

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
25 January 2024**

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

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

**ABSENT:** Tricia Schels

10 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. Frayko, seconded by Mr. Frangipane and carried unanimously by roll call vote, **approved the Regular meeting minutes of the 21 December 2023 Board meeting.**

On a motion by Mrs. Frayko, seconded by Mr. Frangipane and carried unanimously by roll call vote, **approved the Regular meeting minutes of the 2 January 2024 Reorganization Board meeting.**

**CORRESPONDENCE**

Mr. Jones summarized the following correspondence:

- A High Impact Tutoring Grant confirmation of award email.
- A Final Eligible Cost Determination letter dated 13 December 2023 from Mr. Bernard Piaia, Director, Office of School Facility Projects, regarding the Regular Operating District [ROD] Grant for the Window Replacement [Hallway Windows] Project at the Hamburg Boro School [**DOCUMENT A**]
- An email dated 21 December 2023 from the New Jersey Department of Agriculture informing the district of On-site Administrative Review of the Hamburg School's breakfast and lunch programs on 13 February 2024 [**DOCUMENT B**]

**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 – Grade 1: Ahab Malkawi
- Grades 2-4: Julian Correa
- Grades 5-8: Gemma Arxer

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**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 Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, **opened the meeting to the public for comment at 6:43 P.M.**

No one addressed the Board.

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, **closed the meeting to the public for comment at 6:43 P.M.**

**COMMITTEE REPORTS**

**State & County School Boards** – No Report.

**Sussex County Educational Services Commission** – No Report.

**Liaison with the Hamburg Borough Council** – Mrs. Frayko reported on the Borough's January 2<sup>nd</sup> Re-organizational meeting, stating that Mr. John Burd will continue to be the School Liaison for the Borough.

**Building & Grounds**

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

- **HVAC Re-bid Project**

- Thassian Mechanical Contracting, Inc.

- Updated the Board on the Thursday 18 January 2024 job site meeting.

- 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.

- Thassian is currently installing new HVAC units in the four (4) rooms in the 1900's Building impacted by the water intrusion.
- Thassian has installed the condenser units on the 2000 wing's roof and the recently poured concrete pads around the school.
- A storage container has been placed on the rear field parking lot for Thassian to store his materials.
- Thassian is planning on the inside HVAC work in the 2 Preschool classrooms over the spring break [March 29-April 4, 2024].

- **Phase 1 Roof Project-1900's Building Shingle Roof- Complete & Finalized**

- **Phase 2 Referendum Roof Project [1971 & 2000 Wings]**

- Parette Somjen Architects [PSA] was on site on 4 January 2024 taking core samples of the 1971 wing asphalt roof and the 2000 wing rubber roof. Currently, PSA is in the design phase of this project that includes minor roof repairs and the application of a liquid sealcoat to these roofs [anticipated going out to bid in March 2024]. Weather permitting, an infrared scan is to be performed on these roofs, prior to going out to bid.
- The Main School Roof [**Phase 3- 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.

- **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

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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 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.
- 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

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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.
  - Anticipate the work to be completed in January 2024 with the final payment request to be submitted by Wallkill Group.
- **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.
  - The **Final** Eligible Cost Determination letter was received on 13 December 2023 for the Hallway Window Replacement Project. The Pre-K Site Work Project was not approved for a ROD grant.

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

- **Payment Request #7 for the Referendum HVAC Re-bid Project at the Hamburg School, as submitted by Thassian Mechanical Contracting, Inc. in the amount of \$125,235.00 [attached to minutes].**

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**Education & Policy**

On a motion by Mr. Jones, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved the second reading of the following Policies as depicted on DOCUMENT D:**

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

On a motion by Mr. Jones, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved the first reading of the Policies listed # a-b, as depicted on DOCUMENT E:**

a.)

