

**MINUTES OF HAMBURG BOARD OF EDUCATION
REGULAR MEETING
21 December 2023**

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

PRESENT: David Dreifus, Tricia Schels, Kelly Tranes, Jill Grant, Sheila Frayko, Timothy Gillen, Lois Ferguson, Michael Frangipane, and Robert Jones, President

ABSENT: 0

43 Members of the Public

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.”

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.

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.

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APPROVAL OF MINUTES

On a motion by Mrs. Schels, seconded by Mrs. Frayko and carried unanimously by the following roll call vote, **approved the Regular meeting minutes of the 30 November 2023 Board meeting.**

Yes-8

No- 0

Abstain- Mr. Gillen

CORRESPONDENCE

Mr. Jones summarized a Preliminary Eligible Cost Determination letter dated 13 November 2023 from Mr. Bernard Piaia, New Jersey Department of Education, Director, Office of School Facility Projects, regarding the Regular Operating District [ROD] Grant for the Window Replacement Project [Hallway Windows] at the Hamburg Boro School [**attached to the minutes**].

The Board Secretary reviewed an email from Lakeland Bank stating that Lakeland will be adjusting Hamburg's interest rate on the Board accounts to be in line with the rates paid to their other school/municipal clients effective 1 December 2023 [**attached to the minutes**].

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 – Myles Bond, Christian Cender
- Kindergarten – Victoria Odrzywolska
- First Grade – Keaton Suk
- Second Grade – Anthony Frangipane
- Third Grade – Ava Ferguson
- Fourth Grade – Michael Frangipane
- Fifth Grade – Cornelia Cruz
- Sixth Grade – Jeweliauna Matta

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- Seventh Grade – Olivia Cubby
- Eighth Grade – Radlee Calliste

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.

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 6:54 P.M.**

No one addressed the Board.

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **closed the meeting to the public for comment at 6:54 P.M.**

COMMITTEE REPORTS

State & County School Boards – Mrs. Grant updated the Board on the recent Sussex County School Boards Meeting she attended.

Sussex County Educational Services Commission – Mr. Jones discussed the recent Sussex County Educational Services Commission meeting, stating a new Principal was hired for the Northern Hills Academy.

Liaison with the Hamburg Borough Council – No report.

Building & Grounds

The Board Secretary and Mr. 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.

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- To update the Board on the Tuesday 12 December 2023 job site meeting.
 - 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.
 - 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. The flooring contractor started the installation on Wednesday, 6 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. At the 12 December 2023 job site meeting, Thassian and the Board Secretary agreed to a change order to expedite the manufacturing/delivery of the electrical componets by late March 2024.
- **Phase 1 Roof Project-1900's Building Shingle Roof- Complete & Finalized**
 - **Phase 2 Referendum Roof Project [1971 & 2000 Wings]**
 - The Main School Roof [foam roof] Project is in a holding pattern until the HVAC and Phase 2 of the Referendum Roof projects are further along the timeline to determine where we are with our referendum budget. Addressing the foam roof will be the final roof to be addressed—Phase 3.
 - Mr. Gillen discussed the 19 December 2023 Building & Grounds Committee meeting with Parette Somjen Architects, Dr. Sigman, Mr. Bobrowski and the Board Secretary, where the next phase of the

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Referendum Roofing Project was discussed. **It was the consensus of the committee to recommend to the Board to move forward with Phase 2 of the Referendum Roof Project addressing the 1971 wing [an asphalt roof] and the 2000 wing [a rubber roof] doing minor roof repairs to these roofs and applying a fluid sealcoat on these roofs.** Considerable discussion ensued. It was the consensus of the Board to move forward with this recommendation and for the necessary Board action to be on the January 2nd Reorganizational agenda. It is anticipated that this project will be bid in late winter/early spring with the roof work to be done in August 2024.

- **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—due to the referendum cost overruns, it does not look like the 1900's Building windows will be able to be replaced as part of the referendum.

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. 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**

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- 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.
 - The Hamburg Borough Zoning Office has issued the permit for the shed locations.

- **Refrigerator/Freezer Replacement Project- Complete & Finalized**

- **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. Wallkill Group is coordinating the miscellaneous punch list items with their subcontractors.

