

**MINUTES OF HAMBURG BOARD OF EDUCATION
REGULAR MEETING
AUGUST 29, 2024**

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

PRESENT: Robert Jones, President; David Dreifus, Lois Ferguson, Sheila Frayko, Michael Frangipane, Timothy Gillen, Jill Grant, Kelly Tranes

ABSENT: Tricia Schels

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 Mr. Gillen, seconded by Mr. Dreifus and carried by roll call vote, **approved the Regular meeting minutes of the July 25, 2024 Board Meeting.**
(Document A)

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Yes 5
No 0
Abstain 3

CORRESPONDENCE

- Press Release – Promising Practices Schools (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.

The meeting was opened to the public by a unanimous voice vote at 6:33 P.M.

M. Meehan, Hamburg, voiced concern regarding substitute secretary rates. She also inquired as to why she has not been called in as a substitute secretary.

Dr. Sigman responded.

The public comment session was closed by a unanimous voice vote at 6:45 P.M.

COMMITTEE REPORTS

State & County School Boards – Mrs. Grant reported.

Sussex County Educational Services Commission – Mr. Jones reported that there were a few confidential issues regarding administrative changes.

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Liaison with the Hamburg Borough Council – Mrs. Frayko reported on the council meeting August 5, 2024 discussing changing wildlife ordinance. A problem with wildlife and the availability of dumpsters.

Building & Grounds

Ongoing Projects (Document C)

- **HVAC Re-bid Project** (Thassian Mechanical Contracting, Inc.) (Referendum)
 - Major construction continues
 - See referendum report for additional information

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

- 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.

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

- **Sheds** (Non-Referendum partial PEA)
 - Delivered and installed

- **1900 Windows** (Non-Referendum) (Storm Damage)
 - Design phase has begun

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

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On a motion by Mr. Gillen, seconded by Mr. Dreifus and carried by roll call vote, the Board approved payment request Application #2 for the Referendum Roof Restoration Project at the Hamburg School, as submitted by Galia Construction, Inc. in the amount of \$221,644.50 (**DOCUMENT E**)

Education & Policy

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, the Board approved items a-b:

- a) The second reading of the mathematics curriculum (includes updates aligned to the 2023 NJ Student Learning Standards) as depicted in **DOCUMENT F**;

- b) the first reading of the English Language Arts curriculum (includes updates aligned to the 2023 NJ Student Learning Standards) as depicted in **DOCUMENT G**.

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by a roll call vote, **approved** the second reading of Strauss Esmay Policy Alert 233, as follows (**DOCUMENT H**):

| | |
|----------------|--|
| P0141 | Board Member Number and Term (Revised) |
| P0141.1 | Board Member Number and Term - Sending District (Revised) |
| P0141.2 | Board Member Number and Term - Receiving District (Revised) |
| P0164.6 | Remote Public Board Meeting During Declared Emergency (Abolished) |
| P2200 | Curriculum Content (Revised) |
| P/R 3160 | Physical Examination (Revised) |
| P/R 4160 | Physical Examination (Revised) |

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| | |
|--------------|---|
| R5200 | Attendance (Revised) |
| P5337 | Service Animals (Revised) |
| P5350 | Student Suicide Prevention (Revised) |
| P7231 | Gifts from Vendors (Abolished) |
| P8420 | Emergency and Crisis Situations (Revised) |
| P/R 8467 | Firearms and Weapons (Revised) |
| P9181 | Volunteer Athletic Coaches and CoCurricular Activity Advisors (Revised) |

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, the Board approved first reading of Policy 5440 (Honoring Student Achievement) and Regulation 2624 (Grading System), as depicted in **DOCUMENT I**.

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

SY 2024-25 Professional Services Annual Appointment Resolution, as follows, WHEREAS, there exists a need for various professional services, and WHEREAS, the Public School Contracts Laws [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 2024-2025 school year without competitive bidding as a professional service in accordance with 18A:18A15 of the Public School Contracts Law, not to exceed a contractual amount of \$200,000, as follows: Always Capable, LLC at \$90 per hour for BCBA Services as depicted in **DOCUMENT J**.

