

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

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

PRESENT: David Dreifus, Kelly Tranes, Louis Ferguson, Sheila Frayko, Vice President, Timothy Gillen, Tricia Schels, Robert Jones, President

ABSENT: Michael Frangipane and Jill Grant

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.

APPROVAL OF MINUTES

On a motion by Mrs. Frayko, seconded by Mr. Dreifus and carried by roll call vote, **approved the Regular meeting minutes of the May 30, 2024, Board Meeting.**
(available in the Google Drive)

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CORRESPONDENCE

- CRDC Certification (**DOCUMENT A**)
- BMI (SY2022-2023) Report (**DOCUMENT B**)

PRESENTATIONS

None

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 Mr. Dreifus and carried by voice vote, the meeting was opened to the public by a unanimous voice vote at 6:35 P.M.

There were no comments heard.

On a motion by Mrs. Frayko, seconded by Mr. Dreifus and carried by voice vote, the public comment session was closed by a unanimous voice vote at 6:35 P.M.

COMMITTEE REPORTS

State & County School Boards – No Report.

Sussex County Educational Services Commission

- a) Met the new Principal
- b) Met the new Committees
- c) Recap of the Graduation

Liaison with the Hamburg Borough Council

- a) June 3rd
- b)** Approved shared services

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Building & Grounds

Ongoing Projects

- **HVAC Re-bid Project** (Thassian Mechanical Contracting, Inc.) (Referendum)
 - Major construction to start 6/19
 - See referendum report for additional information

- **Phase 2 Referendum Roof Project [1971 & 2000 wings]** (Referendum)
 - Construction to begin last week of July 2024

- **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)
 - Sustainably Complete

- **Tike Track** (Non-Referendum PEA)
 - See buildings and grounds report for additional information

- **Sheds** (Non-Referendum partial PEA)
 - Contact has been signed with Miller Buildings Inc for 2 sheds
 - See building and grounds report for additional information

- **1900 Windows** (Non-Referendum) (Storm Damage)
 - See detailed special report

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Buildings & Grounds Supervisor Report (**DOCUMENT C**)

On a motion by Mr. Gillen, seconded by Mrs. Frayko and carried by roll call vote, the Board approved payment of property loss for water damage that occurred on July 9th 2023. Total net amount claimed, \$459,656.05. First advanced payment: \$113,134.84. Second advanced payment: \$259,212.55. Current payment request: \$87,308.66 (submitted June 11, 2024). (**submitted June 11, 2024**)

On a motion by Mr. Gillen, seconded by Mrs. Frayko and carried by roll call vote, the Board approved payment request application #1 for the referendum roof restoration project at the Hamburg School, as submitted by Galia Construction, Inc. in the amount of \$12,350.00 (**DOCUMENT D**)

On a motion by Mr. Gillen, seconded by Mrs. Frayko and carried by roll call vote, the Board **accept** the Hamburg School Statement of Assurance for Lead in Water as depicted on **DOCUMENT E**.

Education & Policy

On a motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously by roll call vote, the Board **approved items a through b, depicted in document F:**

- a) **BE IT RESOLVED** that the Board approve the attached Special Education Tuition Contract Agreement between the Hamburg BOE and Sandyston-Walpack BOE for the education of student (State ID number **#2038354**) during the **ESY program** at Hamburg School (Summer 2024).
- b) **BE IT RESOLVED** that the Board approve the attached Special Education Tuition Contract Agreement between the Hamburg BOE and Sandyston-Walpack BOE for the education of student (State ID number **#2038857**) during the **ESY program** at Hamburg School (Summer 2024).

On a motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously by roll call vote, the Board **approved items a through d, depicted in document G:**

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- a) **BE IT RESOLVED** that the Board approve the attached Special Education Tuition Contract Agreement between the Hamburg BOE and Ogdensburg BOE for the education of student (State ID number #2136244565) for the 24-25 school year.

- b) **BE IT RESOLVED** that the Board approve the attached Joint Transportation Agreement with the Ogdensburg BOE in an amount not to exceed a total of \$6,878 for the 24-25 school year.

