

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

At 6:30 P.M. held in the Cafeteria of Hamburg Elementary School

**PRESENT:** David Dreifus, Tricia Schels, Kelly Tranes, Sheila Frayko,  
Lois Ferguson, Michael Frangipane, and Robert Jones, President

**ABSENT:** Timothy Gillen

40 Members of the Public  
Mrs. Valerie Dolan, Nisivoccia LLC, School Auditor

The President opened the meeting at 6:30 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.”

The Board Secretary administered the School Board Member Oath of Office to Mrs. Jillian Rousseau Grant [Jill Grant], who was appointed by Dr. Gayle Carrick, Executive County Superintendent-Sussex on 19 October 2023 [term expires 2024].

**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 Mrs. Schels and carried unanimously by the following roll call vote, **approved the Regular meeting minutes and the Executive Session meeting minutes of the 30 October 2023 Board meeting.**

**Yes-5**

**No- 0**

**Abstain-Mrs. Frayko, Mr. Frangipane, Mrs. Grant**

**CORRESPONDENCE**

No Correspondence.

**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 – 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

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Mrs. Valerie Dolan, Partner Nisivoccia, LLP, and the Board Secretary presented the FY 2022-23 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report.

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **opened the meeting to the Public on the FY 2022-23 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report at 7:07 P.M.**

No one addressed the Board.

On motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **closed the meeting to the Public on the FY 2022-23 Comprehensive Annual Financial Report [CAFR] and the Auditor's Management Report at 7:07 P.M.**

A brief discussion occurred between Mrs. Dolan and various Board members on the auditor's suggestions for the coming year and the continued use of excess surplus to fund future budgets.

Mrs. Dolan left the meeting at 7:07 P.M.

**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 duration. If you would like to address the Board, state your name and address before making your statement to the Board.*

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On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:08 P.M.**

No one addressed the Board.

On a motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:08 P.M.**

### **COMMITTEE REPORTS**

**State & County School Boards** – Mr. Dreifus reported that the next Sussex County School Boards meeting will be held at the Green School on Monday 4 December 2023. A brief discussion ensued.

**Sussex County Educational Services Commission** – Mr. Jones reported that the Sussex County Educational Services Commission's November meeting was postponed.

**Liaison with the Hamburg Borough Council** – Mrs. Frayko reported on the Holiday activities sponsored by the municipality of Hamburg.

### **Building & Grounds**

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

- **HVAC Re-bid Project**

- Thassian Mechanical Contracting, Inc.
  - A job site meeting was held on 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

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the work that needs to be completed 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. 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.
- A discussion occurred on the possible delay of the required electrical upgrade component that may not be delivered until September 2024. Thassian is to have a status update for the December 12<sup>th</sup> job site meeting.

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **approved 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.**

- **Roof Project-1900's Building Shingle Roof- Completed & 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.

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- **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 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.

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- 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.

On a motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by voice vote, **approved 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].**

- **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

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Replacement Project at the Hamburg have been submitted to the NJ Department of Education.

- o No major updates since the October 30<sup>th</sup> meeting.

A Buildings & Grounds Committee meeting was scheduled for **Tuesday 19 December 2023 at 6:30 p.m.**, to meet with Parette Somjen Architects to discuss the options for moving forward on the remainder of the Referendum Roofing Projects. The Board Secretary noted that it does not appear that there will be enough funds to do the 1900's Building Window portion of the Exterior Repairs Project that was included in the \$4.2 million referendum.

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 Mrs. Frayko, and carried unanimously by roll call vote, **approved the second reading of the following Policies/Regulations, as depicted on DOCUMENT D:**

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



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P/R5350	Student Suicide Prevention
P/R5410	Promotion and Retention [ <b>Update: days in session change</b> ]
P5411	Promotion from Eighth Grade

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

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

**Negotiations & Personnel**

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

- a. The updated to job description for the **Confidential Administrative Assistant to the CSA** , as depicted on **DOCUMENT F.**

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- b. The Job Title Change for **Jennifer Albrecht** to Confidential Administrative Assistant effective 1 December 2023;
- c. **Michele Sealander** as the Hamburg School Data Manager at an annual stipend 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.
- g. **Mrs. Ratzer** to serve as **mentor to Mr. Astarita** at a cost of \$550 to be paid by Hamburg School.
- h. Motion to approve a Petty Cash Account in the amount of \$200 and to appoint Jennifer Albrecht as **Custodian of the Petty Cash Account** effective 1 December 2023
- i. Accepted, with regrets, the **retirement of Mrs. Mary Brady**, School Nurse, effective 1 July 2023.

