

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
31 AUGUST 2023**

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

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

**ABSENT:** Michael Frangipane, Francis Brunke, 1 Vacant Board Seat

0 Members of the Public

The President opened the meeting at 6:37 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. Gillen and carried unanimously by roll call vote, **approved the Regular Meeting minutes and the Executive Session Meeting minutes of the 20 July 2023 Board Meeting.**

Yes-5

No-0

Abstain-Mr. Jones

**CORRESPONDENCE**

Mr. Jones summarized a letter from Mr. Francis Brunke dated 31 August 2023, resigning from the Hamburg Borough Board of Education effective immediately and his resignation was accepted with regret by the Board.

**PRESENTATIONS**

No presentation

**OPEN TO THE PUBLIC**

No public in attendance.

**COMMITTEE REPORTS**

State & County School Boards – No report

Sussex County Educational Services Commission – No report

Liaison with the Hamburg Borough Council Mrs. Frayko inquired about the changing of the Hamburg Borough signage on Linwood Avenue on the “Do Not Enter” sign verbiage to correspond with the recently changed arrival/dismissal times. A brief discussion ensued.

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**Building & Grounds**

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

● **HVAC Re-bid Project**

○ Thassian Mechanical Contracting, Inc.

- A job site meeting was held on Thursday 3 August 2023.
- 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.

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

○ Duga Construction, LLC.

- A job site meeting was held on Tuesday 22 August 2023.
- Duga has made significant progress and is expecting to have the project substantially completed by August 31<sup>st</sup>, except for punch list items and the cleanup of the site.

- The Board Secretary updated the Board on the emergency repair work to the 1900's Building, because of the 9 July 2023 water intrusion [the Interim Business Administrator/Board Secretary declared this situation an emergency under 18A].
- The Board Secretary summarized the steps taken and the costs during this emergency [**the itemization is attached to the minutes**], as follows: the asbestos remediation work has been completed and the necessary abatement air clearances have been received. As of August 10<sup>th</sup>, All Risk has Hamburg on their schedule to continue with the remediation work that includes the removal of the existing water damaged [wet] plywood floors on the top & middle levels of the 1900's Building and the original hardwood flooring under the plywood will be removed as well. Once the water damaged flooring is removed, All Risk will clean the four (4) rooms

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and run dehumidifiers & air scrubbers for 72 hours. After this 72-hour timeline, Aero Environmental will come in to take the necessary samples to validate the cleanup work is complete.

- Once All Risk is done with the demolition work and the necessary clearance is received by Aero Environmental, the emergency under 18A will be over and the district will be securing the necessary quotes from vendors to start the restoration work—new flooring, new lights, various electrical & HVAC work. It was noted that some of the restoration work will be performed by the Hamburg BOE’s custodial crew, such as painting, drop ceiling installation, finish trim work, etc.
- As a result of the water intrusion, all Purchase Orders issued will be forwarded to the New Jersey Schools Insurance Group. The Board Secretary reviewed with the Board a separate account group [Fund 31] that was set up in the financial records to track these expenses.
- Mr. Bobrowski did a pictorial presentation to the Board on the 1900 Building water intrusion from July 9<sup>th</sup> to the present. A discussion ensued.
  
- 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 20<sup>th</sup> meeting.

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- **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 20<sup>th</sup> meeting.

- **Refrigerator/Freezer Replacement Project**

- Walkkill Group, Inc. substantially completed the Refrigerator/Freezer Replacement Project on Friday 18 August 2023, except for punch list items and close out paperwork. The freezer/refrigerator was "turned on" on August 10<sup>th</sup>.

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

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

- Walkkill Group, Inc. substantially completed the Main Entry/Health Monitoring Project on Friday 18 August 2023, except for punch list items and close out paperwork.

- **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 July 20<sup>th</sup> meeting.

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

- **Payment Request #5 for the Cooler & Freezer Replacement Project at the Hamburg School, as submitted by Wallkill Group, Inc. in the amount of \$44,659.74. [DOCUMENT C].**
- **Payment Request #4 for the Health Monitoring Area at the Hamburg School, as submitted by Wallkill Group in the amount of \$42,603.37. [DOCUMENT D].**
- **Payment Request #4 for the Referendum 1900's Building Shingle Roof Project at the Hamburg School, as submitted by Duga Construction, LLC in the amount of \$40,660.00. [DOCUMENT E].**

