

**MINUTES OF HAMBURG BOARD OF EDUCATION
REGULAR MEETING
November 21, 2024**

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

PRESENT: Sheila Frayko, Acting President; David Dreifus, Michael Frangipane, Timothy Gillen, Jill Grant, Tricia Schels

ABSENT: Robert Jones, Lois Ferguson and Kelly Tranes

MEMBERS OF THE PUBLIC: Twenty-seven

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.”

Mrs. Frayko 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. Schels and carried by a voice vote, **approved the Regular meeting minutes of the October 24, 2024 Board Meeting.**
(Document A)

On a motion by Mr. Dreifus, seconded by Mrs. Schels and carried by a voice vote, **approved the Regular meeting minutes of the November 4, 2024 Board Meeting.**
(Document B)

On a motion by Mrs. Schels, seconded by Mr. Dreifus and carried by a voice vote, **approved the Regular meeting minutes of the November 12, 2024 Board Meeting.**
(Document C)

CORRESPONDENCE

- None

PRESENTATIONS

- Student Spotlight
 - Preschool-Grade 1: Charlotte Schenker
 - Grades 2-4: Grace Zicarelli
 - Grades 5-8: Olivia Cubby
- Presentations
 - Presentation of the FY 2023-24 Annual Comprehensive Financial Report [ACFR] and the Auditor's Management Report by Mrs. Valerie Dolan, Nisivoccia and the Board Secretary.

On a motion by Mrs. Frayko, seconded by Mr. Dreifus and carried by a voice vote the Board opened the meeting to the Public on the FY 2023-24 Annual Comprehensive Financial Report [ACFR] and the Auditor's Management Report.

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On a motion by Mr. Dreifus, seconded by Mr. Frangipane and carried by a voice vote the Board closed the meeting to the Public on the FY 2023-24 Annual Comprehensive Financial Report [ACFR] and the Auditor's Management Report.

OPEN TO THE PUBLIC

Mrs. Frayko 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. Gillen, seconded by Mr. Frangipane and carried by a voice vote the meeting was opened to the public at 6:48 P.M.

Marianne Mehan, Hamburg resident, questioned the business office and main office positions.

On a motion by Mrs. Schels, seconded by Mr. Dreifus and carried by a voice vote the meeting was closed to the public at 6:53 P.M.

COMMITTEE REPORTS

State & County School Boards – None at this time

Sussex County Educational Services Commission – No update

Liaison with the Hamburg Borough Council – Hamburg Regionalization update. Students will be singing at the tree lighting on December 6, 2024

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Building & Grounds

On a motion by Mr. Gillen, seconded by Mr. Frangipane, and carried unanimously by roll call vote, the Board approved the following resolution in regard to the 1900s Building Window Project:

WHEREAS, The Board of Education of Hamburg in the County of Sussex, NJ (the "Board"), would like to proceed with a school facilities project consisting generally of Emergency Window Replacement at Hamburg School (the "Project):

WHEREAS, the Board now seeks to take the steps in order to proceed with the Project:

In accordance with the requirement of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic & Final Plans prepared in connection with the Project and the Board further authorizes the submission of the same to Sussex County Superintendent of Schools and the New Jersey Department of Education for approval by Parette Somjen Architects. This project is designated "Other Capital" and the Board is not seeking state funding.

The Board hereby authorizes, if necessary, the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determination of the Board set forth in this resolution, including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project.

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Education & Policy

On a motion by Mrs. Schels, seconded by Mr. Gillen, and carried unanimously by roll call vote, the Board approved the second reading of policies and regulations as follows (**DOCUMENT D**):

P/R 7422	School Integrated Pest Management Plan
P/R 7424	Bed Bugs
P/R 7425	Lead Testing of Water in Schools
P/R 7430	School Safety
P/R 7432	Eye Protection
P7433	Hazardous Substances
P7434	Smoking in School Buildings and on School Grounds
P7435	Alcoholic Beverages on School Premises
P7436	Drug Free Workplace
P/R 7440	School District Security
P/R 7441	Electronic Surveillance in School Buildings and on School Grounds
P7450	Property Inventory
P7460	Energy Conservation
P7480	Motor Vehicles on School Property
P7481	Unmanned Aircraft Systems (Drones)
P7490	Animals on School Property
P/R7510	Use of School Facilities

