

**HAMBURG BOARD OF EDUCATION  
REGULAR MEETING AGENDA**

**28 SEPTEMBER 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. Dreifus	Mrs. Ferguson	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Vacant Seat	Vacant Seat
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 31 August 2023 Board meeting.

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

## CORRESPONDENCE

## PRESENTATIONS

- **Student Spotlight**
  - Preschool – Jaxon Cummins & Ava Bilney
  - Kindergarten – Brendan Carroll
  - First Grade – Ryan Brucato
  - Second Grade – Charlotte D’Angelo
  - Third Grade – Daenerys Michelson
  - Fourth Grade – Makayla Worrell
  - Fifth Grade – Makenna Boeren
  - Sixth Grade – Yussef Haidar
  - Seventh Grade – Mia Dams
  - Eighth Grade – Hope DelGuidice

## INTERVIEW OF BOARD CANDIDATES

- The Board vacancy notice was advertised in the New Jersey Herald on 7 September 2023 with Wednesday 27 September 2023 being the deadline to submit a letter of interest. On Wednesday September 20<sup>th</sup>, Dr. Sigman introduced a parent to me who said she is interested. I asked her to email me her letter of interest and asked her to come to the September 28<sup>th</sup> Board meeting to be interviewed. All letters of interest that I receive will be distributed at the September 28<sup>th</sup> Board meeting. wjs
- HIB Self-Assessment – Mr. Baumgartner

## 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.**



- 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.
  - **At the August 31<sup>st</sup> meeting, the Board accepted the FY 2023-24 PEA grant award. The district is in the process of getting the finalized quote that will be brought to the Board at the October 30<sup>th</sup> Board meeting. Note that the PEA grant will only defray 18% of the cost of this quote.**
- **Burglar System Replacement Project**
  - **The district is in the process of securing a quote for the installation of a new burglar alarm system.**
- **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 'tike track' to go around/next to the preschool playground and the purchase of a shed to finish the entire preschool playground project.
  - **At the August 31<sup>st</sup> meeting, the Board accepted the FY 2023-24 PEA grant award.**

- The district is in the process of getting a quote for the “tike track” that will be funded in whole [or in part] by the 2023-24 PEA grant that will be brought to the Board.
- The district is in the process of getting a quote for the shed that will be placed by the playground that will be funded in whole [or in part] by the 2023-24 PEA grant that will be brought to the Board and two (2) other sheds—one (1) will be placed next to the aforementioned PEA shed and one shed will be placed on the field in the rear of the school.
  - Waiting on the final/updated survey for submission to the Hamburg Borough Zoning Office for the shed locations.
- **Refrigerator/Freezer Replacement Project**
  - Wallkill Group, Inc.
  - The Refrigerator/Freezer project is complete 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.
- **Main Entry/Health Monitoring Area Project [Re-Bid]**
  - Wallkill Group, Inc.
  - The Main Entry/Health Monitoring Area Project is complete except for 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 Replacement Project at the Hamburg have been submitted to the NJ Department of Education.
  - No major update since the August 31<sup>th</sup> meeting.

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve Payment Requests for the following projects [Parette Somjen Architects [PSA] has asked the contractors to submit their payment request to PSA for review/approval by Friday September 22 and any payment requests received will be distributed at the Board meeting-wjs]:**

- Payment Request # for the **Referendum HVAC Re-bid Project** at the Hamburg School, as submitted by Thassian Mechanical Contracting, Inc. in the amount of \$**TBD**.
- Payment Request # for the **Cooler & Freezer Replacement Project** at the Hamburg School, as submitted by Wallkill Group, Inc. in the amount of \$**TBD**.
- Payment Request # for the **Main Entry/Health Monitoring Project** at the Hamburg School, as submitted by Wallkill Group, Inc. in the amount of \$**TBD**.
- 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 \$**TBD**.

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

**Education & Policy**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve:**

- The second reading of Regulation 3222 [Evaluation of Teaching Staff Members, excluding Teachers and Administrators as depicted on **DOCUMENT C**. Which can be found on the Google Drive.





## Negotiations & Personnel

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve the following:**

a. SY2023-2024 Cocurricular positions:

Activity	Staff Member	Step	Stipend
Field Hockey	Dorothy Smalley	5	\$1,126
Track [Head]	Dorothy Smalley	3	\$1,238
Track [Asst]	Michelle Clark	2	\$1,013
Soccer [Head]	Samantha Bakelmun	1	\$1,575
Soccer [Asst]	Pamela Dean	1	\$1,350
Drama [Asst]	Marianne Allen	1	\$1,126
Boys Basketball [Asst]	Pamela Dean	4	\$1,801

b. Amendment to SY2023-2024 Cocurricular positions:

Activity	Staff Member	Step	Stipend
Cross Country [Asst] - <b>RESCIND</b>	Ian Scott	1	\$450
Cross Country [Asst] - <b>RESCIND</b>	Pamela Blauvelt	3	\$506.50
Cross Country [Head] <b>RESCIND</b>	Sandra Hoover	5	\$1407

c. Approval of the following part-time paraprofessionals:

Paraprofessional	Not to exceed	Hourly Rate	Effective Date	Yearly Salary
Enza Ramos*	29 hours per week	\$20.00	1 Oct 2023	\$21,228
Emma Cahill*	29 hours per week	\$20.00	1 Oct 2023	\$19,215
Evelyn Sanchez-Joyce*	29 hours per week	\$20.00	1 Oct 2023	\$21,228

\*These positions are not eligible for benefits

d. Mrs. Scrittore to serve as mentor to Mrs. Miller at a cost of \$550 to be paid by Hamburg School.