**Finance Committee**

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

- a) Approved the **October 1-31, 2023**, check register in the amount of **\$1,147,687.42** and the **November 2023** partial check register in the amount of **\$938,746.63**.
- b) Approved the bills for the Cafeteria Account in the amount of **\$28,492.40**.
- c) Approved the Board Secretary's and Treasurer's reports for **31 October 2023**.
- d) Approved the Transfers made by the Superintendent after the **30 October 2023** Regular Board Meeting, with fund 10 debits totaling **\$27,130** depicted on **DOCUMENT H** 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.

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- e) Pursuant to N.J.A.C. 6A:23A-16.10, the Business Administrator/Board Secretary certifies that as of **31 October 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

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DATE

**OLD BUSINESS**

No Old Business.

**NEW BUSINESS**

No New Business.

**BOARD SECRETARY'S REPORT**

The Board Secretary reported that Mrs. Tranes and Mrs. Grant will need to complete their new Board member training and the Business Office would be registering them for this on-line class through the New Jersey School Boards Association. It was also noted by the Board Secretary that he has had difficulties with the setting up of the School Ethics disclosure filing for Mrs. Tranes and has reached out to the School Ethics Commission for guidance.

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **accepted the FY 2022-23 Annual Comprehensive Financial Report [ACFR] and the Auditor's Management Report as presented. No Recommendations were cited.**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, after a brief discussion, **approved the Commodity Resale Agreement with the Township of Hardyston, from 1 January 2024 through 31**

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**December 2028 as depicted on DOCUMENT I [Hardyston Township Municipal gas depot for the school’s truck & equipment].**

The Board Secretary stated the Official Statement of Determination for the 7 November 2023 Annual School Election has not been received by the district. However, the unofficial results are posted on the Sussex County Clerk’s website showing the four (4) incumbents for the Hamburg Board of Education, who were running unopposed, were reelected [Mr. Jones, Mr. Dreifus, Mrs. Schels and Mrs. Ferguson].

A discussion was held to schedule the **Annual Reorganizational Meeting** between January 1<sup>st</sup> and 7<sup>th</sup>. It was the consensus of the Board to hold the Re-Organization meeting on **Tuesday 2 January 2024 at 6:30 p.m.**, with a snow date of **Thursday 4 January 2024**.

A discussion was held regarding the proposed 2024 Board meeting calendar, and it was the consensus of the Board to keep the same meeting format as it was for 2023.

**SUPERINTENDENT’S REPORT**

On a motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by roll call vote, **approved a-d:**

a) Safety Drill Report – November 2023

	Date	Time	Evacuation Time
Fire Evacuation	11/16/2023	1:01 pm	4 min. 38 sec.
Lock-Down Drill	10/27/2023	10:00 am	11 min.

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

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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

On a motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by roll call vote, after some discussion, **approved the termination of services for Student ID # 2028740 at the Salem County Special Services School District-The Daretown School effective 30 October 2023 as depicted on DOCUMENT J and for 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.**

On a motion by Mr. Frangipane, seconded by Mr. Dreifus, and carried unanimously by roll call vote, after some discussion, **approved 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.**

On a motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by roll call vote, after some discussion, **approved Teaching Strategies as the PEA Preschool report card for the Hamburg School as depicted on DOCUMENT M.**

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On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, after some discussion, **approved 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.**

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

Dr. Sigman reported on the following:

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
<b>Total</b>	<b>238</b>	<b>4</b>	<b>12</b>	<b>11</b>

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

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- 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

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 Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by voice vote, the meeting was **opened to the public for comment at 8:06 PM.**

No one addressed the Board.

On a motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by voice vote, the meeting **was closed to the public for comment at 8:06 PM.**

**MOTION TO ADJOURN MEETING**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **the Board adjourned the meeting at 8:06 PM.**

Respectfully submitted,



William J. Sabo  
Interim Business Administrator/  
Board Secretary