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On a motion by Mrs. Schels, seconded by Mr. Gillen, and carried unanimously by roll call vote, the Board approved the second reading of policies and regulations as follows (**DOCUMENT E**):

P/R 7513	Recreational Use of Playgrounds (Regulation Update)
P/R 7520	Loan of School Equipment
P/R 7522	School District Provided Technology Devices to Staff Members
P/R 7523	School District Provided Technology Devices to Students (Policy Update)
P/R 7540	Joint Use of Facilities (Policy Update)
P/R 7610	Vandalism
P 8130	School Organization
P 8210	School Year (Policy Update)
P/R 8220	School Day (Regulation Update)
P/R 8310	Public Records
P/R 8320	Personnel Records
P/R 8330	Student Records
P 8335	Family Education Rights and Privacy Act
P 8350	Records Retention
P/R 8420	Emergency Crisis Situations (Policy and Regulation Update)

Negotiations & Personnel

Finance Committee

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

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- a) To approve the bills as presented on **DOCUMENT F**;
- b) To approve bills for the Cafeteria Account in the amount of \$0;
- c) To accept the Board Secretary's and Treasurer's reports for September 30, 2024 and October 31, 2024 on **DOCUMENT J & K**;
- d) To approve Transfers made by the Superintendent for October 31, 2024, with fund 10 debits totaling **\$50,415.** and fund 20 transfer of \$0 depicted in **DOCUMENT G** and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2024-25 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 October 31, 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

NEW BUSINESS

BOARD SECRETARY'S REPORT

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

- a) Health and Safety Evaluation of School Buildings Checklist as depicted on **DOCUMENT H**;
- b) The 2023-2024 Annual Comprehensive Financial Report [ACFR] and the Auditor's Management Report as presented;
- c) Budget Calendar (**DOCUMENT I**)

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The Business Administrator reviewed the Statement of Determination for the November 5, 2024, Annual School Election [As of writing this agenda the certified results from the County Clerk's Office have not been received].

The Business Administrator stated that the Annual Reorganizational Meeting needs to be scheduled between January 1 and January 7, [recommending Thursday, January 2, 2025 at 6:30 p.m.].

The Business Administrator discussed the 2025 Board Meeting Calendar.

SUPERINTENDENT'S REPORT

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, the Board approved items a-e, and addendum item f:

a) Safety Drill Report – November 2024

Type of Drill	Date	Time	Evacuation Time
Non-Fire Evacuation Drill	11/18/2024		
Fire Evacuation Drill	TBD	TBD	TBD

b) Discipline/Suspension

Grade	In School	Out of School	Days
6 th		X	

c) Harassment, Intimidation and Bullying (HIB) Report – November 2024

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
September	0	0	N/A	N/A
October	3	1	Y	Y
November	3*	TBD	TBD	TBD

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d) Professional Development

Staff Member	Date	Activity	Cost
Conklyn	11/20/2024 12/6/2024 12/18/2024	Navigating the 504 Process	\$250.00 Virtual
Garris	11/20/2024 12/6/2024 12/18/2024	Navigating the 504 Process	\$250.00 Virtual

e) Field Trip (s)

Date	Destination	Cost
11/12/2024	Vernon HS – SC Junior Honors Music	\$0* *Bus to be shared w/ Hardyston

f) Use of the Building

Vendor	Date	Time(s)	Location	Event
Wallkill Valley Youth Basketball	December 2, 2024 – March 27, 2025 Monday – Thurs.	Evenings	Gym	Games/Practices

On a motion by Mr. Gillen seconded by Mr. Dreifus, and carried unanimously by roll call vote, the Board approved EpiPen delegates and CPR certifications as follows:

EpiPen Delegates (1Year)	CPR Certifies (2 Year)
Boehner, Amanda	Boehner, Amanda 6/11/24
Clark, Michelle	Breitenbach, Amy 6/6/24
Outer, Ashley	Clark, Michelle 3/22/23
Ratzer, Antionette	Goens, Dana 6/6/24

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Sealand, Michele	Landrud, Aimee 10/14/24
Garris, Melissa	Menendez, Krystal 6/6/24
Vinkman, Katrina	Miller, Diane 3/13/23
Sigman, Kimberly	Outer, Ashley 11/14/23
	Sanchez-Joyce, Evelyn 6/6/24
	Scrittore, Tara 6/6/24
	Sigman, Kimberly 6/6/24
	Steinbach, Rachel 98/24/23
	Thomas, Dawn 6/6/24
	Velazquez, Elizabeth 6/6/24

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

- a) Hamburg School's School Safety and Security Plan SY 2024-2025 (**DOCUMENT L**);
- b) Samantha Fried, Ramapo College (Elementary Education major) to observe in Mrs. Danko's Grade 4 classroom.

