

**AMBURG BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
29 FEBRUARY 2024  
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.

**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 **25 January 2024** Board meeting.

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

**CORRESPONDENCE**

**PRESENTATIONS**

- **Student Spotlight**
  - Preschool-Grade 1: Zachary Roberts
  - Grades 2-4: David Melvin
  - Grades 5-8: Riley Fagan

**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 **Thursday 15 February 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 the work that needs to be completed in the 2000's wing 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.
- **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 Project [**Phase 3-Foam Roof**] is in a holding pattern until the HVAC and the Phase 2 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. It does not appear 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.

### 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 to Nickerson and the installation will be scheduled once the curtain is fabricated.
  - **The Gym Curtain Divider is scheduled to be delivered Thursday 29 February 2024.**
- **Burglar System Replacement Project**
  - The purchase order has been sent out and the installation is being scheduled with Open Systems Integrators, Inc.
- **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- Complete & Finalized**

- **Main Entry/Health Monitoring Area Project [Re-Bid]**

- Walkkill Group, Inc.
- **The Main Entry/Health Monitoring Area Project is complete.**

- **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.

**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 February 26<sup>th</sup> and any additional payment requests received will be distributed at the Board meeting-wjs]:**

- Payment Request #8 for the Referendum HVAC Re-bid Project at the Hamburg School, as submitted by Thassian Mechanical Contracting, Inc. in the amount of \$127,213.00 and the approve Change Order #3, in the amount of \$7,950 to provide two (2) new fresh air cabinet heaters for the corridors in the 1900’s Building **DOCUMENT B.**
- Payment Request #5, [Final Payment Request] for the Main Entry/Health Monitoring Project at the Hamburg School, as submitted by Walkill Group, Inc. in the amount of \$12,296.63, that reflects the crediting back of the unused allowance [\$10,100.00] that was in the bid document and Change Order #1 in the amount of \$900 for additional tile work in the Main Entry Way-the final contract amount for the Main Entry/Health Monitoring Area Project was \$144,900.00; and to accept the Main Entry/Health Monitoring Area Project as being complete. **DOCUMENT C.**
- Payment Request #TBD for the Gym Curtain Divider Project at the Hamburg School, as submitted by Nickerson Corp., in the amount of \$TBD.
- Payment Request #TBD for the Burglar System Replacement Project at the Hamburg School, as submitted by Open Systems Integrators, Inc. in the amount of \$TBD.

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

**Education & Policy**

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

The second reading of a-b as depicted on **DOCUMENT D** (also found on the Google Drive).

a)

P5613	Removal of Students for Assaults with Weapons
P5615	Suspected Gang Activity
P5620	Expulsion

P5700	Student Rights
P5701	Plagiarism
P5710	Student Grievance
P/R5721	Independent Publications
P5722	Student Journalism
P/R5750	Equal Educational Opportunity Complaint
P/R5751	Sexual Harassment of Students
P5752	Marital Status and Pregnancy
P5755	Equity in Educational Programs and Services
P5756	Transgender Students
P5770	Student Right of Privacy
P5820	Student Government
P/R5830	Student Fundraising
P5842	Equal Access of Student Organizations
P/R5850	Social Events and Class Trips
P5860	Safety Patrol
P5880	Public Performances by Students

b) second reading as depicted on **Document E** (also found on the Google Drive);

R3160	Physical Examination (Teaching Staff) – Timeline Addition
R4160	Physical Examination (Support Staff) – Timeline Addition

The first reading of the following as depicted on **DOCUMENT F** (also found on the Google Drive):

P/R 6111	Special Education Medicaid Initiative (SEMI) Program
P/R 6112	Reimbursement of Federal and Other Grant Expenditures
P6113	E-Rate
P/R 6115.01	Federal Awards/Funders Internal Controls – Allow-Ability of Costs
P6115.02	Federal Awards/Funders Internal Controls – Mandatory Disclosures
P6115.03	Federal Awards/Funders Internal Controls – Conflict of Interest
P6115.04	Federal Funds – Duplication of Benefits

P6141	Tax Revenues
P6150	Tuition Income
P/R 6160	Grants from Private Sources
P6162	Corporate Sponsorships
P6163	Advertising on School Property
P/R 6210	Fiscal Planning
P/R 6220	Budget Preparations
P6230	Budget Hearing
P6311	Contracts for Goods/Services funded by Federal Grants
P/R 6320	Purchases Subject to Bid
P/R 6340	Multiple Year Contracts
P/R 6350	Competitive Contracting
P6360	Political Contributions
P6362	Contributions to Board Members and Contract Awards

	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 a-c:**

- a) Resignation of Lauren Watson, Confidential Administrative Clerk, effective 12 March 2024;
- b) Jeralyn Dalling, as full-time leave replacement beginning 26 February 2024 through 12 April 2024, BA Step 1 @ \$62,717 [pro-rated]. This position is eligible for medical benefits only;
- c) NJFLA for Staff Member ID #85594935 effective 21 February 2024 through 12 May 2024.





