

**HAMBURG BOARD OF EDUCATION
REGULAR MEETING AGENDA
MARCH 20, 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 **February 29, 2024** Board meeting and the Special meeting minutes of the **March 7, 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: Cassandra Norman
 - Grades 2-4: Duke Fischer
 - Grades 5-8: Wyatt Frayko

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

Completed Projects

- Roof Project-1900's Building Shingle Roof (Referendum)
- Restroom Project (Referendum)
- Preschool Playground Installation (Non-Referendum)
- Refrigerator/Freezer Replacement Project (Non-Referendum)
- Main Entry/Health Monitoring Area Project (Non-Referendum)

Ongoing Projects

Gymnasium Curtain Divider (Non-Referendum)

- Curtain is installed
- See Building and Grounds Report for additional information

HVAC Re-bid Project (Thassian Mechanical Contracting, Inc.) (Referendum)

- Thassian will be working second shift throughout the school year
- Thassian is aware of work that needs to be completed in the 2000's wing before the end of May, 2024.
- See Referendum Report for additional information

Phase 2 Referendum Roof Project [1971 & 2000 wings] (Referendum)

- On March 12 a thermal scan was completed on the 1971 wing mod bit roof and the 2000 wing rubber roof. The purpose of the thermal scan was to identify any wet areas of the roof. On March 13, a follow up was completed to verify that the insulation was indeed wet so that it can be included in the bid specs before they are released.
- Bid Specifications are near completion and we have an out to bid date of March 22, 2024
- See Referendum Report for additional information

Phase 3 Referendum foam roof [1956 & 1964 wings] (Referendum)

- The Main School Roof Project [Phase 3-Foam Roof] continues to be 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.

Exterior Repair Project (Referendum)

- 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.

Burglar System Replacement Project (Non-Referendum)

- Installation has begun on the burglar alarm system
- See Building and Grounds Report for additional information

Preschool Playground Project (Non-Referendum)

- 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.
- 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.
 - See Building and Grounds Report for additional information

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 School 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 any additional payment requests received will be distributed at the Board meeting:

Payment Request for the **Burglar System Replacement Project (Alarm in Main Building and Garage** at the Hamburg School), as submitted by Open Systems Integrators, Inc. in the amount of \$11,196.

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

Education & Policy

MOTION BY _____ SECONDED BY _____ to approve a - b:

- a) first reading of policies and regulations as depicted on **DOCUMENT A** (also found on the Google Drive);

P/R6421	Purchases Budgeted
P/R 6422	Budget Transfers
P6423	Expenditures for Non-Employee Activities, Meals, and Refreshments
P/R 6424	Emergency Contracts
P6440	Cooperative Purchasing

P6450	Choice of Vendor
P/R 6470	Payment of Claims
P/R 6470.01	Electronic Funds Transfer and Claimant Certification
P/R 6471	School District Travel
P6480	Purchase of Food Supplies
P6510	Payroll Authorization
P6511	Direct Deposit
P6520	Payroll Deductions
P/R 6620	Petty Cash
P6640	Cafeteria Fund
P6660	Student Activity Fund
P6700	Investments
P6740	Reserve Accounts
P/R 6810	Financial Objectives
P6820	Financial Reports
P6830	Audit & Comprehensive Annual Financial Report
P6831	Withholding or Recovering State Aid
P6832	Conditions of Receiving State Aid

b) second reading as depicted on **DOCUMENT B** (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-e:

- a) Christian Recca, extended as full-time leave replacement beginning February 23, 2024 through April 12, 2024, BA Step 1 @ 64,053 [pro-rated]. This position is not eligible for medical benefits;
- b) Jeralyn Dalling, extended as full-time leave replacement beginning February 26, 2024 through May 17, 2024, BA Step 1 @ 64,053 [pro-rated]. This position is eligible for medical benefits;
- c) Donna Smith, as paraprofessional at \$20 an hour not to exceed 29 hours a week effective March 21, 2024;
- d) Lauren Roberts, as a paraprofessional at \$20 an hour not to exceed 29 hours a week effective April 1, 2024;
- e) Lauren Roberts, paraprofessional, to receive the substitute certified paraprofessional stipend of \$2000 (prorated), effective March 21, 2024;
- f) William Hasbrouck, substitute custodian, to receive an increase in hourly rate (\$18 per hour) effective March 28, 2024;
- g) Cassidy Sibbern, substitute custodian, to receive an increase in hourly rate (\$18 per hour) effective March 18, 2024.