- **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.

- The Preliminary Eligible Cost Determination letter was received on 13 November 2023.

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved the following Payment Request and the Change Order [attached to the minutes]:**

- **Payment Request #6 for the Referendum HVAC Re-bid Project at the Hamburg School, as submitted by Thassian Mechanical Contracting, Inc. in the amount of \$254,800.**
- **Change Order #2 for the Referendum HVAC Re-bid Project at the Hamburg School, as submitted by Thassian Mechanical Contracting, Inc. in the amount of \$5,000 for the expedited electrical panel fabrication/delivery.**

Education & Policy

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

- a) The second reading of the following Policies/Regulations, as depicted on **DOCUMENT B:**

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

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P5516	Use of Electronic Communication *Recording Devices (ECD)
P5516.01	Student Tracking Devices
P5517	School District Issued Student Identification Cards
P5520	Disorder and Demonstration
P/R5530	Substance Abuse

b) The first reading of the following as depicted on **Document C**:

P/R5533	Student Smoking
P5541	Anti-Hazing
P/R5550	Disaffected Students
P/R5560	Administration of Medical Cannabis
P/R5561	Use of Physical Restraint & Seclusion Techniques
P/R5570	Sportsmanship
P/R5600	Student Discipline/Code of Conduct
P/R5610	Suspension
P/R5611	Removal of Students for Firearms Offenses
P/R5612	Assaults on District Board of Education Members or Employees

Negotiations & Personnel

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

- A) Ms. Hearn to serve as mentor for Miss Cahill a cost of \$550, to be paid by Hamburg School.**
- B) Ms. Windish to serve as mentor for Miss Sugar a cost of \$550, to be paid by Hamburg School.**

Finance Committee

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

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- a) Approved the **November 2023**, check register in the amount of **\$938,746.63** and the **December 2023** partial check register in the amount of **\$636,701.97**.
- b) Approved the bills for the Cafeteria Account in the amount of **\$12,367.03**.
- c) Approved the Board Secretary's and Treasurer's reports for **30 November 2023**.
- d) Approved the Transfers made by the Superintendent after the **30 November 2023** Regular Board Meeting, with fund 10 debits totaling **\$110,000** depicted on **DOCUMENT D** 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 November 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 November 2023
DATE

OLD BUSINESS

No Old Business.

NEW BUSINESS

Mrs. Frayko commented on the success of the recent Holiday performance.

BOARD SECRETARY'S REPORT

The Board Secretary reported the Annual Reorganizational Meeting is scheduled for Tuesday 2 January 2024 at 6:30 pm in the cafeteria with a snow date of Thursday 4 January 2024.

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The Board Secretary reviewed the proposed 2024 Board meeting calendar that will be on the 2 January 2024 agenda for Board approval. [DOCUMENT E]. Some discussion ensued.

The Board Secretary reported that the New Jersey minimum wage will be increasing effective January 1st.

On a motion by, Mr. Dreifus seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved the submission of the revision/amendment to the FY 2023-24 ESEA grant to reflect the appropriation of the unused FY 22/23 Title 4 funds in the amount of \$2,693 as depicted on DOCUMENT F.**

The Board Secretary summarized a conversation he had with Mr. Neil Cramer, Executive County Business Administrator-Sussex County regarding the part-time Interim Business Administrator position at the Hamburg Borough BOE. Considerable discussion ensued among the Board. It was the consensus of the Board to approach the Department of Education [NJDOE] now about the renewal of the Interim Business Administrator’s contract for FY 24/25. This is to avoid the issue that occurred in June 2023, whereby the Board did not have an answer on whether or not the Interim Business Administrator’s contract was approved by the NJDOE intime for the June 15th Regular Board meeting [it was noted that the Board had to hold a Special Meeting on June 29th to act the contract that received the necessary NJDOE approvals that were received after June 15th Board meeting].

