

**HAMBURG BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
30 NOVEMBER 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. Jillian Rousseau Grant [Jill Grant] as a school board member who was appointed by Dr. Gayle Carrick, Executive County Superintendent-Sussex on 19 October 2023 [term expires 2024].

**ROLL CALL**

	Mr. Jones	Mr. Dreifus	Mrs. Ferguson	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Grant	Mrs. Schels	Mrs. Tranes
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 30 October 2023 Board meeting.

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

**CORRESPONDENCE**

- none

**PRESENTATIONS**

- **Student Spotlight**
  - Preschool – **Wyatt Earl & Jace Welsh**
  - Kindergarten – **Aria Freeman**
  - First Grade – **Landon Arnold**
  - Second Grade – **Scarlett Enriquez**
  - Third Grade – **Ava Brown**
  - Fourth Grade – **Vincent Wolosik**
  - Fifth Grade – **Joseph Landrud**
  - Sixth Grade – **Amelia Ruit**
  - Seventh Grade – **Anily Naing**
  - Eighth Grade – **Angel Norman**
- Presentation of the FY 2022-23 Annual Comprehensive Financial Report [ACFR] and the Auditor’s Management Report by Mrs. Valerie Dolan, Nisivoccia & LLP and the Board Secretary.
- Open the meeting to the Public on the FY 2022-23 Annual Comprehensive Financial Report [ACFR] and the Auditor’s Management Report.
- Close the meeting to the Public on the FY 2022-23 Annual Comprehensive Financial Report [ACFR] and the Auditor’s Management Report.

**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.**

- **HVAC Re-bid Project**
  - Thassian Mechanical Contracting, Inc.
    - To update the Board on the **Tuesday 7 November 2023** job site meeting.
    - The next job site meeting is scheduled for **Tuesday 12 December 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/flooring is installed in the 1900's Building, Thassian will be installing the new HVAC units in the four (4) room impacted by the water intrusion. **Anticipate this occurring in December 2023.**
    - **In December 2023, Thassian will be installing the condenser units on the recently poured concrete pads.**
    - A storage container has been placed on the rear field/parking lot for Thassian to store his materials.

- **To discuss the possible delay of the required electrical upgrade component that may not be delivered until September 2024 and Thassian is to have a status update for the December 12<sup>th</sup> job site meeting.**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve:** Change Order #1 with Thassian Mechanical Contracting, Inc., in the amount of \$18,000 to install a new mini-split HVAC system in the 1900’s building, Room 423, which will be netted against the project bid allowance **as depicted on DOCUMENT B.**

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

- **Roof Project-1900’s Building Shingle Roof- Complete & Finalized**
  - **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 Parette Somjen Architects 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, to see if referendum funds are available.

## 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 PEA grant will only defray 18% of the cost of this quote and the BOE approved the quote from Nickerson Corporation at the 30 October 2023 Board meeting.
  - **The Purchase Order has been issued and the installation will be scheduled once the curtain is fabricated.**
  
- **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.
      - **The Hamburg Borough Zoning Office has issued the permit for the shed locations.**
  
- **Refrigerator/Freezer Replacement Project**
  - Wallkill Group, Inc. **The Refrigerator/Freezer project is complete and verified by Parette Somjen Architects.**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve:** the Final Payment Request [#6] in the amount of \$11,798.12; Change Order #3 to reflect the crediting back of the unused allowance [\$5,382.49] that was in the bid document- the final contract amount for the Cooler & Freezer Replacement Project was \$171,794.51; and to accept the Cooler & Freezer Replacement Project as being complete. **[DOCUMENT C].**

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

- **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.**
  
- **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 October 30<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 Monday November 27<sup>th</sup> and any additional payment requests received will be distributed at the Board meeting-wjs]:**

- Payment Request # **TBD** 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 #**TBD** for the **Main Entry/Health Monitoring Project** at the Hamburg School, as submitted by Wallkill Group, Inc. in the amount of **\$TBD**.



**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve** the first reading of the following as depicted on **DOCUMENT E** (also found on the Google Drive).

P/R5420	Reporting Student Progress
P5440	Honoring Student Achievement
P5450	Athletic Awards
P/R5460.02	Bridge Year Pilot Program
P/R5500	Expectations for Student Conduct
P5511	Dress & Grooming
P5512	Harassment, Intimidation, and Bullying
P/R5513	Care of School Property
P5514	Student Use of Vehicles
P5516	Use of Electronic Communication *Recording Devices (ECDR)
P5516.01	Student Tracking Devices
P5517	School District Issued Student Identification Cards
P5520	Disorder and Demonstration
P/R5530	Substance Abuse

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

**Negotiations & Personnel**

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

- a. Update to job description of Confidential Administrative Assistant to the CSA as depicted on **DOCUMENT F**.
- b. Job title for Jennifer Albrecht to Confidential Administrative Assistant effective 1 December 2023;
- c. Michele Sealander as the Hamburg School data manager at an annual salary of \$7,000 (prorated) effective 1 December 2023;
- d. Sidebar agreement between Hamburg BOE and Hamburg Education Association regarding the additional compensation for the position of data manager, as a non-precedent setting agreement as depicted on **DOCUMENT G**.
- e. Emma Cahill, Special Education teacher at BA Step 1 (\$64,053 prorated) effective 11 December 2023. This position does qualify for benefits.
- f. Alexis Sugar, Special Education teacher at BA Step 1 (\$64,053 prorated) effective 15 January 2024. This position does qualify for benefits.



