

MINUTES OF HAMBURG BOARD OF EDUCATION
REGULAR MEETING
29 February 2024

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

PRESENT: David Dreifus, Kelly Tranes, Jill Grant, Sheila Frayko, Vice President, Timothy Gillen, Lois Ferguson, Tricia Schels, Michael Frangipane [arrived at 6:32 p.m.], Robert Jones, President

ABSENT: None

6 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

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prepare our students to meet with success and grand achievements in the 21st century.

APPROVAL OF MINUTES

On a motion by Mrs. Frayko, seconded by Mr. Gillen and carried unanimously by roll call vote, **approved the Regular and the Executive Session meeting minutes of the 25 January 2024 Board meeting.**

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-Grade 1: Zachary Roberts
- Grades 2-4: David Melvin
- Grades 5-8: Riley Fagan

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 Mrs. Schels, and carried unanimously by voice vote, **opened the meeting to the public for comment at 6:35 P.M.**

No one addressed the Board.

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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 6:35 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 recent meeting where remote access to the Borough's meeting was discussed. A brief discussion ensued regarding the Hamburg Police Department using one of the rooms in the 1900's Building.

Building & Grounds

The Board Secretary and Mr. Bobrowski updated the Board on the Referendum and other facility projects as depicted on **DOCUMENT A**.

- **HVAC Re-bid Project**

- Thassian Mechanical Contracting, Inc.

- The Board Secretary updated the Board on the **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 has installed new HVAC units in the four (4) rooms in the 1900's Building impacted by the water intrusion.
 - The Board Secretary reported that the Business Office moved back from the Vernon Board of Education's Cedar Ridge School to the 1900's Building on Tuesday 20 February 2024.
- Thassian has placed the condenser units on the 2000 wing's roof and the recently poured concrete pads around the school.

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- A storage container has been placed on the rear field/parking lot for Thassian to store his materials.
 - The electrical shut down is scheduled for Saturday 10 March 2024, which is a critical path item for the overall HVAC Project.
 - Thassian's roofers are currently working on installing the risers on the 2000 wing roof that the HVAC condenser units will sit on. The work is scheduled for February 29th through March 3, 2024.
- **Roof Project-1900's Building Shingle Roof- Complete & Finalized**
 - **Phase 2 Referendum Roof Project-Liquid Coating [1971 & 2000 wings]**
 - Parette Somjen Architects [PSA] is finalizing the plans/specifications for the application of a liquid sealcoat to the 1971 and 2000 wing roofs. A final plan review is scheduled for Friday March 1st at PSA and the March 2024 Bidding timeline will be discussed. The only other outstanding item is the scheduling [weather permitting] of an infrared scan on these roofs.
 - 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.

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Non-Referendum Projects

● **Gym Curtain Divider Project**

- At the August 31st 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 Friday 8 March 2024.

● **Burglar System Replacement Project**

- The purchase order has been sent out and Open Systems Integrators, Inc. started the installation of the new Burglar System on 20 February 2024

● **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.

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- The Hamburg Borough Zoning Office has issued the permit for the shed locations.
- Mr. Bobrowski has contacted the shed and the playground surface vendors for quotes.

- **Refrigerator/Freezer Replacement Project- Complete & Finalized**
 - The Board Secretary reported the freezer door was defective and the manufacturer replaced the door at no cost to the district.

- **Main Entry/Health Monitoring Area Project [Re-Bid]**
 - Wallkill Group, Inc.---The Main Entry/Health Monitoring Area Project is complete [the mechanical door hardware has been replaced].

- **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 Mrs. Frayko, and carried unanimously by roll call vote, after some discussion, **approved the following:**

- **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 approved **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 Wallkill Group,

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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 approved **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 **accepted the Main Entry/Health Monitoring Area Project as being complete DOCUMENT C.**

Education & Policy

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

a) The second reading of the following, as depicted on Document D.

