plan. These updates are supported in the Hamburg School's Chief School Administrator job description "Recommends drafts of new policies or changes to the board. Establishes guidelines and processes for monitoring implementations of board policies. "Further supported by Policy 1230 [Superintendent's Duties] in that the Superintendent will "advise the Board of any changes or additions that should be made to its policies." [\$3726] for Kimberly Sigman, as per Dr. Gayle Carrick's approval letter depicted on **DOCUMENT O.**
- c) The payment for Quantitative Goal #1 whereas 60% [3.33% compensation], 57% [2.33% compensation] 55% [1.33% compensation] of grade 3 students will meet their NEWA benchmark typical growth target in Reading set after Fall 2022 initial testing. Student achievement

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will be positively impacted through continued staff support with NWEA MAP testing and reporting. [Combined Baseline 54%] [\$4,963 at 3.33%] for Kimberly Sigman, as per Dr. Gayle Carrick's approval letter depicted on **DOCUMENT P**.

- d) The payment for Quantitative Goal #2 whereas 50% [3.33% compensation], 47% [2.33% compensation] 45% [1.33% compensation] of grade 5 students will meet their NWEA benchmark typical growth target in science set after Fall 2022 initial testing. Student achievement will be positively impacted through continued staff support with NWEA MAP testing and reporting. [Combined Baseline 38%] [\$4,963 at 3.33%] for Kimberly Sigman, as per Dr. Gayle Carrick's approval letter depicted on **DOCUMENT Q**.

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

- \$6,000 stipend for Brian Bobrowski for additional time spent on Hamburg School referendum for the 2023-2024 school year.
[DOCUMENT AD1]
- Lisa Sears up to ten [10] days as needed for CST responsibilities at a rate of @ \$436.52/per day.
- Melissa Oldham, paraprofessional at \$18,849 annual not to exceed 29 hours per week. This position is not eligible for benefits. [DOCUMENT AD2]
- Kimberly Dolan, paraprofessional at \$19,243 annual not to exceed 29 hours per week. This position is not eligible for benefits.
[Document AD3]
- The following summer employment position for Katrina Vinkman [not to exceed 40 hours] utilizing ESSER funding at \$50 per hour:
Summer Band Academy – July 10-27 (Monday-Thursday)

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Finance Committee

On a motion by Mr. Dreifus, seconded by Mr. Gillen and carried unanimously by roll call vote, after some discussion, **approved items a-f.**

- a) Approved the **May 2023 check register** in the amount of \$990,112.55 and the **June 1-15, 2023 check register** in the amount of \$366,419.49.
- b) Approved bills for the **Cafeteria Account** in the amount of \$0.
- c) Accepted the Board Secretary's and Treasurer's reports for **31 May 2023.**
- d) Approved the **Transfers** made by the Superintendent after the 25 May 2023 Board Meeting, with fund 10 debits totaling \$81,000 depicted in **DOCUMENT R** 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 May 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.



William J. Sabo Interim Business Administrator/
Board Secretary

31 May 2023

Date

OLD BUSINESS

Mr. Jones stated that if anyone is interested in filing a nominating petition to run for the Board of Education at the November 2023 Annual School Election, the nominating petition forms are available on the Sussex County Clerk's website.

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Mr. Jones also reminded Board members to do their required Board member training and to contact Mrs. Suzette Houdershielt in the Business Office to register for any classes.

A discussion was held regarding the attendance at the New Jersey School Board Association's Annual Conference that is being held in Atlantic City this year [October 23-26, 2023 the State has approved lodging for Monday, Tuesday & Wednesday October 23, 24 & 25, 2023]. The following people will be registered: Mr. Jones, Mr. Dreifus, Mr. Frangipane, Mrs. Frayko, Dr. Sigman and Mr. Sabo. Additionally, rooms for Sunday October 22 will be secured and the cost deducted from the attendee's reimbursement log.

Due to the conference conflict, it was the consensus of the Board to re-scheduled the Thursday October 26th Regular Board meeting to Monday October 30th.

NEW BUSINESS – No New Business

BOARD SECRETARY'S REPORT

On a motion by Mr. Gillen, seconded by Mrs. Frayko and carried unanimously by roll call vote, after some discussion, **approved the modification to the 2023 School Climate Change Pilot Grant to reflect the entire grant allocation of \$6,600 to be budgeted as instructional supplies and to accept the 2023 School Climate Change Pilot Grant.**

A discussion was held regarding the **year-end transfer of money into the Capital Reserve Account** [this can only occur by BOE resolution in the month of June or during the budget process.

