

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
30 October 2023**

At 6:32 P.M. held in the Cafeteria of Hamburg Elementary School

**PRESENT:** David Dreifus, Tricia Schels, Kelly Tranes, Timothy Gillen,  
Lois Ferguson, and Robert Jones, President

**ABSENT:** Michael Frangipane, Sheila Frayko, 1 Vacant Board Seat

46 Members of the Public

The President opened the meeting at 6:32 P.M. with the Flag Salute and Pledge of Allegiance, and a roll call, 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.”

Mrs. Kelly Tranes was sworn into office by the Board Secretary, filling the seat vacated by Mr. Francis Brunke.

**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.

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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**

On a motion by Mr. Dreifus, seconded by Mr. Gillen and carried unanimously by the following roll call vote, **approved the Regular meeting minutes of the 28 September 2023 Board meeting.**

**Yes-4**

**No- 0**

**Abstain-Mrs. Tranes, Mrs. Schels**

**CORRESPONDENCE**

Mr. Jones summarized the following correspondence:

- \* Hamburg Borough Council – Thank you [**DOCUMENT A**]
- \* Wallkill Valley H.S. [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 23-24 Merit Goals for Dr. Sigman. [**DOCUMENT C**].

**PRESENTATIONS**

Mrs. Sigman read a brief narrative as written by each teacher for the following students and Mr. Jones presented a certificate to these students. The student spotlighted were:

- Preschool – Jayden Worrell & Annalysse Howey

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- 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
- 
- Dr. Sigman and Mrs. Kathleen Helewa presented the Strategic Plan to the Board [**DOCUMENT D**]. A discussion ensued and at the conclusion of the presentation, Mrs. Helewa left the meeting at 7:05 p.m.
  - Dr. Sigman presented the NJSLA Results [Spring 2023] to the Board [**DOCUMENT E**]. A discussion ensued and at the conclusion of the presentation.
  - Mr. Jones summarized a letter from Dr. Gail Carrick authorizing the appointment of Ms. Jillian Rousseau Grant to the Hamburg Board of Education [**DOCUMENT F**]. Mrs. Grant will be sworn into office once the required background search has been received by the district.
  - Mr. Baumgartner presented the Assessment of the Hamburg Board of Education’s Wellness Policy [**DOCUMENT G**]. The Board Secretary reported that the district has been notified by the New Jersey Department of Agriculture that is scheduled for an Administrative Review for this school year.

**OPEN TO THE PUBLIC**

*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*

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*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. Dreifus, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:35 P.M.**

No one addressed the Board.

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:35 P.M.**

#### **COMMITTEE REPORTS**

State & County School Boards – No report.

Sussex County Educational Services Commission – No report.

Liaison with the Hamburg Borough Council – No report.

#### **Building & Grounds**

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

- **HVAC Re-bid Project**
  - Thassian Mechanical Contracting, Inc.
    - A job site meeting was held 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 before the end of May 2024.

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- 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 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 423] where the Business Administrator will be housed when the Business Office is relocated back to the 1900's Building.
  - 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.
      - The outstanding punch list items have been completed and the closeout paperwork has been submitted to and accepted by Parette Somjen Architects [PSA].

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

- 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.

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- 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 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.

On a motion by Mr. Gillen, seconded by Mrs. Schels, and carried unanimously by roll call vote, **approved Quote #21005 from Nickerson Corporation [Contract# ESCNJ 21/22-10], 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**

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**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.**

- **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 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**
  - Walkkill Group, Inc.
  - The Refrigerator/Freezer project is complete except for punch list items and close out paperwork.

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- **Main Entry/Health Monitoring Area Project [Re-Bid]**
  - Walkkill Group, Inc.
  - The Main Entry/Health Monitoring Area Project is complete except for close out paperwork and miscellaneous punch list items.
  
- **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 updates since the September 28<sup>th</sup> meeting.

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

A discussion occurred on the placement of the GaGa Pit as donated by the Hamburg PTA.

**Education & Policy**

On a motion by Mrs. Schels, seconded by Mr. Gillen, and carried unanimously by roll call vote, **approved the second reading of the following Policies/Regulations, as depicted on DOCUMENT L:**

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



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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

On a motion by Mrs. Schels, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved the first reading of the following Policies/Regulations, as depicted on DOCUMENT M:**

P/R5310	Health Services
P/R5320	Immunization
P/R	Administration of Medication
P/R5330.01	Administration of Medical Cannabis
P/R5330.04	Administering of an Opioid Antidote
P/R5330.05	Seizure Action Plan
P/R5331	Management of Life-Threatening Allergies in Schools
P5335	Treatment of Asthma
P5337	Service Animals
PF5338	Diabetes Management
P5339	Screening for Dyslexia
P/R5350	Student Suicide Prevention
P/R5410	Promotion and Retention [ <b>Update: days in session change</b> ]
P5411	Promotion from Eighth Grade

**Negotiations & Personnel**

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **accepted, 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**].