- e. To amend the stipend amount for sub-certified paraprofessional coverage from \$1,000 to \$2,000 for classroom coverage for Anthony DeSino and Andrea Budzelova effective 1 September 2023.
- f. A \$2,000/year stipend amount for the following sub-certified paraprofessionals for classroom coverage retroactive to 1 September 2023:

Paraprofessional	Effective Date
Olivia Krieger	1 September 2023
Hilda Pinos	1 September 2023
Ana Concepcion	1 September 2023
Kimberly Dolan	1 October 2023
Emma Cahill	1 October 2023

- g. The follow staff members to serve as home-instructors for SY2023-2024 at a rate of \$50.00 per hour not to exceed 10 hours per week:
  - Michael Blochinger
  - Rachel Windish
  - Dorothy Smalley
  - Kristen Genetelli

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

**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:

Shall We Chat – Speech Therapy, LLC at \$63 per hour [not to exceed 10 hours] retroactive for Summer Speech Evaluations. Pending completion of all required records and documentation.

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

**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 **\$1,420.00**.
- c) To accept the Board Secretary’s and Treasurer’s reports for **31 August 2023**.
- d) To approve Transfers made by the Superintendent after the **31 August 2023** Regular Board Meeting, with fund 10 debits totaling \$ **30,000** depicted on **DOCUMENT F** 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 August 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.

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

**OLD BUSINESS**

To review Title 18A:12-12 and 18A:12-14 regarding the Reduction of Board Membership [**DOCUMENT G**].

To review the expense log and reporting requirements for the people attending the New Jersey School Boards Workshop 23-26 October 2023—Lodging for Sunday October 22nd will be deducted from your expense log, with the lodging for Monday, Tuesday, Wednesday October 23<sup>rd</sup>-25<sup>th</sup> to be paid for by the Board. The conference ends on Thursday October 26<sup>th</sup>. The workshop & hotel information will be sent out prior to Friday October 20<sup>th</sup> to [please let me know at the Board meeting if you are not going to attend this conference]:

- Mr. Jones
- Mr. Dreifus
- Mr. Frangipane
- Mrs. Frayko—canceled attendance
- Dr. Sigman
- Mr. Sabo

**NEW BUSINESS**

**BOARD SECRETARY’S REPORT**





**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve items a-c:**

a.

Professional Development			
Date	Staff	Activity	Cost
1/9/2024	Sealander	What's New in Children's Books	\$295.00
11/21/2023	Sealander	Best Award-Winning Children's Books	\$279.00
10/2/202	Bobrowski	Ornamental & Native outdoor plants	\$210.00*
11/29/2023	Miller	Wilson Academy - Foundations	\$320.00
11/15/2023	Outer	Public Foundations Level 2	\$320.00
11/20/2023	Windish	Strengthen Student Function Skills	\$279.00
10/5/2023	Windish	ChatGPT for Educators	\$150.00
		*plus related travel & mileage	

b.

Field Trips			
Date	Grade	Location	Cost
10/18/2023	Middle Sch.	MS. Summit – Sussex Tech	\$0.00
		Sparta, NJ	plus bus
10/12/2023	Pre-K	Pennings Orchard	\$1,320.00
		Warwick, NY	plus buses

c.

Building Use			
Date	Location	Organization	Time
Not to exceed 20 days	Library/Gym	Center for Prevention	3:00-4:30pm

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

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve:**

a. The following staff members to be on the Hamburg School Threat Assessment Team for the 2023-2024 school year.

- Dr. Sigman, Chief School Administrator
- Mr. Baumgartner, Vice Principal
- Ms. Sylvester, School Psychologist
- Mrs. Conklyn, Social Worker/Assessor
- Ms. Garris, School Counselor/Assessor
- Ms. Sealander, Media Specialist/Technology Coor/Teacher in Charge
- Mrs. Veronica Danko
- Ms. Pamela Blauvelt

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

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve items a-b:**

a. Harassment, Intimidation and Bullying [HIB] Report

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
September 2023	0	0	N	N



## b. Discipline Record – September 2023

Suspension Type	# of Days
Out of School [OSS] - Grade 6 student	4
In-School [ISS] – Grade 8 student	1

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

**To Report:**

Hamburg School Student Enrollment – September 2023 [Total = 232]

	In District	Out of District	Choice Non-Public	Charter
Preschool	34			
Kindergarten	23			
Grade 1	25			
Grade 2	35			
Grade 3	22		1	
Grade 4	23	1	2	
Grade 5	22	1	2	
Grade 6	18	1	2	
Grade 7	16		2	8
Grade 8	14	1	3	4
Total	232	4	12	12

- Sussex County School Board Association Hybrid County Meeting as depicted on **DOCUMENT M.**
- Strategic Plan Update as depicted on **DOCUMENT N.**

*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**

- PTA Krispy Crème Fundraiser
- Hamburg Recreation Trunk or Treat