**OLD BUSINESS**

**NEW BUSINESS**

**BOARD SECRETARY’S REPORT**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve** the FY 2022-23 Annual Comprehensive Financial Report [ACFR] and the Auditor’s Management Report as presented. No Recommendations were cited.

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

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve** the Commodity Resale Agreement with the Township of Hardyston, from 1 January 2024 through 31 December 2028 as depicted on **DOCUMENT I**.

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

To review the Statement of Determination for the 7 November 2023 Annual School Election [As of the writing of this agenda, I have not received the certified results from the County Clerk’s Office-wjs].

To schedule the Annual Reorganizational Meeting between January 1<sup>st</sup> and 7<sup>th</sup> [recommending Wednesday January 3<sup>rd</sup> with a snow date of Thursday January 4<sup>th</sup>].

To discuss the 2024 Board meeting calendar.

**SUPERINTENDENT’S REPORT**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve a-d:**

- a) Safety Drill Report – November 2023

	Date	Time	Evacuation Time
Fire Evacuation Drill	11.16.2023	1:01	4 min. 38 sec
Lock-Down Drill	10.27.2023	10:00	11 mins

b) Harassment, Intimidation and Bullying (HIB) Report – November 2023

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
November	3	2	Y	Y
October	1	0	N	N
September	0	0	NA	NA
SY 23-24 TOTAL			NA	NA

c) Discipline Report

Grade	In School	Out of School	# Days
	0	0	0

d) Field Trips

Date	Grade	Activity/Location	Cost (Approx.)
11/7/2023	8	Rite-Aid, Hamburg	\$0 - walking trip

e) Substitutes

Substitutes	Position
*Sheila Dasalla *pending receipt of paperwork	Teacher/Aide

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

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

- The termination of services for Student ID # 2028740 at the SCSSSD Daretown School effective 30 October 2023 as depicted on **DOCUMENT J**.
- Student ID # 2028740 to attend the Mary A. Dobbins School at a cost of \$380.71 per diem rate (135 days = \$51,395.85) through June 2024 in

addition to extraordinary services at a cost of \$208.00 per diem rate (135 days) through June 2024 as depicted on **DOCUMENT K**.

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

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve** Learn Well to provide educational services to Hamburg student # 8369713205 for a maximum of 10 hours plus 3.3 hours of prep per week at a rate of \$60/hour as of 11 November 2023 as depicted on **DOCUMENT L**.

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

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve** Teaching Strategies as the PEA Preschool report card for the Hamburg School as depicted on **DOCUMENT M**.

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

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

Be it resolved that the Board of Education approves the submission of the New Jersey Quality Single Accountability Continuum (NJQSAC) District Performance Report (DPR) to the Executive County Superintendent of Schools and the New Jersey Department of Education as depicted on **DOCUMENT N** (also found on the Google Drive).

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

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

Be it resolved that the Board of Education approves the submission of the New Jersey Division of Early Childhood Services Annual Operational Plan Update B to the New Jersey Department of Education Department of Early Childhood as depicted on **DOCUMENT O**.

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

**To Report:**

Hamburg School Student Enrollment – November 2023 [Total = **238**]

	In District	Out of District	Choice Non-Public	Charter
Preschool	36			
Kindergarten	22			
Grade 1	26			
Grade 2	35			
Grade 3	23		1	
Grade 4	22	1	2	
Grade 5	25	1	2	
Grade 6	19	1	2	
Grade 7	16		2	7
Grade 8	14	1	3	4
Total	238	4	12	11

- Knightly Newspaper
- Hamburg BOE Committee Updates [**DOCUMENT P**]
- Hamburg School 2<sup>nd</sup> Annual Blood Drive (33 pints = 99 lives saved)

- Hamburg School Winter Coat Drive – Strategic Plan - Community  
[DOCUMENT Q]
- Congratulations to the following students for their recognized submission to the “What’s Your Anti-Drug? And What Makes You Happy? Contest winners:
  - Hope DelGuidice
  - Mia Damms
  - Damien Dimitui

*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- 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-**

Kids Night Out

Breakfast with Santa