Dr. Sigman reported on the following:

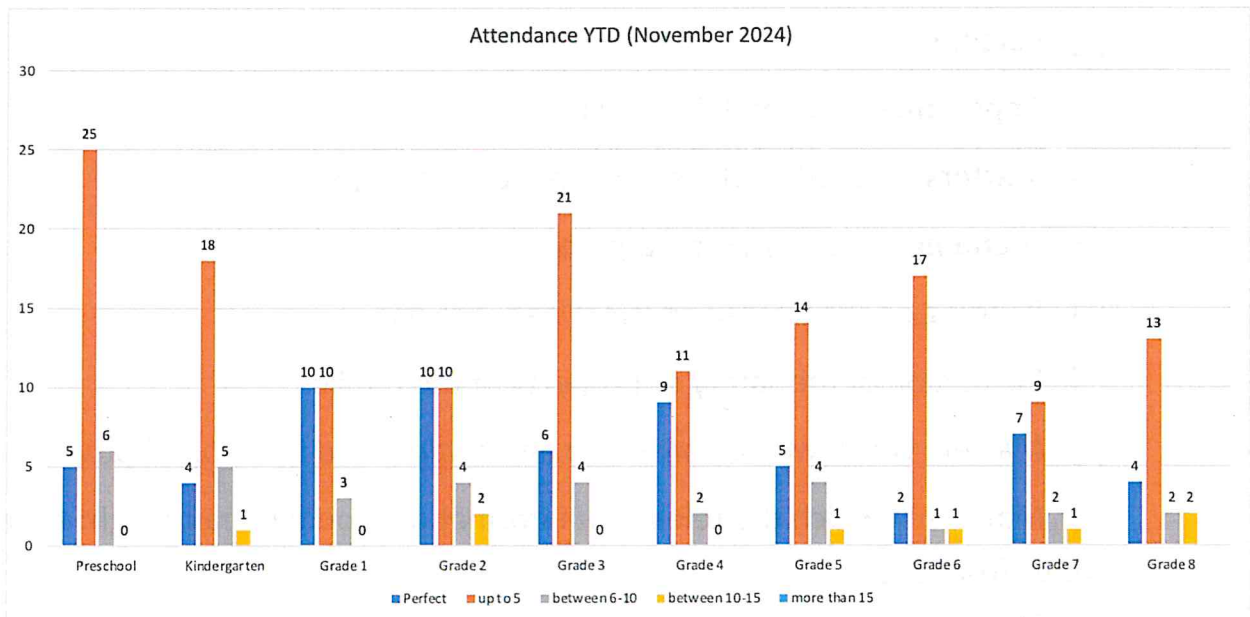
Hamburg School Student Enrollment – November 2024 [Total=252]

	In District	Out of District	Choice Non-Public	Charter
Preschool	36			
Kindergarten	26			
Grade 1	24			
Grade 2	26			
Grade 3	31			
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	252	2	9	6

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Hamburg School Chronic Absenteeism – November 2024

Grade	# Students w/5+ Absence	# Students w/5+ Tardy
Preschool	7	5
Kindergarten	6	4
Grade 1	3	5
Grade 2	7	2
Grade 3	4	3
Grade 4	2	2
Grade 5	5	0
Grade 6	4	4
Grade 7	5	1
Grade 8	7	1
TOTAL	50	27



On a motion by Mr. Dreifus, seconded by Mr. Frangipane, and carried unanimously by voice vote, the Board meeting was opened to the public at 7:35 P.M.

- No comments were heard

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On a motion by Mr. Dreifus, seconded by Mr. Frangipane, and carried unanimously by voice vote, the Board closed the public session at 7:35 P.M.

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, the Board approved the following Executive Session Resolution at 7:36 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

☐ 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

☐ 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

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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. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, the Board approved the motion to close the Executive Session at 7:52 P.M.

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, the Board adjourned the meeting at 7:52 P.M.

Respectfully submitted,

A handwritten signature in black ink that reads "Amanda Weaver". The signature is written in a cursive, flowing style.

Amanda Weaver
Board Secretary