

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
28 SEPTEMBER 2023**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved change Order #2 for additional miscellaneous work, in the amount of \$2,588.32[DOCUMENT B] which will be netted against the contingency allowance.**

- 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.
- The Board Secretary asked Parette Somjen Architects to schedule a topical survey of the school's remaining roofs [once their schedule permits] in anticipation of the Board moving forward with rest of the referendum roof project.
- 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 for consideration. Note that the PEA grant will only defray 18% of the cost of this quote.
- Burglar System Replacement Project
  - Previously discussed earlier in the meeting by Mr. Bobrowski, the burglar alarm system quote was discussed.

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
28 SEPTEMBER 2023**

On a motion by Mr. Gillen, seconded by Mr. Frangipane, and carried unanimously by roll call vote, **approved Quote # Q23-0108 from Open Systems Integrators Inc., for a new burglar alarm system to be installed in the Hamburg School as well as updates to the Burglar Alarm/Fire Alarm systems in the Maintenance Garage at a cost of \$48,167.00 as depicted on DOCUMENT AD7, to be purchased under the Educational Services Commission Pricing Cooperative #65-MCESCCPS Bid # MRESC 19/20-38 & 20/21-13.**

- **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.

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
28 SEPTEMBER 2023**

- **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.
  
- **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, however the local paper had an article that says the Hamburg Board of Education was eligible for one of the two ROD grant applications submitted.

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

- **Payment Request #4 for the Referendum HVAC Re-bid Project at the Hamburg School, as submitted by Thassian Mechanical Contracting, Inc. in the amount of \$286,160.00.**
  
- **Payment Request #5 for the Referendum 1900's Building Shingle Roof Project at the Hamburg School, as submitted by Duga Construction, LLC in the amount of \$19,634.14.**

**Education & Policy**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved items a, b & c, as follows:**

- a. The second reading of Regulation 3222 [Evaluation of Teaching Staff Members, excluding Teachers and Administrators as depicted on **DOCUMENT C.**

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
28 SEPTEMBER 2023**

b. The second reading of the following as depicted on **DOCUMENT D**:

- 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**

c. The first reading of the following as depicted on **DOCUMENT E**:

P/R5111	Eligibility of Resident/Nonresident Students
P5112	Entrance Age
P/R5116	Education of Homeless Children
P5120	Assignment of Students
P/R5130	Withdrawal from School
P/R5200	Attendance - UPDATE
P/R5230	Late Arrival and Early Dismissal
P/R5240	Tardiness
P5250	Excusal from Class or Program
P/R5300	Automated External Defibrillators [AEDS]
P5305	Health Services Personnel – FORMAT UPDATE
P/R5306	Health Services to Nonpublic Schools
P5307	Nursing Services Plan
P/R5308	Student Health Records – FORMAT UPDATE

**Negotiations & Personnel**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, after some discussion, **approved items a – g, as follows:**

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

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
28 SEPTEMBER 2023**

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] - RESCIND	Ian Scott	1	\$450
Cross Country [Asst] - RESCIND	Pamela Blauvelt	3	\$506.50
Cross Country [Head] RESCIND	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. Scritture 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.

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
28 SEPTEMBER 2023**

- f. A \$2,000/year stipend amount for the following sub-certified paraprofessionals for classroom coverage retroactive to 1 September 2023:

<b>Paraprofessional</b>	<b>Effective Date</b>
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

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

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 \$200,000, as follows:

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
28 SEPTEMBER 2023**

**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.

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved the maternity leave for staff member 23072201. This leave is inclusive of sick leave, FMLA, and NJFLA beginning 30 October 2023 through 3 June 2024 as depicted on DOCUMENT AD1.**

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved items a – b, as follows:**

- a. Anticipated Facility Request for the 2023-2024 School Year as depicted on DOCUMENT AD2.**
- b. Application for Dual-Use of Educational Space for the 2023-2024 School Year as depicted on DOCUMENT AD3.**

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved the biannual reporting of the 2023-2024 Paraprofessional Statement of Assurance as depicted on DOCUMENT AD4.**

On a motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, **approved the Annual Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms for the 2023-2024 School Year as depicted on DOCUMENT AD5.**

BE it RESOLVED that the Hamburg School elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time.
- Toilet facilities shall be readily accessible, and the toilet room and signage shall be visible to the child from the classroom door;

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
28 SEPTEMBER 2023**

- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.
- District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4ii:
  - Room 12 is 14' from boys room and 25' from girls room.
  - Room 2 is 103' from boys room and 86' from girls room.
  - Wave activated doors are utilized.

