

**MINUTES OF HAMBURG BOARD OF EDUCATION
REGULAR MEETING
20 JULY 2023**

at 6:30 PM held in the Cafeteria of Hamburg Elementary School

PRESENT: David Dreifus, Lois Ferguson, Sheila Frayko, Vice President, Timothy Gillen,
Tricia Schels

ABSENT: Francis Brunke, John Conklin, Michael Frangipane, Robert Jones

5 Members of the Public

The Vice President opened the meeting at 6:30 PM 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 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 Mr. Gillen, seconded by Mr. Dreifus and carried unanimously by roll call vote, **approved 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.**

On a motion by Mr. Dreifus, seconded by Mrs. Schels and carried unanimously by roll call vote, **approved the Special meeting minutes of the 29 June 2023 Board meeting.**

CORRESPONDENCE

Mrs. Frayko summarized 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**].

Mrs. Frayko summarized a letter for Mr. John Conklin resigning from the Hamburg Borough Board of Education effective 20 July 2023.

PRESENTATION

Mr. RJ Baumgartner presented Ms. Michaela Neiper, a Hamburg resident and a graduate of Hamburg Elementary School & Wallkill Valley Regional High School, with a \$1,000 check for the Phillip J. Piccolo New Jersey Association of Designated Persons Scholarship.

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.

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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 6:37 PM.**

No one addressed the Board.

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

COMMITTEE REPORTS

State & County School Boards – No report

Sussex County Educational Services Commission – No report

Liaison with the Hamburg Borough Council-Mrs. Frayko update the Board stating the paving of Route 23 will be starting soon and expect travel delays while the work is being done.

Building & Grounds

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

- **HVAC Re-bid Project**

- Thassian Mechanical Contracting, Inc.
 - A job site meeting was held on 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 cutover occurs and this cutover is currently scheduled for April 2024 break.

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- Thassian will be able to remove the four HVAC units in the 1900 Building that will help with the July 9th water intrusion into the 1900's Building.

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

- Duga Construction, LLC.
 - A job site meeting was held on 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.
- A discussion was held on the rainwater intrusion into the 1900's Building on Sunday 9 July 2023 at approximately 1 pm and the actions taken by the Hamburg staff, Duga Construction, and the subsequent on-site inspection by the Board's insurance company [New Jersey School Board's Insurance Group] adjuster. The Interim Business Administrator declared this situation **an emergency** under 18A.

On a motion by Mr. Gillen, seconded by Mrs. Schels and carried unanimously by roll call vote, **approved 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.**

- 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

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- **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 Childhood Education regarding the approval status of the FY 2023-24 PEA application.

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

- **Refrigerator/Freezer Replacement Project**
 - Wallkill Group, Inc.
 - The demolition work has been completed and the footings have been poured, with all the rough in work completed.
 - A job site meeting was held on Wednesday 12 July 2023 and the project is proceeding as planned with some minor adjustments being made.

- **Main Entry/Health Monitoring Area Project [Re-Bid]**
 - Wallkill Group, Inc.
 - The demolition and rough in work have been completed, with the finish work starting.
 - A job site meeting was held on Wednesday 12 July 2023 and the project is proceeding as planned with some minor adjustments being made.

- **NJDOE Regular Operating District [ROD] Grant-**

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- 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.

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

- Payment Request #3 for the **Referendum HVAC Re-bid Project** at the Hamburg School, as submitted by Thassian Mechanical Contracting, Inc. in the amount of \$70,785.40.
- Payment Request #4 for the **Cooler & Freezer Replacement Project** at the Hamburg School, as submitted by Wallkill Group, Inc. in the amount of \$37,019.46.
- Payment Request #3 for the **Referendum Shingle Roof Project** at the Hamburg School, as submitted by Duga Construction, LLC in the amount of \$72,580.

A brief discussion ensued on the need for an additional consultant to guide the district on the necessary remediation actions need to address the water intrusion/environmental issues in the 1900's Building.

On a motion by Mr. Gillen, seconded by Mr. Dreifus and carried unanimously by roll call vote, **adopted the following FY 2023-24 Professional Services 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 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 Contracts Law, not to exceed a contractual amount of \$200,000, as follows:

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- a) EnviroVision Consultants, Inc., - Environmental Consultants-Asbestos Safety Control Monitor Professional Services

The Board Secretary discussed the relocation of the Business Office for approximately 5/6 months while the remediation/restoration work occurs in the 1900's Building.

On a motion by Mr. Gillen, seconded by Mrs. Schels and carried unanimously by roll call vote, **authorized the Interim Business Administrator to secure temporary office space to relocate the Hamburg Board of Education's Business Offices and to empower the Interim Business Administrator to execute any/all documents to facilitate this relocation.**

Education & Policy

On a motion by Mrs. Schels, seconded by Mr. Gillen and carried unanimously by roll call vote, **approved the first reading for Policy 2419 [School Threat Assessment Teams] as depicted on DOCUMENT D.**

Negotiations & Personnel

On a motion by Mrs. Frayko, seconded by Mr. Dreifus and carried unanimously by roll call vote, **approved the SY 2023-2024 substitute list as depicted on DOCUMENT E.**

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

- Michelle Conklyn as part-time Social Worker, MA Step 1 at \$40,424 which reflects 3 days per week (60%) effective 1 September 2023 through 30 June 2024. This position is not eligible for benefits.
- Olivia Krieger as a part-time classroom aide as of 9/1/2023, 18.5 hours per week at \$20 per hour not to exceed 29 hours per week. This position does not qualify for benefits.
- Janelle VanTassel as part-time classroom aide as of 9/1/2023, 29 hours per week at \$20 per hour not to exceed 29 hours per week pending any required paperwork. This position does not qualify for benefits.

