

**HAMBURG BOARD OF EDUCATION
REGULAR MEETING AGENDA
MAY 30, 2024
5:30 PM in the Cafeteria**

The May 2024 Hamburg School Board of Education meeting will begin at 5:30 PM for School Board Member Ethics training conducted by Mr. Giacobbe, Hamburg School attorney.

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 **April 25, 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

- QSAC Review Letter – Dr. Gayle Carrick (**DOCUMENT A**)
- 2024-2025 Preschool Program Budget Contingent Approval (**DOCUMENT B**)
- Stabilized School Budget Aid (**DOCUMENT C**)
- Parent Appreciation Letter to BOE (**DOCUMENT D**)

PRESENTATIONS

- **Student Spotlight**
 - Preschool-Grade 1: Gia Nunez
 - Grades 2-4: Juliette Davis
 - Grades 5-8: Michael Olko
- HIB Grade Review

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)

FY 2024-2025 ANNUAL PERSONNEL APPOINTMENTS

MOTION BY _____ SECONDED BY _____ to approve the FY 2024-2025 Annual Personnel Appointments [a-c]:

- a) To appoint the Affirmative Action Officer, the ADA Coordinator and the Temporary/Acting Board Secretary [if the Board Secretary is absent from a Board meeting] - Kimberly Sigman;
- b) To appoint the Right-to-Know Officer, AHERA/Asbestos Management Officer, Integrated Pest Management Coordinator and Indoor Air Quality Designated Individual – Brian Bobrowski;
- c) To appoint the Treasurer of School Monies – Theresa Schlosser at a salary of \$6575.

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

FY 2024-2025 ANNUAL DESIGNATIONS

MOTION BY _____ SECONDED BY _____ to approve the FY 2024-2025 Annual Authorizations [a-f]:

- a) To empower the Chief School Administrator and Business Administrator/Board Secretary to implement the 2024-25 budget pursuant to the policies and regulations of the NJ State Department of Education and the Hamburg Borough Board of Education;
- b) To permit the Business Administrator to audit and to approve any account and demand to be paid prior to presentation to the Board. Any such approval shall be presented to the Board for ratification at their next meeting as per NJSA 18A:19-4.1;
- c) To authorize the Business Administrator to make purchases up to the bid threshold, utilizing the quotation process and/or purchases from New Jersey State Contract Vendors and/or from board approved pricing cooperatives/consortiums approved awarded vendor lists [such as approved vendors from the West/Central New Jersey Cooperative 7 Bid Program/Ed-Data/Morris County Educational Services Commission the lead agency, the Educational Services Commission of New Jersey Cooperative Pricing System, the Hunterdon County Educational Services Commission’s Pricing System, the Camden County Educational Services Commission Cooperative Pricing System, New Jersey School Boards Association Cooperative Pricing System, etc.];
- d) To authorize the Business Administrator, on an as needed basis, to issue advance payment and/or partial payment to facilitate district requisitions;

- e) To authorize the Superintendent and/or his/her designee to declare miscellaneous items no longer needed as surplus and to dispose of these items;
- f) To authorize the Superintendent and/or the Business Administrator to enter into inter-local agreements with other school districts, municipalities and/or county governments for miscellaneous services, supplies or equipment.

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

FY 2023-24 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS

MOTION BY _____ SECONDED BY _____ to approve the FY 2024-2025 Miscellaneous Annual Adoptions/Appointments [a-d].

- a) To readopt the existing Board Bylaws and Policy Manual for the 2024-25 school year;
- b) To readopt any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law;
- c) To adopt the existing Curriculum Guides and Curriculum textbooks;
- d) To establish a Petty Cash Account in the amount of \$200 and to appoint Barbara Hasbrouck as Custodian of the Petty Cash Account.

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

COMMITTEE REPORTS

State & County School Boards

Sussex County Educational Services Commission

Liaison with the Hamburg Borough Council

Education & Policy

MOTION BY _____ SECONDED BY _____ to approve the second reading of Alert 232 as depicted on (**DOCUMENT G**) (found on the 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)
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)
P5755	Equity in Educational Programs and Services (Abolished)
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)

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

MOTION BY _____ SECONDED BY _____ to approve the purchase and Fall 2024 implementation of *Everyday Speech* as the Hamburg School's district wide Social Emotional Learning instructional resource at a cost of \$3998.90 annually. (**DOCUMENT H**)

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

MOTION BY _____ SECONDED BY _____ to accept, with regret, the resignation of Ana Concepcion (Paraprofessional) effective June 5, 2024.