On a motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, **approved services for student # 3266403263 to be provided by the NJ Commission for the Blind and Visually Impaired at \$2,200 for the 2023-2024 school year effective 1 September 2023 as depicted on DOCUMENT AD6.**

**Finance Committee**

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

- a) Approved the **August 1-31, 2023**, check register in the amount of **\$829,271.21** and the **September 2023** partial check register in the amount of **\$336,815.36**.
- b) Approved the bills for the Cafeteria Account in the amount of \$1,420.00.
- c) Accepted the Board Secretary and Treasurer's reports for **31 August 2023**.
- d) Approved the 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

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
28 SEPTEMBER 2023**

available to meet the district's financial obligations for the remainder of the fiscal year.



\_\_\_\_\_  
Business Administrator/Board Secretary

31 August 2023  
DATE

**OLD BUSINESS**

The Board Secretary distributed Title 18A:12-12 and 18A:12-14 regarding the Reduction of Board Membership **[DOCUMENT G]**. It was the consensus of the Board to continue with the nine (9) member Board since Mrs. Tranes was appointed to fill Mr. Brunke's vacant seat at this evening's meeting. It was noted that the Board seat vacated by Mr. Conklin is outside of the timeline for the Board to appoint and that this appointment must be made by the Executive County Superintendent.

The Board Secretary reviewed 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:

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

Note after the September 28<sup>th</sup> Board meeting, Mr. Jones and Mr. Sabo had to cancel their attendance at the NJSBA Conference.

**NEW BUSINESS**

No New Business

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
28 SEPTEMBER 2023**

**BOARD SECRETARY'S REPORT**

No report

**SUPERINTENDENT'S REPORT**

On a motion by Mr. Gillen, seconded by Mr. Frangipane, and carried unanimously by roll call vote, **approved the following Safety Drill Report for September 2023, as follows:**

	Date	Time	Evacuation Time
Fire Evacuation	9/8/2023	10:00 am	5 min. 5 sec.
Shelter-in-Place/Non-Fire Evacuation	9/15/2023	1:07 pm	15 min.
Shelter-in-Place	9/19/2023	9:48 am	11 min.

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved the Shared/Services Agreement between the Hardyston Board of Education and the Hamburg Board of Education for the purpose of utilizing school nursing in emergent situations as depicted on DOCUMENT H.**

On a motion by Mr. Dreifus, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **accepted items a and b, with appreciation:**

- a. **SY2023-2024 New Jersey Child Assault Prevention [CAP] grant in the amount of \$788.90 as depicted on DOCUMENT I.**
- b. **Gift of a Gaga Pit from the Hamburg PTA in the amount of \$2,625.00 as depicted on DOCUMENT J.**

On a motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, after some discussion, **approved the application for submission of NJ Learning Acceleration Program – High Impact Tutoring Competitive Grant as depicted on DOCUMENT K.**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved the Chief School Administrator merit goals, for SY**

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
28 SEPTEMBER 2023**

**2023-2024 as per contract and depicted on DOCUMENT L.**

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

a.

Professional Development			
Date	Staff	Activity	Cost
1/9/2024	Sealand	What's New in Children's Books	\$295.00
11/21/2023	Sealand	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

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
28 SEPTEMBER 2023**

--	--	--	--

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

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

**a. Harassment, Intimidation and Bullying [HIB] Report**

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

**b. Discipline Record – September 2023**

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

Dr. Sigman reported on the following:

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

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
28 SEPTEMBER 2023**

	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**.
- A discussion was held on the students attending the Homework Club.

Mr. Jones 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. Frangipane, and carried unanimously by voice vote, the meeting was **opened to the public for comment at 8:10 PM**.

No one addressed the Board.

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, the meeting **was closed to the public for comment at 8:10 PM**.

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
28 SEPTEMBER 2023**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **the Board adjourned the meeting at 8:10 PM.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'William J. Sabo', written in a cursive style.

William J. Sabo  
Interim Business Administrator/  
Board Secretary