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

Finance Committee

MOTION BY _____ SECONDED BY _____ to approve a-h as depicted in DOCUMENT C:

- a) To approve the bills as presented;
- b) To approve bills for the Cafeteria Account in the amount of \$27,779.03;
- c) To accept the Board Secretary’s and Treasurer’s reports for 29 February 2024;
- d) To approve Transfers made by the Superintendent Feb 01- Feb 29, 2024
- e) Board Meeting, with fund 10 debits totaling \$65,000 depicted on DOCUMENT J 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;

- f) Pursuant to N.J.A.C. 6A:23A-16.10, the Business Administrator/Board Secretary certifies that as of 29 February 2024 no budgetary line-item account has been over-expended violating N.J.A.C. 6A:23- 2.12(a);
- g) 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.
- h) To approve Mr. Rich Rennie as a signatory for the Hamburg Board of Education Bank accounts at Lakeland Bank listed below:

General Account 5231434
 Payroll Account 5231418
 Flexible Spending 656400620
 Food Service 656401635
 Student Activities 611000318
 Bond Account 640413399
 Agency Account 5231426

Mr. Bill Sabo will be removed from the accounts as a signatory.

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

FY 2024-25 BUDGET ADOPTION

The proposed FY 2024-2025 Budget was reviewed. Budget due to the Executive County Superintendent by March 20, 2024.

The entire 2024-2025 Budget documents will be distributed at the Board meeting or earlier under separate cover, if available.

The Board of Education shall establish a maximum travel budget in accordance with the requirements outlined in N.J.A.C. 6A:23A-7.3.

The Board of Education authorizes an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required (District Policy 6471). The annual maximum shall not exceed \$1,500.00 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.

OPEN/CLOSE THE MEETING TO THE PUBLIC-on the proposed FY 2024-25 Budget

MOTION BY _____ SECONDED BY _____ to adopt the resolution to submit the proposed FY 2024-2025 budget and all attachments (**DOCUMENT D1, D2, D3**) to the Executive County Superintendent.

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

OLD BUSINESS

NEW BUSINESS

BOARD SECRETARY’S REPORT

MOTION BY _____ SECONDED BY _____ to approve a-b:

- a) The attached Resolution for Participation in Joint Transportation Agreement Services [Administrative fees of 4% or 2% for the type of student transportation requested] with the Sussex County Regional Transportation Cooperative [Hopatcong Borough Board of Education as the lead agency] for all of the Board’s student transportation needs as depicted in **DOCUMENT E**.

- b) **RESOLVED**, that the Hamburg Board of Education accepts the ESEA Grant funds for the 2023-2024 school year as follows:

Title I-A

100-600 Supplies Material: \$6,346
 200-500 Other Objects \$6,347
Total: \$12,693

Title IV-A

100-100 Salaries: \$42,543
 200-200 Supplies & Materials: \$100
Total: \$42,643

	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 – March 2024

Type of Drill	Date	Time	Evacuation Time
Shelter in Place	2/29/2024	8:50 AM	
Shelter in Place	3/1/2024	9:45 AM	
Fire Drill w/ Evacuation	3/15/2024	9:34 AM	4 min. 21 sec

b) Harassment, Intimidation and Bullying (HIB) Report

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
March 2024	2	1 (1 still under investigation)	Y	Y
February 2024	0	0	NA	NA
January 2024	2	1	NA	NA
December 2023	0	0	NA	NA
November 2023	3	2	Y	Y
October 2023	1	0	NA	NA
September 2023	0	0	NA	NA
SY 23-24 TOTAL	8	4	NA	NA

c) Discipline Report

Grade	In School	Out of School	# Days
*4		X	2
*4		X	2

*both HIB related

d) Professional Development

Date	Staff	Activity/Location	Cost (Approx.)
4/9/2024	Sigman	PEA Administrator Training	Mileage
4/25/2024	Houdershielt	CDK Annual Meeting (Washington, NJ)	Mileage
4/25-26/2024	Bobrowski	Asbestos Safety Training for Custodial Maintenance Personnel (Rutgers)	\$395 + mileage
5/9/2024	Kolb	Teaching and Exploring the Holocaust (Ramapo College)	Mileage
5/9/2024	Dean	Holocaust and Genocide Studies (Ramapo College)	Mileage
5/9/2024	Blochinger	Holocaust and Genocide Studies (Ramapo College)	Mileage
5/24/2024	Bobrowski	Annual Refresher for AHERA Management Planner & Inspectors (Rutgers)	\$300 + mileage

To Report:

Hamburg School Student Enrollment – March 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	4
Grade 8	16	1	3	5
Total	245	4	12	9

- Grade 8 Graduation (Tuesday, June 18, 2024) – Tentative
- ESSER Performance Report – **DOCUMENT H**
- NJ SDA Tax Exempt Bond Compliance Survey – **DOCUMENT I**

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)

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

[] Personnel

- [] Appointment of a public official
- [] Matters covered by the attorney-client privilege
- [] Pending or anticipated litigation
- [] 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)