**Education & Policy**

On a motion by Mrs. Schels, seconded by Mrs. Frayko and carried unanimously by roll call vote, **approved the first reading of Regulation 3222 [Evaluation of Teaching Staff Members, excluding Teachers and Administrators as depicted on DOCUMENT F.**

On a motion by Mrs. Schels, seconded by Mrs. Frayko and carried unanimously by roll call vote, **approved the first reading of the following Policies and Regulations 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**

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**Negotiations & Personnel**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus and carried unanimously by roll call vote, approved the following SY 2023-2024 Co-curricular positions:

Activity	Staff Member	Step	Stipend
Academic Club	Kristin Genetelli	1	\$1,013
Art Club	Renee Arias	2	\$1,126
Athletic Director	Barry Douglass	6	\$2,139
AVA	Michele Sealander	1	\$1,238
Band	Katrina Vinkman	2	\$1,126
Basketball [Head] - Boys	Antoinette Ratzer	4	\$2,026
Basketball [Asst] - Boys	<b>TBD</b>		
Basketball [Head] - Girls	Pamela Blauvelt	3	\$1,913
Basketball [Asst] - Girls	Melissa Garris	3	\$1,688
Chorus [50%]	Ian Scott	2	\$563
Chorus [50%]	Katrina Vinkman	2	\$563
Computer Tech Advisor	Michele Sealander	5	\$1,745
Cross Country [Head]	Sandra Hoover	5	\$1,407
Cross Country [Asst] [50%]	Pamela Blauvelt	3	\$506.50
Cross Country [Asst] [50%]	Ian Scott	1	\$394
Drama [Head]	Elizabeth Velazquez	2	\$1,575
Drama [Asst]	<b>TBD</b>		
Grade 8 Advisor	Dorothy Smalley	6	\$1,848
Field Hockey	<b>TBD</b>		
Environmental Club	Darby Kolb	6	\$1,463
Nat'l Jr. Honor Society	Michele Sealander	6	\$1,463
School Literary Magazine	Kristin Genetelli	1	\$900
Safety Patrol	Veronica Danko	2	\$956
Soccer [Head]	Samantha Bakelmun	1	\$1,575
Soccer [Asst]	<b>TBD</b>		
Track [Head]	<b>TBD</b>		
Track [Asst]	<b>TBD</b>		
TREPS	Susan Hearn	2	\$1,126
Volleyball [Head]	Veronica Danko	6	\$1,463

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Volleyball [Asst] [50%]	Ian Scott	1	\$450
Volleyball [Asst] [50%]	Antoinette Ratzer	3	\$563
Yearbook	Michele Sealander	6	\$1,913

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

- a) **Summer speech evaluations provided by Nancy Hammil at a cost of \$63 per hour, not to exceed 10 hours [retroactive to 23 July 2023].**
- b) **Emma Cahill as substitute teacher, provided completion of all necessary paperwork.**
- c) **Jeralyn Dalling as substitute teacher**

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

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 [NJS 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]**

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



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- 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]
- c. Dawn Georgio to 28 hours a week at an annual salary of \$21,551.91. This position is not eligible for medical or dental benefits. [document 20230831:2]
- d. Nancy Hammil to provide speech therapy and evaluation services at the cost of \$63 per hour, not to exceed 10 hours a week. This position is not eligible for medical or dental benefits.
- e. The placement of Ana Concepcion in kindergarten through 3rd Grade classrooms for field study. The agreement with Montclair State University Teacher Education program requires 30 hours of clinical experience. [document 20230831:3]

**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 **July 2023** check register in the amount of **\$954,939.46** and the **August 2023** partial check register in the amount of **\$612,871.21**.
- b) Approved the bills for the Cafeteria Account in the amount of \$0.
- c) Accepted the Board Secretary and Treasurer's reports for **31 July 2023** and the **Final 30 June 2023** Board Secretary and Treasurer's reports.
- d) Approved the 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.



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**Business Administrator/Board Secretary**

**DATE**

**OLD BUSINESS**

The Board Secretary reported that no letters of interest for the Board vacancy [Mr. John Conklin resigned from the Board on 20 July 2023] were received by the posted deadline of 4 pm on Wednesday 30 August 2023 [DOCUMENT I]. **It was the consensus of the Board that the legal notice be readvertised but for two (2) vacancies [Mr. Conklin and Mr. Brunke].**

The Board Secretary reported the Business Office relocated to the Vernon Board of Education building [the Walnut Ridge School] on August 8<sup>th</sup> and the rent is \$1,500 per month.

The Board Secretary reminded Board members if they would like to be registered for any New Jersey School Boards training session, please reach out to Mrs. Suzette Houdershielt for her to register you.