Negotiations & Personnel

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On a motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, the Board approved an amendment to the current contract for Brian Bobrowski, to include Buildings & Grounds Supervisor / Confidential Administrative Clerk (Business Office), at an annual salary of \$85,893, effective 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/accept items a-e:

- a) The resignation, with regret, of Danielle Morgenroth (LDTC contracted through Sussex County ESC), effective August 30, 2024;
- b) Rachel Steinbach, Art Teacher, at BA Step 1 (3 days per week = $\frac{3}{5}$) at an annual salary of \$39,365, effective September 1, 2024. This position does not qualify for benefits;
- c) Luis Barboza, Head Custodian, at an annual salary of \$62,000, effective September 1, 2024. This position does qualify for benefits;
- d) a \$2,000/year stipend amount for the following sub-certified paraprofessionals for classroom coverage effective September 1, 2024:
 - Budzelova, Andrea
 - DeSino, Anthony
 - Dolan, Kimberly
 - Krieger, Olivia
 - Pinos, Hilda
 - Roberts, Lauren
 - Julia Dora
- e) Substitute teachers/paraprofessionals, as follows:
 - Samantha Wortche - Paraprofessional (pending receipt of paperwork);
 - Brandy Sanges - Paraprofessional (pending receipt of paperwork);
 - Karen Niedergall - Teacher & Paraprofessional

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- a) On a motion by Mr. Dreifus, seconded by Mr. Gillen, and carried unanimously by roll call vote, the Board **approved items a through f**:
- b) To approve the bills as presented on **DOCUMENT K**;
- c) To approve bills for the Cafeteria Account in the amount of \$0;
- d) To accept the Board Secretary's and Treasurer's reports for June 30 2024;
- e) To approve Transfers made by the Superintendent for the final June 30 2024 closing, with fund 10 debits totaling \$91,292.83 and fund 20 transfer of \$17,383.69 depicted on **DOCUMENT L** 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 June 30 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.

OLD BUSINESS – Mrs. Tranes inquired about payment rates for services through the Sussex County Commission.

NEW BUSINESS

BOARD SECRETARY'S REPORT

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, the Board finalized the following individuals attending the Annual New Jersey School Boards Conference in Atlantic City, October 21-24, 2024, lodging for October 21, 22 & 23, workshop registration fees, reimbursement of mileage and meals in accordance with Board policy, as follows:

- Mr. Jones
- Mr. Dreifus
- Dr. Sigman

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On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by a roll call vote, the Board approved the FY 2024-2025 tuition rates, as follows:

- Preschool/Kindergarten \$24,666
- Grades 1-5 \$28,784
- Grades 6-8 \$32,104
- PSD F/T \$39,192
- LLD-Mild/Moderate \$34,110

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by a roll call vote, the Board approved the FY 2024-2025 meal prices, as follows:

- Student Breakfast \$2.25
- Adult Breakfast \$2.75
- Reduced Breakfast \$0.00
- Lunch Student Lunch \$3.75
- Adult Lunch \$4.25

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

- a) To approve the bills as presented on DOCUMENT Z;
- b) To approve transfers made by the Superintendent for July 31, 2024, with fund 10 debits totaling \$445,252.07 and fund 20 transfers of \$30,027.52 depicted on DOCUMENT AA and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2024-2025 budget process for various professional services.

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by a roll call vote, the Board approved the use of the vendor, J&B Therapy, to provide LDTC services, at a rate of \$97.50 per hour for 2 days per week (\$52,650 annually). The Board of Education does hereby approve LDTC, Carol LaStarza, to perform on behalf of J&B Therapy, effective September 2, 2024 through June 30, 2025.