NO									
ABSTAIN									

**OLD BUSINESS**

To discuss the scheduling of a Finance Committee meeting to review the proposed FY 2023-24 budget in early March 2023 --- please note that the state aid is anticipated being released on Thursday 29 February 2024.

**NEW BUSINESS**

To report that Board members should have received their PIN/Authorization code and an email regarding the filing of the 2023 School Ethics Commission disclosure reporting requirements, as well as the timeline/deadline for the filing of the School Ethics/Financial Disclosure Statements.

**BOARD SECRETARY’S REPORT**

To discuss the exit conference that occurred on Thursday 15 February 2024 with the NJ Department of Agriculture’s On-site Administrative Review of the district’s food service operations.

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

- Pursuant to N.J.A.C. 6A:23A-8.3 subsection c, districts under the regional limit may submit a request to exceed the district’s adjusted February 1 per pupil administrative cost for the current year by up to 2.5% or the CPI, whichever is greater, by a request to the Executive County Superintendent in writing prior to the due date of the budget submission and be it resolved that the Hamburg Borough Board of Education approves the submission of a request to increase the current year’s February 1 st per pupil administrative cost by 2.5% or the CPI, whichever is greater and authorizes the Superintendent and the Interim Business Administrator to submit this request in writing to the Executive County Superintendent.
- The **FY 2024-25** Special Education Medicaid Initiative [SEMI] Waiver request that was submitted to the Sussex County Office of the New Jersey Department of Education on **8 February 2023**, as depicted on **DOCUMENT H**.
- The **FY 2024-25** staff supply purchases to be made from the approved

low bid vendors utilizing the Educational Data Services, Inc./West/Central New Jersey Cooperative Bidding Program with the Morris County Educational Services Commission as the lead agency, with the bid pricing being firm until 30 November 2024.

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve**

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

**SUPERINTENDENT’S REPORT**

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

a) Safety Drill Report – January 2024

	Date	Time	Evacuation Time
Fire Evacuation Drill	2.8.2024	1:03 p.m.	3 min. 46 sec.

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

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
February 2024	0	0	NA	NA
January 2024	2	1	Y	N
December 2023		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	6	3	NA	NA

## c) Discipline Report

Grade	In School	Out of School	# Days
	0	0	0

## d) Professional Development

Date	Staff	Activity/Location	Cost (Approx.)
April 11, 2024	Kristen Genetelli	Strengthen Special Needs Students/Online	\$279.00
April 16, 2024	Michelle Clark	Webinar/Online	\$179.00
April 17-18, 2024	Alexis Sugar	Dyslexia Conference, Live Online Event	\$545.00
May 21, 2024 (May 23, 2024)	Suzette Houdershielt	Payroll Administrators Seminar	\$125.00 +\$32.81(mileage) \$157.81

## e) Field Trips

Date	Grade	Activity/Location	Cost
May 7, 2024	Kindergarten	Brookhollow's Barnyard, Boonton, NJ	\$319.00 + transportation
June 3, 2024 June 4, 2004*	Seventh	TreEscape, Vernon, NJ	\$1,000.00 + transportation
June 4, 2024	Fifth	Statue of Liberty, Ellis Island, Jersey City, NJ	\$523.30 + transportation
June 6, 2024	Kindergarten	Walking Trip, Hamburg Fire Dept .	No Cost
June 12, 2012	Third	Museum Village,	\$338.00



**To Report:**

Hamburg School Student Enrollment – February 2024 [Total = 245]

	In District	Out of District	Choice Non-Public	Charter
Preschool	39			
Kindergarten	23			
Grade 1	25			
Grade 2	35			
Grade 3	21		1	
Grade 4	23	1	2	
Grade 5	25	1	2	
Grade 6	19	1	2	0
Grade 7	19		2	8
Grade 8	16	1	3	6
Total	245	4	12	14

- NWEA Benchmark (Winter 2024) – **DOCUMENT J**
- Civil Rights Data Collection (CRDC) certified 1.29.2024 – **DOCUMENT K**
- Annual Immunization Status Report – **DOCUMENT L**
- NJ State Teacher of the Year Update – **DOCUMENT M**

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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

**[X] Personnel – CSA Contract, BA Employment**

[ ] Appointment of a public official

[ ] Matters covered by the attorney-client privilege

**[ X ] Pending or anticipated litigation- CASE FY 2016 – 17#3**

[ ] 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)**