P/R5613	Removal of Students for Assaults with Weapons Offenses
P5615	Suspected Gang Activity
P5620	Expulsion
P5700	Student Rights
P5701	Plagiarism
P5710	Student Grievance
P/R5721	Independent Publications
P5722	Student Journalism
P/R5750	Equal Education Opportunity

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P/R5751	Sexual Harassment of Students
P5752	Marital Status and Pregnancy
P5755	Equity in Educational Programs and Services
P5756	Transgender Students
P5770	Student Right to Privacy
P5820	Student Government
P/R5830	Student Fund Raising
P5842	Equal Access of Student Organizations
P/R5850	Social Events and Class Trips
P5860	Safety Patrol
P5880	Public Performances by Students

b.)

R3160	Physical Examination (Teaching Staff) – <b>Timeline Addition</b>
R4160	Physical Examination (Support Staff) – <b>Timeline Addition</b>

**Negotiations & Personnel**

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

- a. **Barbara Hasbrouck, Confidential Administrative Assistant at an annual rate of \$51,000 prorated) effective 26 January 2024.** This position does qualify for benefits.
- b. A \$2,000/year stipend (prorated) for **Barbara Hasbrouck** for classroom coverage effective 26 January 2024.
- c. **Julia Lora, as a part-time paraprofessional effective 26 January 2024 at \$20 per hour not to exceed 29 hours a week.** This position does not qualify for benefits.
- d. A \$2,000/year stipend amount for sub-certified paraprofessional **Julia Lora** for classroom coverage effective 26 January 2024.
- e. Rescind the part-time paraprofessional contract (Sept. 1, 2023) for **Janelle VanTassel**.



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- f. **Janelle VanTassel, as part-time paraprofessional effective 26 January 2024 at \$20 per hour not to exceed 29 hours a week. This position does not qualify for benefits.**
- g. **Rescind the part-time paraprofessional contract (Sept. 1, 2023) for Maureen Evans.**
- h. **Maureen Evans, as part-time paraprofessional effective 26 January 2024 at 22.02 per hour not to exceed 29 hours a week. This position does not qualify for benefits.**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved a requested medical leave of absence for ID # 12092261 effective 26 February 2024 through 8 April 2024 as depicted.**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved with regret, the resignation of Deirdre Pettiford, paraprofessional, with the last day in district will be 23 January 2024.**

The committee set **Monday 12 February 2024** at 3:30 p.m. to continue the Superintendent contract negotiations process.

**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 **December 2023**, check register in the amount of **\$949,859.14** and the **January 2024** partial check register in the amount of **\$458,621.67**.
- b) Approved the bills for the Cafeteria Account in the amount of **\$12,027.71**.
- c) Approved the Board Secretary's and Treasurer's reports for **31 December 2023**.
- d) Approved the Transfers made by the Superintendent after the **21 December 2023** Regular Board Meeting, with fund 10 debits totaling **\$108,000** depicted on **DOCUMENT F** 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 December 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

**31 December 2023**  
**DATE**

**OLD BUSINESS**

A discussion was held on the test scores the State of New Jersey recently published.

**NEW BUSINESS**

Mr. Dreifus discussed the possibility for the Board to consider a policy that would allow remote attendance by Board members who could not attend Board meetings in person. A brief discussion ensued.

**BOARD SECRETARY'S REPORT**

On a motion by, Mr. Gillen seconded by Mrs. Frayko, and carried unanimously by roll call vote, **accepted the FY 24 Emergent Capital Maintenance Needs Grant in the amount of \$5,974 and these funds will be used to expand the existing camera system.**

On a motion by, Mr. Gillen seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved the FY 2023-24 Staff Listing, as of 1 February 2024, depicted on DOCUMENT G.**

The Board Secretary reviewed the New Jersey Department of Education's FY 2024-25 budget calendar:

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- By Wednesday **20 March 2024**, the FY 2024-25 Budget is due to Executive County Superintendent. Due to the timing of the Regular March Board meeting that is scheduled for March 20<sup>th</sup>, **the Executive County School Business Administrator is okay with the budget being submitted electronically right after the conclusion of the Board meeting, with the submission of the required paperwork to be submitted on Thursday March 21<sup>st</sup>**. It was noted that a snow date is scheduled for Thursday 21 March 2024 [should the March 20<sup>th</sup> meeting be canceled/not held] for the adoption/submission of the proposed FY 2024-25 Budget to the Executive County Superintendent was included and published in the 2024 Annual Meeting notice.
- The Public Hearing will be held before the Thursday **25 April 2024** Regular Board meeting, like we have done over the last few years with the Snow Date of Thursday 2 May 2024, as advertised in the Board's 2024 Annual Meeting Notice.
- At the 29 February 2024 Board meeting, we will need to schedule a Finance Committee meeting to review the proposed FY 2024-25 budget in early March 2023—please note that the state aid is scheduled to be released on February 29<sup>th</sup>. A brief discussion ensued on whether there is a need for the committee to meet since the district is limited on how much the proposed budget can increase.