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SUPERINTENDENT’S REPORT

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, the Board approved items a through b:

a) Safety Drill Report – July/August 2024

| Type of Drill | Date | Time | Evacuation Time |
|-----------------------|-----------|---------|-----------------|
| Fire Evacuation Drill | 7.9.2024 | 11:48am | 7 min 24 sec |
| Fire Evacuation Drill | 7.22.2024 | 12:17pm | 8 min |

b) Use of Facilities

| Vendor | Date | Time(s) | Event |
|--|--------------------|--------------|-----------|
| YMCA* | 9.5.2024 - 6.30.24 | 3:00-6:00 PM | Aftercare |
| *Cafeteria, Playground, Science Lab, Art Room, Gymnasium | | | |

On a motion by Mr. Frangipane, seconded by Mrs. Frayko, and carried unanimously by roll call vote, the Board approved the following staff members to be on the Hamburg School Threat Assessment Team for the 2024-2025 school year:

- Dr. Sigman, Chief School Administrator
- Mr. Baumgartner, Vice Principal
- Ms. Sylvester, School Psychologist
- Mrs. Conklyn, Social Worker/Assessor
- Ms. Garris, School Counselor/Assessor
- Ms. Sealander, Media Specialist/Technology Coor/Teacher in Charge
- Mrs. Veronica Danko, Grade 4 teacher

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

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- a) Application for Dual Use of Educational Space (Cafeteria) (**DOCUMENT M**)
- b) Annual Toilet Room Facilities for Kindergarten (**DOCUMENT N**)
- c) Application for Dual Use of Educational Space (Stage) (**DOCUMENT O**)
- d) Preschool Room Size Waiver (**DOCUMENT P**)
- e) the SY 2024-2025 Substitute list, as depicted in **DOCUMENT Q**.

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

- a) District Professional Development Plan (**DOCUMENT R**)
- b) District Mentoring Plan (**DOCUMENT S**)
- c) Memorandum of Agreement for SY 2024-2025 (**DOCUMENT T - to be distributed at the meeting**)
- d) Hamburg School Emergency Remote Instructional Plan SY 2024-2025 (**DOCUMENT U**)

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, the Board approved items a-c:

- a) Confidential Administrative Clerk (**DOCUMENT V**)
- b) Buildings & Grounds Supervisor (**DOCUMENT W**)
- c) Head Custodian (**DOCUMENT X**)

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, the Board approved items a-c:

- a) School Safety Specialist[s] – Mr. Baumgartner & Dr. Sigman
- b) Homeless Liaison – Mr. Baumgartner
- c) Affirmative Action Officer – Dr. Sigman

Dr. Sigman reported on the following:

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- Hamburg School Student Enrollment – August 2024 [Total = **256**]

| | In District | Out of District | Choice Non-Public | Charter |
|--------------|-------------|-----------------|-------------------|----------|
| Preschool | 35 | | | |
| Kindergarten | 25 | | | |
| Grade 1 | 25 | | | |
| Grade 2 | 26 | | | |
| Grade 3 | 34 | | | |
| Grade 4 | 22 | | 1 | |
| Grade 5 | 25 | | 2 | |
| Grade 6 | 24 | | 2 | 2 |
| Grade 7 | 19 | 1 | 2 | 0 |
| Grade 8 | 21 | 1 | 2 | 4 |
| Total | 256 | 2 | 9 | 6 |

- Department of Community Affairs Awards Grants for School Regionalization Studies (**DOCUMENT Y**)

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

| Date | Staff | Activity/Location | Cost (Approx.) |
|--|-----------------|---|--|
| 9/12/24 | Brian Bobrowski | NJASBO: OPRA/Negotiations/Arbitration/Fact Finding & Records Retention | Registration: \$195 Mileage: \$24.44 Total Cost: \$219.44 |
| 8/20/24, 9/12/24, 9/26/24, 10/17/24, 10/28/24, 11/12/24, | Amanda Weaver | NJASBO Business Administrator Training/Professional Development | Registration (all dates): \$ 1,510 |

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| | | | |
|--|--|--|--|
| 11/20/24, 12/3/24, 12/10/24, 1/14/24, 2/11/24, 2/13/24, 3/27/24, 4/10/24, 5/6/24 | | | |
|--|--|--|--|

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, the Board meeting was opened to the public at 7:30 P.M.

- No comments were heard

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, the Board closed the public session at 7:30 P.M.

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, the Board approved the following Executive Session Resolution at 7:31 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 Follow Up)**
- 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

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[] 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 Mr. Frangipane, seconded by Mrs. Frayko, and carried unanimously by voice vote, the Board approved the motion to close the Executive Session at 7:36 P.M.

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, the Board adjourned the meeting at 7:37 P.M.

Respectfully submitted,



Amanda Weaver
Board Secretary