- c) **BE IT RESOLVED** that the Board approve the attached Special Education Tuition Contract Agreement between the Hamburg BOE and Ogdensburg BOE for the education of student (State ID number #2136244565) for the ESY program at Ogdensburg School currently scheduled July 8th 2024 through August 1st 2024.

- d) **BE IT RESOLVED** that the Board approve the attached Joint Transportation Agreement with the Ogdensburg BOE in an amount not to exceed a total of \$608 for the summer 2024 ESY program currently scheduled July 8th 2024 through August 1st 2024.

On a motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously by roll call vote, the Board **approved** the submission of the 2024-2027 Language Instruction Educational Program (LIEP) Three-Year Plan, as depicted in **DOCUMENT H**.

Negotiations & Personnel

On a motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by roll call vote, the Board approved **items a through d**:

- a) Substitute custodians, effective 1 July 2024. This position does not qualify for benefits;

Dylan Higgins

\$18.00 per
hour

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Frank Faslo	\$20.00 per hour
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- b) Summer Maintenance employees, effective 21 June 2024. This position does not qualify for benefits;

Ezekiel Frayko	\$15.13 per hour
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Ayrianna Flatt	\$15.13 per hour
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- c) Amanda Boehner, paraprofessional (not to exceed 29 hours) for SY24-25 at a rate of \$20.66 per hour.

- d) Melissa Stickley, paraprofessional (not to exceed 29 hours) for SY24-25 at a rate of \$20.00 per hour.

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, the Board **accepts**, with regret, the resignation of Renee Arias (Art Teacher), effective 30 June 2024.

On a motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by roll call vote, the Board approved an employment contract with Sussex County ESC for LDTC services (3 days per week) effective September 1, 2024, through June 30, 2025, at a cost of \$55,427.60. This position does not qualify for benefits.

DOCUMENT I

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, the Board approved Lynne Antonucci, Special Education Teacher at an annual salary of \$90,194 (MA16) beginning September 1 2024. This position does qualify for benefits.

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

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**AGREEMENT WITH THE LENAPE VALLEY REGIONAL HIGH SCHOOL BOARD OF
EDUCATION
FOR BUSINESS SERVICES**

WHEREAS, N.J.S.A. 40A:65-1, et seq., known as the "Uniform Shared Services and Consolidation Act," authorizes two or more local units to enter into an agreement for shared services known as a Shared Services Agreement for the provision of services ("Agreement"); and

WHEREAS, the governing body of the Hamburg BOE recognizes that shared services may result in property tax relief and enhanced services for its constituents; and

WHEREAS, the governing body of the Hamburg BOE recognizes that shared services may result in property tax relief and enhanced services for its constituents; and

WHEREAS, the Hamburg BOE is in need of Business Services; and

WHEREAS, the Lenape Valley Regional High School Board of Education is able to provide business services to the Hamburg BOE; and

WHEREAS, the Hamburg BOE wishes to begin receiving Business Services from the Lenape Valley Regional High School Board of Education; and

WHEREAS, the governing body of the Lenape Valley Regional High School Board of Education has reviewed the proposed agreement.

NOW THEREFORE BE IT RESOLVED that the governing body of the Hamburg BOE hereby endorses undertaking a shared services agreement with the Lenape Valley Regional High School Board of Education for Business services; and

BE IT FURTHER RESOLVED that the (Superintendent) is hereby authorized to take all legal and necessary actions to facilitate the Hamburg BOE's, participation in this agreement

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BE IT FURTHER RESOLVED that a copy of the Agreement shall be maintained in the Lenape Valley Regional High School Board of Education office and be available for public inspection.

Resolution to approve the attached subcontractor agreement with Lenape Valley Regional High School Board of Education for the services of a Business Administrator effective July 1, 2024 as depicted in **DOCUMENT J**.

