

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
20 MARCH 2024**

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

**PRESENT:** David Dreifus, Kelly Tranes [arrived at 6:34 P.M.], Jill Grant, Sheila Frayko, Vice President, Timothy Gillen, Lois Ferguson, Tricia Schels, Michael Frangipane, 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 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 Mr. Dreifus, seconded by Mrs. Frayko and carried unanimously by roll call vote, **approved the Regular meeting minutes of the February 29, 2024 Board Meeting and the Special meeting minutes of the March 7, 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: Cassandra Norman
- Grades 2-4: Duke Fischer
- Grades 5-8: Wyatt Frayko

**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. Frangipane, seconded by Mr. Dreifus, and carried unanimously by voice vote, **opened the meeting to the public for comment at 6:40 P.M.**

Public comments on the recent Regionalization meeting were heard.

On a motion by Mrs. Grant, seconded by Mr. Dreifus, and carried unanimously by voice vote, **closed the meeting to the public for comment at 6:47 P.M.**

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**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 shared space was discussed. The Hamburg Police Department using one of the rooms in the 1900's Building. We may have a Police Officer in the school. A meeting is scheduled with stakeholders.

**Building & Grounds**

Mr. Bobrowski updated the Board on the Referendum and other facility projects.

**Completed Projects**

- **Roof Project-1900's Building Shingle Roof (Referendum)**
- **Restroom Project (Referendum)**
- **Preschool Playground Project (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]**

- 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.

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- 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

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**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.

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 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. (Partial)**

**Education & Policy**

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

- a) **The first reading policies and regulations as depicted on DOCUMENT A (also found on 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

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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) **The second reading of the following, as depicted on Document B: (also found on 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

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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

**Negotiations & Personnel**

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **approved 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 April 1, 2024;
- d) Lauren Roberts, as a paraprofessional at \$20 an hour not to exceed 29 hours a week effective March 21, 2024;

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- 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.

**Finance Committee**

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



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

**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, including general fund revenues and expenses, total revenues and expenses, and debt services were distributed, reviewed and discussed by the Board.

The Board of Education established 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 TO THE PUBLIC – on the proposed FY 2024-25 Budget**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **the meeting was opened to the public for comment** at 7:05 P.M.

No comments were made.

On a motion by Mr. Dreifus, seconded by Mr. Frangipane, and carried unanimously by voice vote, **closed the meeting to the public for comment** at 7:06 P.M.

On a motion by Mr. Dreifus, seconded by Mr. Gillen, and carried unanimously by roll call vote, adopted the resolution to submit the proposed FY 2024-2025

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budget, and all attached documents to the Executive County Superintendent as depicted on **DOCUMENTS D1, D2, D3.**

**OLD BUSINESS**

Negotiations Meetings are ongoing.

**NEW BUSINESS**

The CSA'a Contract will be on the April Agenda.

**BOARD SECRETARY'S REPORT**

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

- 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
	<b>Total:</b>	<b>\$12,693</b>

**Title IV-A**

200-200	Salaries	\$42,543
200-200	Supplies & Materials:	\$100
	<b>Total:</b>	<b>\$42,643</b>

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**SUPERINTENDENT’S REPORT**

On a motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, **approved items a through 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
<b>SY 23-24 TOTAL</b>	<b>8</b>	<b>4</b>	<b>NA</b>	<b>NA</b>

**c) Discipline Report**

Grade	In School	Out of School	# Days
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*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	Houdershieldt	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

**e) Field Trips**

Date	Grade	Activity/Location	Cost
4/12/2024	8	STEM League Challenge (High Point Reg. HS)	Transportation

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4/16/2024	PreK	Legoland/Sealife Aquarium (East Rutherford, NJ)	\$1782.88 + transportation
5/24/2024	4	Sterling Hill Mineral Mine (Ogdensburg, NJ)	\$459 + transportation
5/28/2024	8	One Judge, One School (Newton, NJ)	Transportation
6/4/2024	8	Great Adventure (Jackson, NJ)	\$1400 + transportation

On a motion by Mr. Gillen, seconded by Mr. Frangipane, and carried unanimously by roll call vote, **accepted/approved a-c:**

- a) Approve the submission of the New Jersey Division of Early Childhood FY 24-25 District Budget Planning Worksheet to the New Jersey Department of Education Department of Early Childhood as depicted on **DOCUMENT F.**
- b) A partnership with Wallkill Valley Regional High School to apply for funding to offset costs associated with conducting a regionalization feasibility study with a common goal to obtain data;
- c) An agreement to provide professional services between J and B Therapy and the Hamburg School District as depicted on **DOCUMENT G.**

Dr. Sigman reported on the following:

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

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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**

On a motion by Mr. Dreifus, seconded by Mr. Frangipane, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:55 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 7:56 P.M.**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, **the Board adjourned the meeting at 7:56 P.M.**

Respectfully submitted,



Richard Rennie  
Business Administrator/  
Board Secretary