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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 **June 2023** check register in the amount of \$924,052.78.
- b) Approved the bills for the Cafeteria Account in the amount of \$27,718.91.
- c) Accepted the Board Secretary and Treasurer's reports for **30 June 2023**.
- d) Approved the 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.



Business Administrator/Board Secretary

30 June 2023
DATE

A discussion was held regarding the letter hand delivered to Lakeland Bank on Monday 17 July 2023 [attached to the minutes].

On a motion by Mr. Gillen, seconded by Mr. Dreifus and carried unanimously by roll call vote, **adopted the Lakeland Bank Corporate Authorization Resolution dated 20 July 2023 temporarily changing signatories on some of the Board's bank accounts [attached to the minutes].**

A brief discussion was held regarding the paying for the restoration work because of the July 9th water intrusion in the 1900's Building and the recommendation on the handling of these expenses from the Board's Auditor, Mrs. Valerie Dolan.

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On a motion by Mr. Dreifus, seconded by Mrs. Frayko and carried unanimously by roll call vote, **approved the following transfers:**

From: Capital Reserve	\$400,000
10- 309	
To: Salary-1900's Bldg.	\$ 30,000
30-999-400-100	
To: Legal-1900's Bldg.	\$ 5,000
30-999-400-331	
To: Architect-1900's Bldg.	\$ 20,000
30-999-400-334	
To: Other Prof/Tech-1900's Bldg.	\$ 50,000
30-999-400-390	
To: Construction-1900's Bldg.	\$200,000
30-999-400-450	
To: Supply-1900's Bldg.	\$ 85,000
30-999-400-600	
To: Other Exp-1900's Bldg.	\$ 10,000
30-999-400-800	

OLD BUSINESS

No Old Business

NEW BUSINESS

Mr. Gillen informed the Board he recently spoke to Mr. Jones.

BOARD SECRETARY'S REPORT

On a motion by Mrs. Schels, seconded by Mr. Dreifus and carried unanimously by roll call vote, **finalized 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:**

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

On a motion by Mr. Gillen, seconded by Mrs. Frayko and carried unanimously by roll call vote, **approved the FY 2023-24 Cafeteria Price List [DOCUMENT G].**

On a motion by Mrs. Frayko, seconded by Mr. Gillen and carried unanimously by roll call vote, **accepted and authorized the submission of the FY 2023-24 ESEA & IDEA grant applications [attached to the minutes].**

SUPERINTENDENT'S REPORT

On a motion by Mrs. Schels, seconded by Mr. Dreifus and carried unanimously by roll call vote, **approved Zero [0] instances of Harassment, Intimidation and Bullying investigated between 16 June and 14 July 2023.**

On a motion by Mrs. Schels, seconded by Mr. Gillen and carried unanimously by roll call vote, **approved items 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]

On a motion by Mr. Dreifus, seconded by Mr. Gillen and carried unanimously by roll call vote, **approved the 2023-2024 Field Trip Blanket List as depicted on DOCUMENT I.**

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

- a) The Comprehensive Equity Plan extension through the SY 2023-2024 as depicted on **DOCUMENT J.**

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- 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.

On a motion by Mr. Dreifus, seconded by Mrs. Schels and carried unanimously by roll call vote, **approved items 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.

On a motion by Mrs. Schels, seconded by Mr. Gillen and carried unanimously by roll call vote, **approved the following substitute paraprofessionals pending completion of necessary documentation:**

- Evelyn Sanchez-Joyce
- Emma Cahill
- Enza Ramos

On a motion by Mr. Gillen, seconded by Mr. Dreifus and carried unanimously by roll call vote, **accepted, with appreciation, a donation of \$511.76 from the Hamburg High School Alumni Association, which recently closed out their organization's bank account, and for these funds to be used for Hamburg Elementary School students.**

On a motion by Mrs. Ferguson, seconded by Mr. Dreifus and carried unanimously by roll call vote, **approved the Hamburg School Remote Instruction Plan for SY 2023-2024 (DOCUMENT N).**

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Dr. Sigman reported on the QSAC monitoring history for the Hamburg Board of Education, as follows:

- Scheduled full monitoring (onsite) - SY 2023-2024
- Automatic Exemption (Pandemic) - SY 2020-2021
- Equivalency Application (District in High Standing) - SY 2017-2018
- Equivalency Application (District in High Standing) - SY 2014-2015
- Last onsite visit - SY 2011-2012

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. Gillen, seconded by Mr. Dreifus and carried unanimously by voice vote, the **meeting was opened to the public for comment at 7:49 PM.**

No one addressed the Board.

On a motion by Mr. Gillen, seconded by Mrs. Schels and carried unanimously by voice vote, the **meeting was closed to the public for comment at 7:49 PM.**

EXECUTIVE SESSION

On a motion by Mrs. Schels, seconded by Mr. Dreifus and carried unanimously by roll call vote, **adopted the following Executive Session Resolution at 7:49 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

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- [] Appointment of a public official
- [] Matters covered by the attorney-client privilege
- [X] Pending or anticipated litigation - **Case FY2023-24**
- [] 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 Mr. Gillen, seconded by Mr. Dreifus and carried unanimously by roll call vote, **returned to Regular Session at 8:08 PM**

On a motion by Mr. Gillen, seconded by Mr. Dreifus and carried unanimously by voice vote, **the Board adjourned the meeting at 8:08 PM.**

Respectfully submitted,



William J. Sabo
Interim Business Administrator/
Board Secretary