

**MINUTES OF HAMBURG BOARD OF EDUCATION
REGULAR MEETING
25 APRIL 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, Tricia Schels, Robert Jones, President

ABSENT: Louis Ferguson and Michael Frangipane

0 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.

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

APPROVAL OF MINUTES

On a motion by Mr. Gillen, seconded by Mrs. Frayko and carried unanimously by roll call vote, **approved the Regular meeting minutes of the March 20, 2024 Board Meeting.** (Document A)

CORRESPONDENCE

2024-2025 Preschool Program Plan Approval. (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: Cassandra Norman
- Grades 2-4: McKenna Weite
- Grades 5-8: Elena Sanchez

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.

The meeting was opened to the public by a unanimous voice vote at 6:37 P.M.

There were no comments heard.

The public comment session was closed by a unanimous voice vote at 6:37 P.M.

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

PUBLIC HEARING ON THE PROPOSED FY 2024-25 BUDGET (DOCUMENT C & DOCUMENT D)

The tentative FY 2024-25 Budget was presented and approved by the Board on 20 March 2024, was advertised in the 19 April 2024 edition of the New Jersey Herald. The Executive County Superintendent approved the FY 2024-25 Budget as submitted, with no changes to the Budget as adopted by the Board at the March 20th meeting. The 2024-2025 budget includes an adjustment for increased costs of health benefits in the amount of \$20,498. The additional funds will be used to pay for the additional increases in health benefit premiums. WHEREAS, the Hamburg Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:24B-1.2(b), to a maximum expenditure for the 2024 = 2025 school year of \$1,500 per employee (primarily mileage reimbursement for staff travel) for staff and board members.

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, the Board adopted the FY 2024-25 Budget for the Hamburg Borough Board of Education that includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Learning Standards, and is in compliance with N.J.S.A 18A and N.J.A.C. Title 6 and 6A, as follows:

	General Fund	Special Revenues	Debt Service	Total
2024-25 Total Expenditures	\$7,999,691	\$927,026	\$252,550	\$9,179,267
Less: Anticipated Revenues	\$2,233,471	\$927,026	\$94,588	\$3,255,085
Taxes to be Raised	\$5,766,220	0	\$157,962	\$5,924,182

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

COMMITTEE REPORTS

State & County School Boards – No Report.

Sussex County Educational Services Commission – No Report.

Liaison with the Hamburg Borough Council – No Report.

Building & Grounds

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

Completed Projects

- **Gymnasium Curtain Divider (Referendum)**

Ongoing Projects

- **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]

- Bids received on April 16, 2024
- See **Finance Committee** section.
- 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)

- 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)

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

- See Building and Grounds Report for additional information.

Sheds (Non-Referendum partial PEA)

- 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.
- 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 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.
- See Finance Committee section for motion.

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 #9 for the Referendum HVAC Re-bid Project at the Hamburg School, as submitted by Thassian Mechanical Contracting, Inc. in the amount of \$245,441.00 (**DOCUMENT E**).

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);**

P1140	Educational Equity Policies / Affirmative Action (Revised)
P1523	Comprehensive Equity Plan (Revised)
P1530	Equal Employment Opportunity (Revised)
R1530	Equal Employment Opportunity Complaint Procedure (Revised)

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

P1550	Equal Employment/Anti-Discrimination Practices (Revised)
R2200	Curriculum Content (Revised)
P2260	Equity in School and Classroom Practices (Revised)
R2260	Equity in School and Classroom Practices Complaint (Revised)
P2411	Guidance Counseling (Revised)
P3211	Code of Ethics (Revised)
R5440	Honoring Student Achievement (Revised)
P5570	Sportsmanship (Revised)
P5750	Equitable Educational Opportunity (Revised)
P5841	Secret Societies (Revised)
P5842	Equal Access of Student Organizations (Revised)
P/R7610	Vandalism (Revised)
P9323	Notification of Juvenile Offender Case Disposition (Revised)
P/R 2423	Bilingual Education (Revised)
P/R2431.4	Prevention & Treatment of Sports Related Concussions & Head Injuries (Revised)

b) The second reading of the following, as depicted on Document B: (also found on Google Drive);

P/R 6421	Purchases Budgeted
P/R 6422	Budget Transfers
P6423	Expenditures for Non-Employee Activities, Meals and Refreshments
P/R 6424	Emergency Contacts
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