	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 the FY 2024-27 Collective Bargaining Agreement between the Hamburg Education Association and the Hamburg Borough Board of Education (DOCUMENT I**).**

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

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

- a) Evelyn Sanchez-Joyce, summer preschool paraprofessional (not to exceed 40 hours) utilizing ESSER funding at a rate of \$25 per hour;
- b) SY 2024-2025 individual contracts for Buildings & Grounds Supervisor, Custodians, Secretaries, Paraprofessionals, and the Treasurer of School Monies as depicted in (found on the Google Drive);

- c) Office Assistants to check in deliveries, not to exceed 50 hours:
 - Veronica Danko (\$15.95 / hour)
 - Kimberly Dolan (\$15.13 / hour)
 - Pamela Dean (\$15.60 / hour)

- d) Summer Maintenance employees, effective May 31, 2024. This position does not qualify for benefits.

Zachary Decker	\$18.00 per hour
Cassidy Sibbern	\$18.00 per hour
Corey Charette	\$18.00 per hour
Jessica Smalley	\$18.00 per hour
Jennifer Smalley	\$18.00 per hour
William Hasbrouck	\$18.00 per hour
Donna Smith	\$18.00 per hour
Michael Stickley (Student)	\$15.13 per hour

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

MOTION BY _____ SECONDED BY _____ to approve the following paraprofessionals for the 2024-2025 school year:

Backle, Alexandra	Boehner, Amanda	Budzelova, Andrea
DeSino, Anthony	Dolan, Kimberly	Evans, Maureen
Ferguson, Stephen	Georgio, Dawn	Kreiger, Olivia
Lora, Julia	Mazur, Elizabeth	Oldham, Melissa
Pinos, Hilda	Ramos, Enza	Roberts, Lauren
Sanchez-Joyce, Evelyn	Smith, Donna	Stiles, Diana
Thomas, Dawn	VanTassel, Janelle	Venezia, Sue
Zwerver, Lori		

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

MOTION BY _____ SECONDED BY _____ to approve Amanda Boehner as paraprofessional effective May 31, 2024 through June 30, 2024 at an hourly rate of \$20 per hour.

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

MOTION BY _____ SECONDED BY _____ to approve positions as depicted in a-e:

- a) Michele Sealander, Data Manager for the 2024-2025 school year @ \$7,000 stipend payment;
- b) Michele Sealander, Teacher-in-Charge for the 2024-2025 school year @ \$1,000 stipend payment;
- c) Michele Sealander, Testing Coordinator for the 2024-2025 school year @ \$1,000 stipend payment;
- d) Michele Sealander to utilize up to 275 summer technology hours for updates/improvements at an hourly rate of \$28.22 / hour;
- e) Brian Bobrowski, Buildings & Grounds Supervisor (Referendum) for the 2024-2025 school year @ \$6,000 stipend payment.

MOTION BY _____ SECONDED BY _____ to approve the 2024-2025 employment contract for the term of July 1, 2024 through June 30, 2025 for Robert Baumgartner as Vice Principal at an annual salary of \$106,384. This position does qualify for benefits (**DOCUMENT J**).

MOTION BY _____ SECONDED BY _____ to approve the completion of items a-b:

- a) The completion of Qualitative Goal #1 to assist in the development of a 5 year Strategic Plan to evaluate the future needs of the district. The Chief School Administrator will recommend a district action plan including goals, objectives, and priorities to the Board in accord with P1230 (Superintendent Duties). Further, the Chief School Administrator will show completion of the Year 1 identified needs. [\$3801] **GOOGLE DRIVE.**
- b) The completion of Qualitative Goal #2 to revisit and update Policy & Regulation Sections as depicted on the attached implementation plan. These updates are supported by Policy 1230 (Superintendent's Duties) in that the Superintendent will "advise the Board of any changes or additions that should be made to its policies." [\$3801] **GOOGLE DRIVE.**

	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-g:

- a) To approve the bills as presented.
- b) To approve bills for the Cafeteria Account in the amount of \$27,578.03
- c) To accept the Board Secretary’s and Treasurer’s reports for 30 April 2024.
- d) To approve Transfers made by the Superintendent after the 25 April 2024 Board Meeting, with fund 10 debits totaling \$33,940.24 depicted on DOCUMENT xx 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 30 April 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.
- g) To approve Transfers made by the Superintendent after the depicted on (**DOCUMENT K**). The transfers are being made to return \$150,516.36 back into the district’s capital reserve

account (amount remaining after paying expenses pertaining to the water intrusion in the 1900’s building). Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2023-24 budget process. Details of transfer, including original resolution from the July 20th 2023 BOE meeting are attached.