On a motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by roll call vote, the Board approved the following resolution:

AGREEMENT WITH THE OGDENSBURG BOE FOR BUSINESS SERVICES

WHEREAS, N.J.S.A. 40A:65-1, et seq., known as the "Uniform Shared Services and Consolidation Act," authorizes two or more local units to enter into an agreement for shared services known as a Shared Services Agreement for the provision of services ("Agreement"); and

WHEREAS, the governing body of the Hamburg BOE recognizes that shared services may result in property tax relief and enhanced services for its constituents; and

WHEREAS, the governing body of the Hamburg BOE recognizes that shared services may result in property tax relief and enhanced services for its constituents; and

WHEREAS, the Hamburg BOE is in need of Business Services; and

WHEREAS, the Ogdensburg BOE is able to provide business services to the Hamburg BOE; and

WHEREAS, the Hamburg BOE wishes to begin receiving Business Services from the Ogdensburg BOE; and

WHEREAS, the governing body of the Hamburg BOE has reviewed the proposed agreement.

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NOW THEREFORE BE IT RESOLVED that the governing body of the Hamburg BOE hereby endorses undertaking a shared services agreement with the Ogdensburg BOE for Business services; and

BE IT FURTHER RESOLVED that the (Superintendent) is hereby authorized to take all legal and necessary actions to facilitate the Hamburg BOE's, participation in this agreement

BE IT FURTHER RESOLVED that a copy of the Agreement shall be maintained in the Ogdensburg BOE office and be available for public inspection.

Resolution to approve the attached subcontractor agreement with Ogdensburg Board of Education for business office support services effective July 1, 2024 as depicted in **DOCUMENT K**:

On a motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by roll call vote, the Board **approved items a through d on the Addendum**:

- a) Resignation, with regret, of Suzette Houdershielt with the last day in district as 30 June 2024;
- b) Rescind the SY24-25 employment contract for Suzette Houdershielt;
- c) Dawn Georgio as a part-time paraprofessional effective 1 September 2024 at \$21.72 per hour not to exceed 29 hours a week. The position does not qualify for benefits;
- d) Fran Wentlejewski as the Confidential Administrative Clerk substitute effective 1 July 2024 at a rate of \$45 per hour, not to exceed 24 hours. The position does not qualify for medical benefits.

Finance Committee

On a motion by Mr. Dreifus, seconded by Mr. Gillen, and carried unanimously by roll call vote, the Board **approved items a through f**:

- a) To approve the bills as presented on **DOCUMENT L**
- b) To approve bills for the Cafeteria Account in the amount of \$14,435.41 (**DOCUMENT M**)
- c) To accept the Board Secretary's and Treasurer's reports for 31 May 2024 (**DOCUMENT N**)

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- d) To approve Transfers made by the Superintendent after the 30 May 2024 Board Meeting, with fund 10 debits totaling \$55,474.87 depicted on **DOCUMENT O** 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 May 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

- Follow up to Hamburg Fair

NEW BUSINESS

To confirm who will be attending the New Jersey School Board Association's Annual Conference will be held in Atlantic City, October 21-24, 2024. The travel waiver allows school board members and school personnel to stay overnight when traveling 50 miles or more one-way. The waiver covers three nights, Monday, Oct. 21, Tuesday, Oct. 22, and Wednesday, Oct. 23.

BOARD SECRETARY'S REPORT

On a motion by Mrs. Frayko, seconded by Mrs. Schels, and carried unanimously by roll call vote, the Board adopt the following resolution:

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or

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unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, Hamburg Borough Board of Education wishes to deposit anticipated current year excess surplus into a Capital Reserve account at year end, and

WHEREAS, the Hamburg Borough Board of Education has determined that not to exceed \$150,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Hamburg Borough Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, the Board adopted the following resolution:

BE IT RESOLVED that Pursuant to P.L. 2024, c.13, the Hamburg school district will accept \$77,235 in Stabilized School Budget Aid in the 2024-2025 school year.

The funds will be used to update the previously approved 2024-2025 School Year Budget using an additional \$77,235 of stabilized school budget aid.