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

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

Negotiations & Personnel

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

- a) extend medical leave for staff member (State ID # 59509083) effective Friday, April 19, 2024. Staff member will return on Monday, April 22, 2024;
- b) extend long term substitute, Jeralyn Dalling, as full-time leave replacement (for State ID# 59509083 & Staff Member ID #85594935) through Friday, May 17, 2024;
- c) amend NJFLA for Staff Member ID #85594935 effective 21 February 2024 through 14 May 2024, with a return date of May 15, 2024;
- d) Aimee Landrud, Summer Nurse for the Extended School Year program (July 8 - August 1) @\$50.00/hour, not to exceed 40 hours.

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, the Board approved to amend the 2023-2024 school calendar to reflect 3 snow days (January 16, 19, February 12) thus extending the school year to include 3 additional days (June 14, 17, 18). The last 3 days of school (June 14, 17, 18) will be early dismissal days for students.

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, the Board approved the staffing list for SY2023-2024 as noted on **DOCUMENT H.**

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, the Board approved the following summer employment positions

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

[not to exceed 40 hours] utilizing ESSER funding [Certified Teachers = \$50 per hour and **Paraprofessionals = \$25 per hour]

Extended School Year (ESY)	
July 8 – August 1 (Monday – Thursday) 8:30 – 11 AM Not to exceed 40 hours	Breitenbach, Amy Bakelmun, Samantha (Speech) Clark, Michelle Hearn, Susan ** Backle, Alexandra ** Oldham, Melissa ** Pinos, Hilda **Stiles, Diana ** Thomas, Dawn **VanTassel, Janelle ** Venezia, Sue
Summer Academy	
July 8 – August 1 (Monday – Thursday) 8:30 – 11 AM Not to exceed 40 hours	Danko, Veronica Decker, Samantha (Reading) Goens, Dana (Preschool) Menendez, Krystal (Preschool) Roth, Carey (Reading) Smalley, Dorothy Sugar, Alexis Velazquez, Elizabeth Vinkman, Katrina (Band) Windish, Rachel

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 f:**

- a) To approve the bills as presented in the amount of \$606,945.11;
- 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 **31 March 2024;**
- d) To approve Transfers made by the Superintendent after the **31 March 2024** Board Meeting, with fund 10 debits totaling \$32,557 depicted on **DOCUMENT I** and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2022-23 budget process for various professional services;

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

- e) Pursuant to N.J.A.C. 6A:23A-16.10, the Business Administrator/Board Secretary certifies that as of **31 March 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 fiscal year.

OLD BUSINESS

Negotiations Meetings are ongoing.

NEW BUSINESS

The School Play was outstanding (Mr. Jones).

BOARD SECRETARY'S REPORT

On a motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by roll call vote, approved the resolution for the Roof Restoration Bidders as follows:

WHEREAS, pursuant to N.J.S.A. 18A:18A-1, et seq., the Hamburg Board of Education advertised and received bids on April 16, 2024 at 11:00 am. for a project entitled "Roof Restoration at Hamburg School;" with the bids submitted as depicted on **DOCUMENT J** and

WHEREAS, the lowest responsive bid received was from Galia Construction, Inc. with a base bid of \$298,500 and an Alternate No 1. bid of \$112,500 for a total contract amount of \$411,000; and

WHEREAS, the Project Architect has reviewed the bid and recommends awarding the project to Galia Construction, Inc.; and

WHEREAS, the Board Attorney has reviewed Galia's bid for legal sufficiency and has determined that Galia is the lowest responsible and responsive bidder; and

NOW, THEREFORE BE IT RESOLVED, by the Hamburg Board of Education that the Board hereby awards a contract to Galia for the base bid of \$298,500 and an Alternate No 1. bid of \$112,500 for a total contract amount of \$411,000; and

MINUTES OF HAMBURG BOARD OF EDUCATION
REGULAR MEETING
25 APRIL 2024

BE IT FURTHER RESOLVED that the Chief School Administrator and the Business Administrator are authorized to execute any and all contract documents and change orders as may be necessary for this Project and that the Chief School Administrator is further authorized to transfer funds from the Referendum Roof budget to cover the costs.