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**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 **September 1-30, 2023**, check register in the amount of **\$1,148,300.98** and the **October 2023** partial check register in the amount of **\$1,148,434.42**.
- b) Approved the bills for the Cafeteria Account in the amount of **\$15,692.77**.
- c) Approved the Board Secretary's and Treasurer's reports for **30 September 2023**.
- d) Approved the 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.



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

30 September 2023  
DATE

**OLD BUSINESS**

No Old Business

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**NEW BUSINESS**

Mr. Dreifus and Dr. Sigman reported on the workshops they attended at the October 2023 New Jersey School Boards Association Conference.

**BOARD SECRETARY'S REPORT**

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved the Comprehensive Maintenance Plan, the Annual Maintenance Budget Amount Worksheet (Form M-1) and the Maximum Capital Reserve Certification as depicted on DOCUMENT Q.**

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved the FY 2023- 24 Federal Grant Listing showing the staff members whose salary is being defrayed by the Title 1, IDEA and PS-IDEA grants as depicted on DOCUMENT R.**

The Board Secretary distributed an October 29<sup>th</sup> email from Mrs. Kelly Mitchel, the new New Jersey School Boards Representative serving Sussex County, who replaced Mrs. Kathy Helewa.

**SUPERINTENDENT'S REPORT**

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

	Date	Time	Evacuation Time
Fire Evacuation	10/4/2023	1:28 pm	4 min. 32 sec.
Bus Evacuation	10/18/2023	1:25 pm	15 min.

On a motion by Mr. Dreifus, seconded by Mrs. Schels, and carried unanimously by roll call vote, **approved the Spring 2023 NJSLA district reporting, as presented.**

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

- a.** Health and Safety Evaluation of School Buildings Checklist for the 2023-2024 school year as depicted on **DOCUMENT T.**
- b.** Hamburg School's Early Childhood Advisory Council Bylaws. [**DOCUMENT U**]

On a motion by Mr. Gillen, seconded by Mrs. Schels, and carried unanimously by roll call vote, **approved the 2023-2024 school year School Nursing Plan and the Nurse's Routing Standing Orders as depicted on DOCUMENT V.**

On a motion by Mr. Gillen, seconded by Mrs. Schels, and carried unanimously by roll call vote, **to approve the following staff volunteers, items a-c:**

- 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	Houdershieldt, 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

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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	Scott, 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

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On a motion by Mr. Gillen, seconded by Mrs. Schels, and carried unanimously by roll call vote, **approved 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 *Plus related travel & mileage	\$279.00 Online

b.

Substitutes	Position
Sarah Joyce, R.N.	School Nurse

c.

Building Use			
Date	Location	Organization	Time
T-W-R 12/1/23- 3/15/2024	Gym	Wallkill Youth Basketball	6:00- 8:00pm

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

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a. Harassment, Intimidation and Bullying [HIB] Report

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
October 2023	1	0	N	N

Dr. Sigman reported on the following:

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 31<sup>st</sup> at 1:30pm
- Kathleen Helewa Educational Consultant's Programs. [DOCUMENT W]
- High-Impact Tutoring Update. [DOCUMENT X]
- A New Jersey Department of Education person will be onsite to visit the PEA program.

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*

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*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 Mrs. Schels, and carried unanimously by voice vote, the meeting was **opened to the public for comment at 8:18 PM.**

No one addressed the Board.

On a motion by Mr. Gillen, seconded by Mrs. Schels, and carried unanimously by voice vote, the meeting **was closed to the public for comment at 8:18 PM.**

**EXECUTIVE SESSION**

On a motion by Mrs. Schels, seconded by Mr. Dreifus, **to adopt the following Executive Session Resolution at 8:18 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- 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



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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. Gillen, seconded by Mr. Dreifus, **the Board returned to Regular Session at 8:33 PM.**

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, **the Board adjourned the meeting at 8:33 PM.**

Respectfully submitted,



William J. Sabo  
Interim Business Administrator/  
Board Secretary