

**HAMBURG BOARD OF EDUCATION
REGULAR MEETING AGENDA
20 JULY 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	Mrs. Ferguson	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels
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

MOTION BY _____ SECONDED BY _____ to approve the Regular meeting minutes and the Executive Session meeting minutes of the 15 June 2023 Board meeting, with the correction to page 2030 of the Regular meeting minutes to reflect the correct FY 2023-24 annual salary for Melissa Oldham of \$21,865 and Kimberly Dolan of \$22,321.

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

MOTION BY _____ SECONDED BY _____ to approve the Special meeting minutes of the 29 June 2023 Board meeting.

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

CORRESPONDENCE

A letter dated 21 June 2023 from the New Jersey Department of Education regarding the approval and authorization of the payment of the FY 2022-23 Merit Goals for Dr. Kimberly Sigman. **[DOCUMENT A]**

PRESENTATIONS

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 the Board Secretary & Brian Bobrowski, as depicted on **DOCUMENT B**.

- **HVAC Re-bid Project**
 - Thassian Mechanical Contracting, Inc.
 - The next job site meeting is scheduled for Thursday 13 July 2023.
 - Thassian has been on site preparing the concrete pads for the condenser units and the electrician has been on site to do the rough electrical work.
 - Thassian's electrician & Parette Somjen Architects have come to an agreement on an electrical modification for the electrical upgrade and the permit drawings are being modified. This modification will result in a reduced lead time and still provide the district with the necessary power and future expandability. It is most likely that this change

may not require JCP&L to be on site when the cut over occurs.

- Anticipate a payment request to be distributed at the Board meeting-as of the writing of this agenda, no payment request has been submitted.
- MOTION BY _____ SECONDED BY _____ to approve Payment Request # for the Referendum HVAC Re-bid Project at the Hamburg School, as submitted by Thassian Mechanical Contracting, Inc. in the amount of \$.

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

- **Roof Project-1900's Building Shingle Roof**
 - Duga Construction, LLC.
 - The next on-site construction meeting is scheduled for Wednesday 12 July 2023.
 - Duga has started some roof replacement work and the two chimneys have been removed. Duga started the removal of the shingle roof on Friday July 7th. The weather over the last few weeks has delayed this project.
 - Anticipate a payment request to be distributed at the Board meeting-as of the writing of this agenda, no payment request has been submitted.
 - MOTION BY _____ SECONDED BY _____ to approve Payment Request # for the Referendum 1900's Building Shingle Roof Project at the Hamburg School, as submitted by Duga Construction, LLC in the amount of \$.
 - And to approve Change Order #1 for additional work for the balcony header/soffit rebuild, in the amount of \$3,359.20, which will be netted against the contingency allowance, as

depicted in **DOCUMENT C.**

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

- **To discuss the rainwater infiltration into the 1900's Building on Sunday 9 July 2023 at approximately 1 pm and to update the Board on status of the remediation of the damage—the Interim Business Administrator declared this situation an emergency under 18A.**
- 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 June 29th Special meeting, however Dr. Sigman has been in communications with the Executive Superintendent for Sussex County and the Division of Early**

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

- The Walkkill Group, Inc.

- The demolition work has been done and the area is roughed in—the work is proceeding without too many issues.

- The next job site meeting is scheduled for **Wednesday 12 July 2023.**

- Anticipate a payment request to be distributed at the Board meeting—as of the writing of this agenda, no payment request has been submitted.

- **MOTION BY _____ SECONDED BY _____ to approve Payment Request # for the Main Entry/Health Monitoring Area Project at the Hamburg School, as submitted by The Walkkill Group, Inc. in the amount of \$.**

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

- **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 have been submitted to the NJ Department of Education.

- **No major update since the June 29th meeting.**

Education & Policy

MOTION BY _____ SECONDED BY _____ to approve the first reading for Policy 2419 [School Threat Assessment Teams] as depicted on

DOCUMENT D.

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 **\$27,718.91**.
- c) To accept the Board Secretary's and Treasurer's reports for **30 June 2023**.
- d) To approve Transfers made by the Superintendent after the **15 June 2023** Regular Board Meeting, with fund 10 debits totaling \$ **209,000** depicted on **DOCUMENT F** 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 June 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.

Note: With various vacations, the 30 June 202 Treasurer's Report may be distributed at the Board meeting and now with the Business Office set up in temporary locations due to the July 9th flooding of the Business Office, some of the reports may not be available and/or will be distributed at the Board meeting-wjs.

OLD BUSINESS

NEW BUSINESS

BOARD SECRETARY'S REPORT

MOTION BY _____ SECONDED BY _____ to finalize the following individuals attending the Annual New Jersey School Boards Conference in Atlantic City, 22-26 October 2023, lodging for October 23, 24, & 25 [lodging for Sunday October 22nd will be deducted off your expense log & the Board will be paying for lodging on October 23rd, 24th & 25th], workshop registration

fees, reimbursement of mileage & meals in accordance with Board policy, as follows:

- Mr. Jones
- Mr. Dreifus
- Mr. Frangipane
- Mrs. Frayko
- Dr. Sigman
- Mr. Sabo

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

MOTION BY _____ SECONDED BY _____ to approve the FY 2023-24 Cafeteria Price List [DOCUMENT G].

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

SUPERINTENDENT'S REPORT

MOTION BY _____ SECONDED BY _____ to approve a:

- a) Zero [0] instances of Harassment, Intimidation and Bullying investigated between 16 June and 14 July 2023.

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

MOTION BY _____ SECONDED BY _____ to approve a-b:

- a) To rescind home-bound instruction for student #6528650890, effective 17 June 2023.
- b) Transportation TBD* for student # 6312024143 as per **DOCUMENT H.**
[*TBD is due to working with two separate bus co-ops for pricing]

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

MOTION BY _____ SECONDED BY _____ to approve the 2023-2024 Field Trip Blanket List as depicted on **DOCUMENT I.**

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

MOTION BY _____ SECONDED BY _____ to approve a-f:

- a) The Comprehensive Equity Plan extension through the SY 2023-2024 as depicted on **DOCUMENT J.**
- b) The Safe Return Plan for SY 2023-2024 as depicted on **DOCUMENT K.**
- c) The Mentoring Plan Statement of Assurance for SY 2023-2024 as depicted on **DOCUMENT L.**

- d) The Professional Development Plan Statement of Assurance for SY 2023-2024 as depicted on **DOCUMENT M.**
- e) NJSMART Course Roster [Student & Staff] released without errors.
- f) 2023 School Register Summary released without errors.

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

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

- a) The use of Marzano Focused Teacher Evaluation Model and Marzano School Leader Evaluation Model as the district evaluation tools for the 2023-2024 school year.
- b) The use of New Jersey School Board’s Association [NJSBA] as the district’s Superintendent evaluation tool for the 2023-2024 school year.
- c) The AKC registration #SS26042303 [Echo’s Chocolate Moose] as the Hamburg Borough School’s therapy dog for the 2023-2024 school year.
- d) The YMCA to host After Care for the 2023-2024 school year at no expense to the school district and pending receipt of required documents.

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

● **To Report:**

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Meeting opened to the public for comment at _____ PM (VOICE VOTE)

Meeting closed to the public for comment at _____ PM (VOICE VOTE)

EXECUTIVE SESSION

MOTION BY _____ SECONDED BY _____ to adopt the following Executive Session Resolution at _____ PM

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
- 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.

**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