

**HAMBURG BOARD OF EDUCATION
REGULAR MEETING AGENDA
30 OCTOBER 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.

- Board Secretary to swear in Mrs. Kelly Tranes as school board member.

ROLL CALL

	Mr. Jones	Mr. Dreifus	Mrs. Ferguson	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Tranes	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 of the 28 September 2023 Board meeting.

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

CORRESPONDENCE

- Hamburg Borough Council – Thank you [**DOCUMENT A**]
- Wallkill Valley High School [Mr. Carr & BOE] – Bus Evacuation Thank You [**DOCUMENT B**]
- A letter dated 10 October 2023 from Dr. Gayle Carrick, Executive County Superintendent approving the FY 2023-24 Merit Goals for Dr. Sigman. [**DOCUMENT C**]

PRESENTATIONS

- **Student Spotlight**
 - Preschool – Jayden Worrell & Annalysse Howey
 - Kindergarten – Hudson Brown-Slater
 - First Grade – Justin Carroll
 - Second Grade – Penelope Nostray Yafar
 - Third Grade – Jacob Ruit
 - Fourth Grade – Ariya Hill
 - Fifth Grade – Jason Nostray Yafar
 - Sixth Grade – Jamie Schels
 - Seventh Grade – Paris Brown
 - Eighth Grade – Ayrianna Schuren-Flatt

- Strategic Planning Presentation – Kathleen Helewa & Kimberly Sigman [DOCUMENT D]
- NJSLA Results [Spring 2023] – Dr. Sigman [DOCUMENT E]
- Letter from Dr. Gail Carrick authorizing the appointment of Ms. Jillian Rousseau Grant to the Hamburg Board of Education. [DOCUMENT F]
- Assessment of the Hamburg Board of Education’s Wellness Policy – Mr. Baumgartner [DOCUMENT G]

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 H.

- **HVAC Re-bid Project**
 - Thassian Mechanical Contracting, Inc.
 - To update the Board on the Thursday 5 October 2023 job site meeting.
 - The next job site meeting is scheduled for Tuesday 7 November 2023.

- Thassian has informed the district that they will be working second shift throughout the school year, and they are aware of the work that needs to be completed in the 2000's wing before the end of May 2024.
 - Once the restoration work is completed in the 1900's Building, Thassian will be installing the new HVAC units in the four (4) room impacted by the water intrusion.
 - The district will be asking Thassian to do some of the piping work in the 1900's Building so the heat can be turned on for the work that still needs to be done [electrical work, new flooring, new drop ceilings, painting, trim work, etc.].
 - The Board Secretary requested Parette Somjen Architects to design and get a quote from Thassian to install a mini split unit in the small room [Room 223] where the Business Administrator will be housed when the Business Office is relocated back to the district.
 - A storage container has been placed on the rear field/parking lot for Thassian to store his materials.
- **Roof Project-1900's Building Shingle Roof**
 - Duga Construction, LLC.
 - To update the Board on the Thursday 14 September 2023 job site meeting and the punch list items have been completed and the closeout paperwork has been submitted to Parette Somjen Architects.

MOTION BY _____ SECONDED BY _____ to approve: the Final Payment Request in the amount of \$22,969.38; Change Order #3 to reflect the crediting back of the unused allowance [\$14,052.48] that was in the bid document-the final contract amount for the Referendum Shingle Roof Replacement Project was \$254,947.52; and to accept the Referendum Shingle Roof Project as being complete. **[DOCUMENT I]**.

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

- 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.
 - PSA is researching various other roofing surface products that may be used on the rubber and/or the asphalt roof---the foam roof is the largest of the three remaining roofs on the Hamburg School.
 - Depending upon the estimated price for the roofing system recommended, the district may be able to get the asphalt and/or the rubber roof(s) done in August 2024. This is still in the early stages but will be brought before the Board once PSA investigates further.

- 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 31st meeting, the Board accepted the FY 2023-24 PEA grant award. Note that the PEA grant will only defray 18% of the cost of this quote.

MOTION BY _____ SECONDED BY _____ to approve: Quote #21005 from Nickerson Corporation, for a new Gym Divider Curtain in the Hamburg School at a cost of \$21,615.80 as depicted on **DOCUMENT J** and authorize the Interim Business Administrator to execute any change orders that may be needed to complete the project with Nickerson and/or other vendors [like the electrician, installation being done on second shift, etc.], with the Preschool Expansion Aid defraying 18% of this project.

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

- **Burglar System Replacement Project**
 - **The purchase order has been sent out and the installation is being scheduled.**

- **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 31st 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 and miscellaneous punch list items.**
 - 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 September 28th 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 October 20th and any additional payment requests received will be distributed at the Board meeting-wjs]:

- **Payment Request # 5 for the Referendum HVAC Re-bid Project at the Hamburg School, as submitted by Thassian Mechanical Contracting, Inc. in the amount of \$324,870.00 [DOCUMENT K].**

- 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**.