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

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P5842	Equal Access of Student Organizations
P/R5850	Social Events and Class Trips
P5860	Safety Patrol
P5880	Public Performances by Students

b) The second reading of the following, as depicted on Document E:

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

c) The first reading of the following as depicted on DOCUMENT F:

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

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P6362

Contributions to Board Members and Contract Awards

Negotiations & Personnel

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **approved a-d:**

- a) The resignation of **Lauren Watson**, Confidential Administrative Clerk, effective 12 March 2024;
- b) **Ms. 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 not eligible for medical benefits.
- c) **NJFLA** for Staff Member ID #85594935 effective 21 February 2024 through 12 May 2024.
- d) **Ms. Christian Recca**, as full-time leave replacement beginning 23 February 2024 through 28 March 2024, BA Step 1 @ \$64,053 [pro-rated]. This position is not eligible for medical benefits.

Finance Committee

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

- a) Approved the **January 2024** check register in the amount of **\$1,133,588.29** and the **February 2024** partial check register in the amount of **\$1,069,578.96**.
- b) Approved bills for the Cafeteria Account in the amount of **\$23,018.00**.
- c) Accepted the Board Secretary and Treasurer's reports for **31 January 2024** and re-approved/accepted the **30 December 2023** Board Secretary and Treasurer's reports [Note: these reports were emailed to the full Board on 12 February 2023 and submitted to the New Jersey Department of Education by the 31 January 2024 filing deadline.]
- d) Approved the transfers made by the Superintendent after the 25 January

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2024 Regular Board Meeting, with fund 10 debits totaling \$ 35,000 as depicted on **DOCUMENT G** 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 **31 January 2024** 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 year.



Business Administrator/Board Secretary

31 January 2024
DATE

OLD BUSINESS

A Finance Committee meeting was scheduled for 7 March 2024 at 5:30 P.M. to review the proposed FY 2024-25 budget. A discussion ensued on the release of FY 24/25 State Aid and on Hamburg's loss of \$170K in 24/25 State Aid.

NEW BUSINESS

The Board Secretary stated that Board members should have received their PIN/Authorization code in an email regarding the filing of their 2023 School Ethics Commission Disclosure Statements, as well as the timeline/deadline for the filing of the School Ethics/Financial Disclosure Statements.

BOARD SECRETARY'S REPORT

The Board Secretary reviewed the findings as discussed at the exit conference that occurred on Thursday 15 February 2024 with the NJ Department of Agriculture's On-site Administrative Reviewer of the district's food service operations.

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

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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 1st 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 2024, 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.

A brief discussion occurred on a vendor [ACCUSCAN] to come into the district to review documents kept in the district's file storage room, to assess what files can be destroyed, what files need to be kept and what files need state approval before being destroyed.

SUPERINTENDENT'S REPORT

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved items a through 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.
Shelter in Place	2.29.24	8:50 a.m.	N/A

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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

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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, Monroe, NY	\$338.00 +transportation

*rain date – extreme weather only

f) Substitutes

Substitute Name	Position
*Sandra Murphy	Substitute Nurse
*Fran Wentlejewski	Secretary Substitute – Business Office
*Donna Smith	Paraprofessional
*Meghan Arxer	Paraprofessional

*pending receipt of paper

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

- a) Accepted with gratitude, a donation of eleven (11) City Lego Sets (approximate value of \$400);
- b) Approved the updated Memorandum of Agreement (December 2023) as depicted on **DOCUMENT I.**

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Dr. Sigman reported on the following:

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**

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 7:19 PM.**

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 7:19 PM.**

EXECUTIVE SESSION

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On a motion by Mrs. Schels, seconded by Mr. Frangipane, and carried unanimously by voice vote, **adopted the following Executive Session Resolution at 7:19 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 – CSA Contract, BA Employment
- Appointment of a public official
- Matters covered by the attorney-client privilege
- 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.

On a motion by Mr. Gillen, seconded by Mrs. Schels, and carried unanimously by voice vote, **the Board returned to Regular Session at 8:35 PM.**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **approved the settlement of Case FY 2016 – 17 #3.**

On a motion by Mrs. Frayko, seconded by Mrs. Dreifus, and carried unanimously by roll call vote, **authorized the submission of the proposed FY 2024-29 Superintendent contract with Dr. Sigman, to the Sussex County Executive Superintendent for review/approval.**

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On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, **accepted the resignation of William J. Sabo Interim Business Administrator effective 10 March 2024.**

After a brief discussion, the Board scheduled a Special Meeting for 7 March 2024 at 5 p.m.

On a motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by voice vote, **the Board adjourned the meeting at 8:46 PM.**

Respectfully submitted,



William J. Sabo
Interim Business Administrator/
Board Secretary