	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 adopt the following FY 2024-25 Professional Services Annual Appointment Resolution, as follows:

WHEREAS, there exists a need for various professional services, and WHEREAS, the Public School Contracts Law (NJSA 18A:18A-5) requires that a resolution authorizing the contracting of professional services without competitive bids as adopted:

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Borough of Hamburg that the following professional services be contracted by the Hamburg Borough Board of Education for the 2024-25 school year without competitive bidding as a professional service in accordance with 18A:18A 15 of the Public School Contracts Law, not to exceed a contractual amount of \$200,000, as follows:

- a) Cleary, Giacobbe, Alfieri & Jacobs, Matthew Giacobbe, Esq., Board Attorney & Negotiator
- b) McManimon, Scotland & Baumann, LLC, Andrea L. Kahn Esq., Board Attorney & Bond Counsel
- c) Nisivoccia LLC, Valerie A. Dolan, Board Auditor
- d) Parette Somjen, Greg Somjen, Board Architect
- e) J&B Therapy, LLC, for OT & Speech Services, PT Services, LDTC Services, and BCBA Services

SUPERINTENDENT'S REPORT

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

a) Safety Drill Report – May 2024

	Date	Time	Evacuation Time
Fire Evacuation Drill	5.7.2024	2:08 PM	5 min. 9 sec.

b) Harassment, Intimidation and Bullying (HIB) Report

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
May 2024	2	2 under investigation		
April 2024	2	2	Y	Y
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	12	6	NA	NA

c) Discipline Report

Grade	In School	Out of School	# Days
None			

d) Professional Development

Date	Staff	Activity/Location	Cost (Approx.)
June 7, 2024 (Virtual)	Miller, Diane	Literacy Equity for Every Student Building Bridges to Brighter Futures	\$150.00
June 24-27, 2024 (Virtual)	Hasbrouck, Barbara	Intermediate Google for Admin. Assistants	\$210.00
June 24-27, 2024 (Virtual)	Houdershielt, Suzette	Advanced Google for Admin. Assistants	\$210.00
June 24-27, 2024 (Virtual)	Wentlejewski, Fran	Advanced Google for Admin. Assistants	\$210.00

e) Substitutes

Substitute Name	Position
Andrea Rettig	Teacher
Melissa Stickley	Paraprofessional*

*Pending receipt of paperwork

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

MOTION BY _____ SECONDED BY _____ to approve the following resolution update for the School Regionalization Efficiency Program:

**PARTICIPANT’S RESOLUTION
SCHOOL REGIONALIZATION EFFICIENCY PROGRAM**

WHEREAS, the Department of Community Affairs (DCA) is dedicated to helping New Jersey school districts achieve educational excellence and district efficiencies; and

WHEREAS, the School Regionalization Efficiency Program (SREP) Grant supports public school districts and governing bodies across New Jersey who wish to study the feasibility of school district regionalization and consolidation; and

WHEREAS, school districts and governing bodies are invited to apply for funding to offset costs associated with conducting feasibility studies that support the creation of meaningful and implementable plans to form or expand regional school districts; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the School Regionalization Efficiency Program (SREP); and

WHEREAS, Franklin Borough School and Hamburg Borough School have evaluated whether Franklin Borough School, Hamburg Borough School may be able to attain improved educational quality and efficiencies through consolidation or regionalization; and

WHEREAS, a formal study must be undertaken to accomplish this objective with regional implementation plan development; and

WHEREAS, the Wallkill Valley Regional High School has agreed to be the lead entity in conducting this study and will submit the application for financial support for this study to DLGS on behalf of all participating school districts and/or governing bodies.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Hamburg Borough School, that the Hamburg Borough School does hereby join with Walkkill Valley Regional High School in applying for a SREP Grant to support the undertaking of a Feasibility Study.

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

MOTION BY _____ SECONDED BY _____ to accept an interlocal agreement for shared services of World Language teacher #73879850 with Lafayette Township School. This shared services agreement would include instruction for Hamburg Borough [3 days] and Lafayette Township [2 days] at a rate of \$85,549 [Step MA13]. This position does include health benefits to be shared between the two districts [Hamburg = 3/5 and Lafayette = 2/5 responsibility]. (**DOCUMENT L**)

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

MOTION BY _____ SECONDED BY _____ to approve Staff Member ID #48638225 to participate in an alternate route mentorship program at William Paterson University as depicted in (**DOCUMENT M**).

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

MOTION BY _____ SECONDED BY _____ to approve an update to the 2023-2024 school calendar to accommodate the May 23, 2024 school closure due to weather. The last day of school for students and staff will be Wednesday, June 19, 2024 (early dismissal).

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

To Report:

Hamburg School Student Enrollment – May 2024 [Total = **247**]

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

- 2023 ESSER Performance Application Approval (**DOCUMENT N**)
- 2023-2024 Statement of Assurance for Testing and Reporting of Lead in School Drinking Water (**DOCUMENT O**)

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 TO ADJOURN MEETING

MOTION BY _____ SECONDED BY _____ that the Board

adjourned the meeting at ____ PM (Voice Vote)