The secretary to the Board of Education is authorized to submit a tentative budget update to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline (all school districts accepting the additional aid must prepare and submit updated budget information to the executive county superintendent of schools. Information is attached for review by the Board:

Increase in Revenues: Account 10-3XXX \$77,235

Change is Expenses:

Account: 11-204-100-101-000 (LLD Salaries): \$77,235

To report, pursuant to PL 2015, Chapter 47 the Hamburg Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and

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federal statutes and regulations; in particular, New Jersey Title 18A:18. et. seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

- Maschio’s Food Service, Inc.
- Horizon Dental/Fortitude Insurance Group
- New Jersey Schools Insurance Group/Arthur J. Gallagher/Morville Agency
- Alliance for Competitive Energy Services
- Educational Consortium for Telecommunications Savings
- Educational Data Services, Inc./Morris County ESC
- Hunterdon County Educational Services Commission
- The Educational Services Commission of New Jersey
- Camden County Educational Services Commission
- Sussex County Regional Transportation Cooperative
- The New Jersey School Boards Association Cooperative Pricing System
- Cleary, Giacobbe, Alfieri & Jacobs
- McManimon, Scotland & Baumann, LLC
- Nisivoccia LLC
- Parette Somjen Architects LLC
- Phoenix Advisors, LLC
- J & B Therapy, LLC
- Gurbir S. Saluja, M.D.
- CDK Systems, Inc.
- PenTele Data
- T.A. Mountford Co.
- R & L DataCenter, Inc.
- Windsor Learning Center
- Salem County Special School District

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, the Board approved the FY 2024-2025 Food Service Management Company contract with Maschio’s Food Services, Inc. for a flat management fee for \$10,150 based upon the estimated total cost of the contract of \$136,681.17 and guaranteed operating loss of \$20,000 as referenced on the attached Projected Operating Statement [Hamburg Form #23CR-public SY 24-25] and authorize the Board President and the Business Administrator to submit and execute all documents regarding this renewal.

SUPERINTENDENT’S REPORT

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On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **approved items a through e:**

a) Safety Drill Report – June 2024

Type of Drill	Date	Time	Evacuation Time
Fire Evacuation Drill	6/3/2024	1:17 PM	4 min. 26 sec.
Shelter in Place	6/18/2024	12:18 PM	N/A

b) Harassment, Intimidation and Bullying (HIB) Report

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
June 2024	0	0	NA	NA
May 2024	3	3	Y	Y
April 2024	2	1	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	13	8	NA	NA

c) Discipline Report

Grade	In School	Out of School	# Days
8		X	2
8		X	1

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6		X	1
6		X	1

d) Professional Development

Date	Staff	Activity/Location	Cost (Approx.)

e) Substitutes

Substitute Name	Position

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, the Board accepted an interlocal agreement for shared services of Music (Band) teacher with Hardyston School, as depicted in (**DOCUMENT P**).

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, approved a shared services agreement with Hamburg Police Department, as depicted in (**DOCUMENT Q**).

Dr. Sigman reported on the following:

Hamburg School Student Enrollment – June 2024 [Total = **248**]

	In District	Out of District	Choice Non-Public	Charter
Preschool	39			
Kindergarten	24			
Grade 1	25			
Grade 2	34			
Grade 3	21		1	
Grade 4	24	1	2	
Grade 5	25	1	2	

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Grade 6	19	1	2	0
Grade 7	20		2	4
Grade 8	17	1	3	5
Total	248	4	12	9

- Charter School Enrollment Certification (**DOCUMENT R**)
- Knightly Newspaper (**DOCUMENT S found on the Google Drive**)

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 7:22 P.M.

There were no comments heard.

The public comment session was closed by a unanimous voice vote at 7:22 P.M.

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, **the Board adopt the following Executive Session Resolution at 7:24 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
- [] Personnel (**CSA Evaluation & Contract Renewal**)
- [] Appointment of a public official
- [] Matters covered by the attorney-client privilege
- [] Pending or anticipated litigation
- [] Pending or anticipated contract negotiations

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- [] 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
- [X] Pending or anticipated litigation – **Case #24GL00520S**

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. Frangipane, seconded by Mrs. Frayko, and carried unanimously by voice vote, **closed the Executive Session at 7:43 P.M.**

On a motion by Mrs. Ferguson, seconded by Mrs. Schels, and carried unanimously by voice vote, **the Board adjourned the meeting at 7:43 P.M.**

Respectfully submitted,

Kimberly Sigman, Ed.D.
Chief School Administrator