SUPERINTENDENT’S REPORT

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

a) Safety Drill Report – December 2023

	Date	Time	Evacuation Time
Fire Evacuation Drill	12/8/2023	1:35 pm	4 min. 22 sec.
Lock-Down Drill	12/18/2023	1:30 pm	

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

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Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
December	0	0	NA	NA
November	3	2	Y	Y
October	1	0	N	N
September	0	0	NA	NA
SY 23-24 TOTAL	4	2	NA	NA

c) Discipline Report

Grade	In School	Out of School	# Days
6	X	0	1

d) Professional Development

Date	Staff	Activity/Location	Cost (Approx.)
3/17-20/2024	Bobrowski	Atlantic NJSBGA Expo Harrah's City	\$325.00
3/17-20/2024	Sabo	Atlantic NJSBGA Expo Harrah's City	\$325.00
1/31/2024	Genetelli	Strengthen Special Needs/Online	\$279.00
2/12-13/2024	Decker	Powerful Strategies RTI Program Virtual	\$545.00
2/12-13/2024	Roth	Powerful Strategies RTI Program Virtual	\$545.00
2/12-13/2024	Garris	Powerful Strategies RTI program Virtual	\$545.00

e) Field Trips

Date	Grade	Activity/Location	Cost
6/6/2024	8	High Point State Park/Sussex, NJ	\$0 + Transportation

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2/1/2024	8	NJ State Elks Assoc. Program Long Branch, NJ	\$950.00 + Transportation
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f) Substitute Paraprofessionals

Substitute Paraprofessionals	Position
*Julia Lora *pending receipt of paperwork	Teacher/Aide
*Lauren Roberts *pending receipt of paperwork	Teacher/Aide

On a motion by Mr. Gillen, seconded by Mr. Frangipane, and carried unanimously by roll call vote, after some discussion, **approved a new student into our PSD program from another school district beginning 4 December 2023. Costs to be calculated on \$12,860 PSD tuition rate; 2 additional OT sessions (1:1); 3 additional speech sessions (1:1); and a shared paraprofessional.**

On a motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, after some discussion, **approved the substitute paraprofessional rate at \$17.86 per hour, effective 1 January 2024.**

On a motion by Mrs. Frayko, 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 13 December 2023 (new location) as depicted on DOCUMENT G.**

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

Substitute	Position
Alexis Sugar	Teacher/Aide

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On a motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, **a new student into our PSD program from another school district beginning 2 January 2024. Costs to be calculated on \$12,860 PSD tuition rate; 2 additional speech sessions (1:1).**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, accepted the following:

Safety & Security Drill Report

Stance	Date	Time	Evacuation Time
Lockdown with HPD	Dec 18, 2023	1:17	N / A
Fire Alarm Evacuation	Dec 8, 2023	1:35	4 minutes 22 sec.
Fire Alarm Evacuation	Nov 30, 2023	4:03	3 minutes 38 sec.
Shelter in Place	Nov 30, 2023	2:11	N / A

Dr. Sigman reported on the following:

Hamburg School Student Enrollment – December 2023 [Total = **247**]

	In District	Out of District	Choice Non-Public	Charter
Preschool	39			
Kindergarten	23			
Grade 1	26			
Grade 2	36			
Grade 3	23		1	
Grade 4	23	1	2	
Grade 5	26	1	2	
Grade 6	19	1	2	
Grade 7	17		2	7
Grade 8	15	1	3	4
Total	247	4	12	11

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Additionally, Dr. Sigman stated that this is in the very early stages but she would be meeting with another Sussex County school district regarding the possibility of this district providing training for Hamburg staff members who may be interested in pursuing a CDL license.

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. Frangipane, seconded by Mrs. Frayko, and carried unanimously by voice vote, the meeting was **opened to the public for comment at 8:16 PM.**

No one addressed the Board.

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, the meeting **was closed to the public for comment at 8:16 PM.**

EXECUTIVE SESSION

On a motion by Mr. Dreifus, seconded by Mrs. Frayko, **to adopt the following Executive Session Resolution at 8:16 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-
- [X] Pending or anticipated contract negotiations- **CSA Contract**

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- [] 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.

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, **the Board returned to Regular Session at 8:41 PM.**

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, **the Board adjourned the meeting at 8:41 PM.**

Respectfully submitted,

William J. Sabo
Interim Business Administrator/
Board Secretary