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, the Board approved the Rod Grant Resolutions, as follows:

1. RESOLVED, that the Hamburg Board of Education, authorizes the execution and delivery of the following Grant Agreement:
 - Project Description: Windows
 - Detailed Project Scope
 - DOE Project #:1930-060-23-R501
 - SDA Project #: 1930-060-23-G5HR
 - Grant #: G5-6603
 - Total Project Cost: \$519,100
 - Grant Amount: \$207,640

2. RESOLVED, that the Hamburg Board of Education, authorizes the Delegation of Authority to the School Business Administrator for supervision of the following School Facilities Project:
 - Project Description: Windows
 - Detailed Project Scope
 - DOE Project #:1930-060-23-R501
 - SDA Project #: 1930-060-23-G5HR
 - Grant #: G5-6603
 - Total Project Cost: \$519,100
 - Grant Amount: \$207,640

3. RESOLVED, that the Hamburg Board of Education, reviewed the attached Auditors Management Report, page 15 (June 30, 2023) and the attached March 2024 Board Secretary Report which contains information on the Capital Reserve account (10-116 of attached Board Secretary Report). Capital Reserve Funds will be used to fund the “Local Share” of the Windows Project. (DOE Project #: 1930-060-23-R501) SDA Project #: 1930-060-23-G5HR)

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

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 – April 2024

Type of Drill	Date	Time	Evacuation Time
Fire Evacuation Drill	4/23/2024		

b) Harassment, Intimidation and Bullying (HIB) Report

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
April 2024	2	(1 under investigation)	Y	N
March 2024	2	1	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

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

Grade	In School	Out of School	# Days
None			

d) Professional Development

Date	Staff	Activity/Location	Cost (Approx.)
None			

e) Field Trips

Date	Grade	Activity/Location	Cost
5/20-5/21/2024	7&8	PEEC Dingmans Ferry, PA	\$5850.00 + transportation

f) Substitutes

Substitute Name	Position
Amanda Boehner*	paraprofessional

*Pending receipt of paperwork

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, accepted the 2024- 2025 District Enrollment and Planning Workbook for [PEA] Pre-school as depicted on DOCUMENT K.

Dr. Sigman reported on the following:

Hamburg School Student Enrollment – April 2024 [Total = 247]

	In District	Out of District	Choice Non-Public	Charter
Preschool	38			

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

Kindergarten	24			
Grade 1	25			
Grade 2	34			
Grade 3	21		1	
Grade 4	24	1	2	
Grade 5	25	1	2	
Grade 6	19	1	2	0
Grade 7	20		2	4
Grade 8	17	1	3	5
Total	247	4	12	9

- NJDOE CDS Information System 2024-2025 (DOCUMENT L)
- American Red Cross – HEA Report (April 11, 2024) (DOCUMENT M)
- Knightly Newspaper (Spring 2024) (DOCUMENT N) – Google Drive
- NOTE: The May 30, 2024 meeting will begin at 5:30 PM for BOE member Ethics training conducted by Mr. Giacobbe, Hamburg School attorney

The meeting was opened to the public by a unanimous voice vote at 7:21 P.M.

There were no comments heard.

The public comment session was closed by a unanimous voice vote at 7:24 P.M.

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, **the Board adopt the following Executive Session Resolution at 7:26 P.M.**

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 Evaluation & Contract Renewal**)
- [] Appointment of a public official

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

- [] 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.

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, **closed the Executive Session at 8:03 P.M.**

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by a voice vote, approved the contract for Dr. Kimberly Sigman (attached), as the Superintendent of Schools for the Hamburg School District effective July 1, 2024 - June 30, 2029. The proposed contract is in accordance with N.J.S.A. 18A:7-8(j) with provisions of the contract in compliance with applicable laws and regulations.

Contract period commencing on July 1, 2024 through June 30, 2029 with an annual salary of \$165,000 for 2024-2025; \$169,950 for 2025-2026; \$175,049 for 2026-2027; \$180,300 for 2027-2028; and \$185,709 for 2028-2029. **(DOCUMENT XX)**

On a motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by voice vote, **the Board adjourned the meeting at 8:05 P.M.**

REGULAR MEETING

25 APRIL 2024

Respectfully submitted,

A handwritten signature in cursive script that reads "Kimberly Sigman".

Kimberly Sigman, Ed.D.
Chief School Administrator