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

Education & Policy

MOTION BY _____ SECONDED BY _____ to approve:

The second reading of the following as depicted on **DOCUMENT L:** *which can be found on the Google Drive*

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

MOTION BY _____ SECONDED BY _____ to accept, with appreciation and congratulations items a-b:

- a. The retirement of Susan Cullen effective 31 January 2024 [**DOCUMENT N**].
- b. The retirement of Louise Murphy effective 31 December 2023 [**DOCUMENT O**].

	Mr. Jones	Mr. Dreifus	Mrs. Ferguson	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Tranes	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 **\$15,692.77**.
- c) To accept the Board Secretary’s and Treasurer’s reports for **30 September 2023**.
- d) To approve Transfers made by the Superintendent after the **28 September 2023** Regular Board Meeting, with fund 10 debits totaling \$ **459,000** depicted on **DOCUMENT P** 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 **30 September 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.

SUPERINTENDENT’S REPORT

MOTION BY _____ SECONDED BY _____ to approve:

Safety Drill Report – October 2023

	Date	Time	Evacuation Time
Fire Evacuation Drill	10/4/2023	1:28 pm	4 min 32 sec
Bus Evacuation Drill	10/18/2023	1:25 pm	

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

MOTION BY _____ SECONDED BY _____ to approve: the Spring 2023 NJSLA district reporting, as presented.

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

MOTION BY _____ SECONDED BY _____ to approve items a-d:

- a. Application for Dual Use of Educational Space for the 2023-2024 school year as depicted on **DOCUMENT S**.
- b. Health and Safety Evaluation of School Buildings Checklist for the 2023-2024 school year as depicted on **DOCUMENT T**.

c. Hamburg School’s Early Childhood Advisory Council Bylaws [DOCUMENT U].

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

MOTION BY _____ SECONDED BY _____ to approve: the 2023-2024 school year School Nursing Plan and the Nurse’s Routing Standing Orders as depicted on **DOCUMENT V.**

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

MOTION BY _____ SECONDED BY _____ to approve the following staff volunteers:

a. **CPR/AED – Certification is valid for 2 years, *unless noted.**

Staff Member	Training Date	Staff Member	Training Date
Albrecht, Jennifer	6.9.2022	Freeswick, Dana	6.9.2022
Allen, Marianne	6.9.2022	Genetelli, Kristin	6.9.2022
Bobrowski, Brian	10.17.2022	Houdershielt, Suzette	10.17.2022
Brady, Mary	6.9.2022	Menendez, Krystal	10.17.2022
Blauvelt, Pamela	10.17.2022	*Miller, Diane	Through March 2025
Breitenbach, Amy	10.17.2022	Pinos, Hilda	6.9.2022
*Clark, Michelle	Through March 2025	Ratzer, Antoinette	6.9.2022

Cullen, Susan	6.9.2022	Scrittore, Tara	6.9.2022
Danko, Veronica	10.17.2022	Sigman, Kimberly	10.17.2022
Douglass, Barry	6.9.2022	Thomas, Dawn	10.17.2022
Evans, Maureen	10.17.2022	Velazquez, Elizabeth	6.9.2022

b. Student Crisis Response Team [Training-Crisis Prevention Institute [CPI]

Baumgartner, RJ	Miller, Diane	Soctt, Ian
Clark, Michelle	Oldham, Melissa	Sealander, Michele
Conklyn, Michelle	Pettiford, Deirdre	Sigman, Kimberly
Garris, Melissa	Ratzer, Antoinette	Sylvester, Christen

c. Epi-Pen Delegates

Baumgartner, RJ	Dora, Laurie	Scrittore, Tara
Breitenbach, Amy	Hearn, Susan	Stiles, Diana
Clark, Michelle	Outer, Ashley	Sylvester, Christen

MOTION BY _____ SECONDED BY _____ to approve items a-c:

a.

Professional Development			
Date	Staff	Activity	Cost
1/9/2024	Outer	Co-teaching that Works	279.00 online
TBD	Arias	Dealing with Disruptive Students	279.00 online
TBD	Breitenbach	Purposeful Play to Increase Learning & Social Emotional Growth	279.00 online
		*plus related travel & mileage	

To Report:

Hamburg School Student Enrollment – October 2023 [Total = 234]

	In District	Out of District	Choice Non-Public	Charter
Preschool	34			
Kindergarten	22			
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

- Hamburg School’s Annual Halloween Parade on October 31st at 1:30pm
- Kathleen Helewa Educational Consultants Programs [DOCUMENT W]
- High-Impact Tutoring Update [DOCUMENT X]

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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
- [X] Pending or anticipated litigation- **Case FY 2023-24-NJSIG#23PR00088H**
- [] 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

- Mr. Cupcakes fundraiser to help fund window art.