**NEW BUSINESS**

Mr. Gillen revisited the possibility of reducing the Board membership from 9 members to 7 or possible 5. This topic was discussed about 6 years ago and will be on the September 28<sup>th</sup> agenda for discussion. Additionally, the Board Secretary will email the full Board the 18A citation on reducing Board membership.

A discussion was held on the Girl's basketball schedule, as well as the practice sessions. Also, mentioned was the future use of the fields located at the rear of the school and the field hockey program.

**BOARD SECRETARY'S REPORT**

The Board Secretary discussed the FY 2023-24 Property, Liability & Workers' Comp. Insurance premium increase with the New Jersey School's Insurance Group [DOCUMENT J].

**SUPERINTENDENT'S REPORT**

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

Safety Drill Report – July/August 2023

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

On a motion by Mrs. Frayko, seconded by Mr. Dreifus and carried unanimously by roll call vote, **adopted 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.**

On a motion by Mr. Gillen, seconded by Mrs. Frayko and carried unanimously by roll call vote, **after some discussion, approved items 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 32<sup>nd</sup> Annual School Health Conference at a cost of \$235.00 plus travel/mileage.**

On a motion by Mrs. Frayko, seconded by Mr. Gillen and carried unanimously by roll call vote, after some discussion, **approved the Wallkill Valley Youth Football program 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.**

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

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- 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 to the Windsor Learning Center for Student ID# 9230033251 for 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**.
- f) Transportation costs to the Windsor Learning Center for Student ID# 6528650890 for the SY 2023-2024 [September 2023-June 2024] at a cost of \$174.41/day as depicted on **DOCUMENT P2**.
- g) Instructional costs contracted with Salem County Special Services School District for Student ID# 6312024143 for SY 2023-2024 at a tuition cost of \$61,317 as depicted on **DOCUMENT Q1**.

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

- a) District Professional Development Plan [**DOCUMENT R**]
- b) District Mentoring Plan [**DOCUMENT S**]
- c) NJSMART Data Management Handbooks for QSAC manual p. 83 indicator 3a. [**DOCUMENT T**]
- d) Paraprofessional Statement of Assurance [**DOCUMENT U**]
- e) Memorandum of Agreement for SY 2023-2024. [**DOCUMENT V**]

On a motion by Mrs. Frayko, seconded by Mr. Dreifus and carried unanimously by roll call vote, **approved SY23-24 annual goals, as depicted on DOCUMENT W.**

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**Goal #1:** The Hamburg School will establish a positive and safe school culture and climate through the promotion of citizenship, social and emotional wellness, inclusivity, tolerance, and diversity awareness.

**Goal #2:** The Hamburg School will facilitate and support the initiation of a 5-year strategic plan.

**Goal #3:** The Hamburg School will analyze and evaluate student data and growth in order to guide curriculum decisions, identify priority needs, and evaluate student success.

On a motion by Mrs. Frayko, seconded by Mr. Gillen and carried unanimously by roll call vote, **approved the following assignments for SY 2023-2024:**

- School Safety Specialist[s] – Mr. Baumgartner & Dr. Sigman
- Homeless Liaison – Mr. Baumgartner
- Affirmative Action Officer – Dr. Sigman

Dr. Sigman reported on the following:

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
<b>Total</b>	<b>236</b>	<b>4</b>	<b>11</b>	<b>13</b>

- Committees SY2023-2024 [**DOCUMENT X**]

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- 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**

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

It was noted that the three (3) Strategic Planning sessions would not have a quorum of the Board present at any of these meetings and Mr. Jones would coordinate Board member attendance not to exceed four (4) members at each of these three (3) meetings.

**OPEN TO THE PUBLIC**

No public in attendance.

On a motion by Mrs. Frayko, seconded by Mr. Dreifus and carried unanimously by roll call vote, **to adopt the following Resolution to go into Executive Session at 8:23 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

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- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation – Case FY2023-24-NJSIG #23PR00088H
  - Case FY 2016-17#3
  - Case FY 2023-24-NJSIG #23GL00453D
- 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. Dreifus, seconded by Mrs. Frayko and carried unanimously by roll call vote, **returned to Regular Session at 8:47 P.M.**

On a motion by Mr. Gillen, seconded by Mrs. Frayko and carried unanimously by roll call vote, **the Board adjourned the meeting at 8:47 P.M.**

Respectfully submitted,



William J. Sabo  
Interim Business Administrator/  
Board Secretary