

**HAMBURG BOARD OF EDUCATION
REGULAR MEETING AGENDA**

31 AUGUST 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	Vacant Seat	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 20 July 2023 Board meeting.

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

CORRESPONDENCE

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 A**.

- **HVAC Re-bid Project**
 - Thassian Mechanical Contracting, Inc.
 - To update the Board on the Thursday **3 August 2023** job site meeting.
 - The next job site meeting is scheduled for **Thursday 14 September 2023**.
 - **Thassian has been on site preparing the concrete pads for the condenser units-the electrician has been on site to do the rough electrical work and the HVAC building management control contractor has been on-site pulling wire throughout the school.**
 - Anticipate a payment request to be distributed at the Board meeting-as of the writing of this agenda, no payment request has been submitted.

- **Roof Project-1900's Building Shingle Roof**
 - Duga Construction, LLC.
 - The next on-site construction meeting is scheduled for Tuesday **22 August 2023**.
 - **Duga has made significant progress and is expecting to have the project completed by August 31st, weather permitting.**
 - Anticipate a payment request to be distributed at the Board meeting-as of the writing of this agenda, no payment request has been submitted.

- To update on the emergency repair work to the 1900's Building the Board—the Interim Business Administrator declared this situation an emergency under 18A.
 - Asbestos remediation work has been completed and the necessary air clearances have been received. As of August 10th, All Risk has Hamburg on their schedule to continue with the remediation work that includes the removal of the existing plywood floors on the top & middle levels of the 1900's Building.
- 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 July 20th 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 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 July 20th meeting.

- **Refrigerator/Freezer Replacement Project**

- Wallkill Group, Inc. expects the project to be complete by Friday 18 August 2023, except for punch list items and close out paperwork.

- On August 10th, the freezer/refrigerator was “turned on”.

- 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:** Change Order #1 for additional miscellaneous work, in the amount of \$1,617.51 **[DOCUMENT B]** and Change Order #2 for additional miscellaneous work in the amount of \$3,000, which will be netted against the contingency allowance, as depicted in **[DOCUMENT B1]**.

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

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

- Wallkill Group, Inc. expects the project to be complete by Friday 18 August 2023, except for punch list items and close out paperwork.

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

- **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

Education & Policy

MOTION BY _____ SECONDED BY _____ to approve the first reading of: Regulation 3222 [Evaluation of Teaching Staff Members, excluding Teachers and Administrators as depicted on **DOCUMENT F**.

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

MOTION BY _____ SECONDED BY _____ to approve the first reading of: the following as depicted on **DOCUMENT G**.

- Policy 1642.02 [Sick Leave] – **NEW**
- Regulation 1642.01 [Sick Leave] – **NEW**
- Policy 2419 [School Threat Assessment Teams] – **NEW**
- Regulation 2419 [School Threat Assessment Teams] – **NEW**
- Policy 8500 [Food Services] - **UPDATE**

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

Negotiations & Personnel

MOTION BY _____ SECONDED BY _____ to approve the following SY 2023-2024 Cocurricular positions:

Activity	Staff Member	Step	Stipend
Academic Club	Kristin Genetelli	1	\$1,013
Art Club	Renee Arias	2	\$1,126

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 \$0.
- c) To accept the **Final** Board Secretary’s and Treasurer’s reports for **30 June 2023 and for 31 July 2023**.
- d) To approve Transfers made by the Superintendent after the **20 July 2023** Regular Board Meeting, with fund 10 debits totaling \$ **76,000** depicted on **DOCUMENT H** and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the **2023-24** 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 July 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: The Final 30 June 2023 Secretary & Treasurer’s Reports were emailed to the full Board on August 2nd.

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

OLD BUSINESS

To review the letters of interest for the Board vacancy [Mr. John Conklin resigned from the Board on 20 July 2023] that were received by the posted deadline of 4 pm on Wednesday 30 August 2023 [**DOCUMENT I**].

To report the Business Office relocated to the Vernon Board of Education building [the Walnut Ridge School] on August 8th and the rent is \$1,500 per month.

NEW BUSINESS

BOARD SECRETARY’S REPORT

To discuss the reimbursement of cell phone usage while the Business Office is displaced from the 1900’s Building.

MOTION BY _____ SECONDED BY _____ to approve the reimbursement of personal cell phone usage for Lauren Watson & Suzette Houdershielt, up to \$100 per month, while the Business Office is relocated to the Vernon Board of Education Offices, starting August 2023.

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

To report on the FY 2023-24 Property, Liability & Workers’ Comp. Insurance premium increase [**DOCUMENT J**].