**SUPERINTENDENT'S REPORT**

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

a) Safety Drill Report – January 2024

	Date	Time	Evacuation Time
Fire Evacuation Drill	0	0	0

b) Harassment, Intimidation and Bullying (HIB) Report – January 2024

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Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
January 2024	1	0	NA	NA
December 2023	0	0	NA	NA
November 2023	3	2	Y	Y
October 2023	1	0	N	N
September 2023	0	0	NA	NA
SY 23-24 TOTAL	5	2	NA	NA

c) Discipline Report

Grade	In School	Out of School	# Days
0	0	0	0

d) Professional Development

Date	Staff	Activity/Location	Cost (Approx.)
2/6/2024	Dora	Catching Up 1 <sup>st</sup> Gr. Students Online	\$279.00
3/8/2024	Dora	Interventions to Accelerate Literacy Success: Dyslexia Online	\$279.00
3/18-19/2024	Dr. Sigman	Women In Leadership Conf. Somerset, NJ	\$419.00
2/21/2024	Ms. Cahill	Foundations Level 1 Virtual	\$320.00

e) Field Trips

Date	Grade	Activity/Location	Cost
4/18/24	1&2	Ag. Learning Center NJ State Fair	\$168.00 + transportation

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5/31/24	6	Museum of Natural History New York, New York	\$356.00 + transportation
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On a motion by Mr. Gillen, seconded by Mr. Frangipane, and carried unanimously by roll call vote, **approved the SY 2024-2025 Hamburg School Calendar as presented on DOCUMENT H.**

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

- a) Washington Township (Warren County) Dog License 2024 (**DOCUMENT I**)
- b) Bright and Beautiful Therapy Dog Renewal (**DOCUMENT J**)

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved the amended PEA 2023-2024 District Enrollment and Planning Workbook as presented on DOCUMENT K.**

Dr. Sigman reported on the following:

Hamburg School Student Enrollment – January 2024 [Total = **245**]

	In District	Out of District	Choice Non-Public	Charter
Preschool	40			
Kindergarten	23			
Grade 1	25			
Grade 2	35			
Grade 3	22		1	
Grade 4	23	1	2	
Grade 5	26	1	2	
Grade 6	19	1	2	
Grade 7	17		2	8
Grade 8	15	1	3	6
Total	245	4	12	14

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- Biannual Statement of Assurance Regarding the Use of Paraprofessional Staff (**DOCUMENT L**)
- NJSLA SY22-23 Regional Comparisons (**DOCUMENT M**)
- Superintendent Goals Quarterly Update (**DOCUMENT N**)

A discussion ensued between various Board members and Dr. Sigman regarding these items.

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. Dreifus, seconded by Mrs. Frayko, and carried unanimously by voice vote, **opened the meeting to the public for comment at 8:05 PM.**

No one addressed the Board.

On a motion by Mr. Dreifus, seconded by Mrs. Frayko, and carried unanimously by voice vote, **closed the meeting to the public for comment at 8:05 PM.**

**EXECUTIVE SESSION**

On a motion by Mr. Dreifus, seconded by Mr. Gillen, and carried unanimously by voice vote, **adopted the following Executive Session Resolution at 8:05 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

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- [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.

On a motion by Mr. Frangipane, seconded by Mrs. Frayko, and carried unanimously by voice vote, **the Board returned to Regular Session at 8:20 PM.**

On a motion by Mr. Dreifus, seconded by Mr. Frangipane, and carried unanimously by voice vote, **the Board adjourned the meeting at 8:20 PM.**

Respectfully submitted,



William J. Sabo  
Interim Business Administrator/  
Board Secretary