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

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

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WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, Hamburg Borough Board of Education wishes to deposit anticipated current year excess surplus into a Capital Reserve account at year end, and

WHEREAS, the Hamburg Borough Board of Education has determined that **not to exceed \$ 300,000** is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Hamburg Borough Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

On a motion by Mrs. Frayko, seconded by Mr. Frangipane and carried unanimously by roll call vote, **approved the group registration & payment for Board Members, Administrators and other school employees as determined by the Superintendent, to attend the New Jersey School Boards Workshop to be held October 23-26, 2023, in the amount of \$2,100 and the associated lodging for the workshop attendees.**

The Board Secretary reported, pursuant to PL 2015, Chapter 47, the Hamburg Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

- Maschio's Food Service, Inc.
- Horizon Dental/Fortitude Insurance Group
- New Jersey Schools Insurance Group/Arthur J. Gallagher/Morville Agency
- Alliance for Competitive Energy Services
- Educational Consortium for Telecommunications Savings

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- Educational Data Services, Inc./Morris County ESC
- Hunterdon County Educational Services Commission
- The Educational Services Commission of New Jersey
- Camden County Educational Services Commission
- Sussex County Regional Transportation Cooperative
- The New Jersey School Boards Association Cooperative Pricing System
- Cleary, Giacobbe, Alfieri & Jacobs
- McManimon, Scotland & Baumann, LLC
- Nisivoccia LLC
- Parette Somjen Architects LLC
- Phoenix Advisors, LLC
- J & B Therapy, LLC
- Gurbir S. Saluja, M.D.
- CDK Systems, Inc.
- PenTele Data
- T.A. Mountford Co.
- R & L DataCenter, Inc.
- Windsor Learning Center
- Salem County Special School District

SUPERINTENDENT’S REPORT

On a motion by Mr. Gillen, seconded by Mr. Dreifus and carried unanimously by roll call vote, after some discussion, **approved a-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
September 2022	0	0	NA	NA
October 2022	0	0	NA	NA
November 2022	0	0	NA	NA

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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
May 2023	0	0	NA	NA
June	3	0	Y	Y
SY 22-23 TOTAL	5	1	NA	NA

b) Safety Drill Report – May 2023

	Date	Time	Evacuation Time
Shelter-In-Place	6.2.2023	8:18 am	18 min
Fire Evacuation Drill	6.6.2023	1:55 pm	6 min 24 sec

c) Discipline Report

Grade	In-School	Out-of-School	# of Days
8		X	1

d) Professional Visitations

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Date	Staff	Activity/Location	Cost-Approx
6/13/2023	Sigman	Criminal History Check Training Program, Flemington, NJ	\$0 – plus related travel & mileage
7/13-14/23	Decker	Wilson Foundations Conference	\$5,385.00 Virtual
7/11/2023	Niedjiewick, Babcock, Wyman	Tool Box Tuesday, Mt. Olive HS	\$0 No travel required
2023-2024 Not to exceed 12	Sigman	Sussex County Superintendent's Roundtable	\$0
6/28/2023	Houdershieldt	Prepare for Upcoming Audit Randolph, NJ	\$0 plus related mileage and travel

On a motion by Mr. Frangipane, seconded by Mr. Dreifus and carried unanimously by roll call vote, after some discussion, **approved the Hamburg School Statement of Assurance for Lead in Water as depicted on Document S.**

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

- a. Extended School Year services for student #9230033251 to attend **Windsor School** for the 2023-2024 ESY program at a tuition cost of \$10, 410 and 1:1 aide at the cost of \$6,900.00 plus transportation.
- b. Extended School Year services for student #6312024143 to attend the **Brookfield School** for the 2023-2024 ESY \$6,763.00 plus transportation.

Dr. Sigman reported on the yearend FY 2022-23 Hamburg School Student Enrollment, as follows:

	In-District	Out of District	Choice Non-Public	Charter
Preschool	45			

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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:

- Summer 2023 – Hardyston School Hold Harmless **[DOCUMENT T]**
- Chronic Absenteeism – Student & Staff **[DOCUMENT U]**
- Regional HIB Comparison **[DOCUMENT V]**
- Grade 8 Graduation is scheduled for Friday, June 16, 2023 @ 6:30 pm.
- The Sussex-Wantage tuition/residency issue will not be pursued further, meaning that the district will not take the parents to court for not reporting to Hamburg their move to the Sussex-Wantage School District.

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EXECUTIVE SESSION

On a motion by Mr. Frangipane, seconded by Mrs. Frayko and carried by roll call vote, **to adopt the following Resolution to go into Executive Session at 8:16 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 & Interim BA 23-24 contract
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation
- 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.

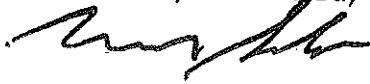
On a motion by Mrs. Frayko, seconded by Mr. Frangipane and carried unanimously by voice vote, **the Board returned to Regular Session at 8:32 P.M.**

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Due to the delay in the receiving the New Jersey Department of Education's approval letter(s) for William J. Sabo's FY 2023-24 Interim Business Administrator's contract, the Board scheduled a Special Meeting to be held on 29 June 2023 at 6:30 P.M. in anticipation of the acting on this contract and for any and all other business that may come before the Board.

On a motion by Mrs. Frayko, seconded by Mr. Frangipane 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