SUPERINTENDENT’S REPORT

MOTION BY _____ SECONDED BY _____ to approve:

Safety Drill Report – July/August 2023

	Date	Time	Evacuation Time
Fire Evacuation*	7/27/23		1 min 28 sec
*no students on campus			

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

MOTION BY _____ SECONDED BY _____ to adopt: the following 2023-2024 Annual Preschool Operation budget resolution:

Resolved, that the Hamburg Board of Education, in the County of Sussex, New Jersey will accept and implement the Annual Preschool Operational budget [SY2023-24] as depicted on **DOCUMENT K.**

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

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

- a) SY2023-2024 Preschool Room Size Waiver as depicted on **DOCUMENT L.**
- b) Create a primary Multiple Disabilities classroom to service Hamburg students.
- c) The Shared Services agreement between the Franklin Board of Education and the Hamburg Board of Education for the purpose of utilizing school nursing in emergent situations as depicted on **DOCUMENT M.**
- d) Dr. Sigman to attend LEGAL ONE [AAO Online Certificate Program at a cost of \$500.00.
- e) Mary Brady, R.N. to attend the 32nd Annual School Health Conference at a cost of \$235.00 plus travel/mileage.

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

MOTION BY _____ SECONDED BY _____ to approve:

Wallkill Valley Youth Football to use the gymnasium in the event of *inclement weather* Monday-Friday 6-8 PM from 11 September 2023 through 17 November 2023 pending receipt of necessary paperwork.

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

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

- a) Instructional costs contracted with Ogdensburg Board of Education for Student ID# 2136244565 for SY 2023-2024 [September 2023-June 2024] at a tuition cost of \$27,946.00 as depicted on **DOCUMENT N1.**
- b) Enter a Joint Transportation Agreement with Ogdensburg School District for Student ID# 2136244565 for SY 2023-2024 [September 2023–June 2024] in the amount not to exceed a total of \$6,500 for SY 2023-2024 as depicted on **DOCUMENT N2.**
- c) Instructional costs contracted with the Windsor Learning Center for Student ID# 9230033251 for SY 2023-2024 [September 2023-June 2024] at a tuition cost of \$72,870 as depicted on **DOCUMENT O1.**
- d) Transportation costs contracted with the Windsor Learning Center for Student ID# 9230033251for SY 2023-2024 [September 2023-June 2024] at a cost of \$174.41/day as depicted on **DOCUMENT O2.**
- e) Instructional costs contracted with the Windsor Learning Center for Student ID# 6528650890 for SY 2023-2024 [September 2023-June 2024] at a tuition cost of \$72,870 as depicted on **DOCUMENT P1.**

To Report:

Hamburg School Student Enrollment – September 2023 [Total = 236]

	In District	Out of District	Choice Non-Public	Charter
Preschool	33			
Kindergarten	24			
Grade 1	26			
Grade 2	35			
Grade 3	22		1	
Grade 4	23	1	2	
Grade 5	24	1	2	
Grade 6	17	1	2	0
Grade 7	18		1	7
Grade 8	14	1	2	6
Total	236	4	11	13

- Committees SY2023-2024 [DOCUMENT X]
- Curriculum Plan [5-Year] – Updated [DOCUMENT Y]
- Student Safety Data System [SDSS] submission complete [DOCUMENT Z]
- Committees & QSAC – BOE member representation
- ESY and Summer Academy update
- Sick Day Expansion explanation [DOCUMENT AA]
- Virtual/Remote instruction plan compliance letter [DOCUMENT BB]
- Strategic Planning Session announcement [DOCUMENT CC]
- Strategic Planning Schedule

Weekly meetings

- 1st meeting: Tuesday, September 19 @ 6:30 PM
- 2nd meeting: Tuesday, September 26 @ 6:30 PM
- 3rd meeting: Tuesday, October 3 @ 6:30 PM
- Strategic plan presented to the Hamburg BOE on October 26, 2023

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)

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

HAMBURG BOARD OF EDUCATION
REGULAR MEETING AGENDA

ADDENDUM

31 August 2023
6:30 P.M.

Negotiations & Personnel

MOTION BY _____ SECONDED BY _____ to adopt the following:

SY 2023-24 Professional Services Annual Appointment Resolution, as follows,
WHEREAS, there exists a need for various professional services, and

WHEREAS, the Public School Contracts Laws [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 2023-2024 school year without competitive bidding as a professional service in accordance with 18A:18A15 of the Public School Contracts Law, not to exceed a contractual amount of \$2000,000, as follows:

Always Capable, LLC at \$90 per hour for BCBA Services. Pending completion of all required records and documentation. [document 20230831:1]

Mr. Jones	Mr. Brunke	Vacant Seat	Mr. Dreifus	Mrs. Ferguson	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels

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

a. Danielle Morgenroth, contracted through the Sussex County ESC, as part-time LDTC, 2 days per week at the 2023-2024 SCESC Professional Services rate. This position is not eligible for medical or dental benefits.

b. Samantha Bakelmun, contracted through the Sussex County ESC, as speech teacher 5 days per week at the 2023-2024 SCESC Professional Services rate. [6/15/2023 doc. L]

