

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
DECEMBER 19, 2024**

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

**PRESENT:** Robert Jones, President; David Dreifus, Sheila Frayko, Lois Ferguson, Timothy Gillen, Jill Grant (arrived 6:32 p.m.) Tricia Schels, Kelly Tranes

**ABSENT:** Michael Frangipane

**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.

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**APPROVAL OF MINUTES**

On a motion by Mr. Gillen, seconded by Mrs. Frayko and carried by a roll call vote, approved the Executive Session minutes as listed below:

**August 29, 2024.** (Document A)

**September 26, 2024.** (Document B)

**October 24, 2024.** (Document C)

**November 4, 2024.** (Document D)

**November 12, 2024.** (Document E)

**Regular meeting minutes and the Executive Session minutes of the November 12, 2024 Board Meeting.** (Document F)

**PRESENTATIONS**

- Student Spotlight
  - Preschool-Grade 1: Abigail Mele
  - Grades 2-4: Landon Arnold
  - Grades 5-8: Mirae Lee

**CORRESPONDENCE**

- Rutgers New Jersey state Policy Lab Letter (DOCUMENT G)

**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.*

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On a motion by Mrs. Frayko, seconded by Mr. Dreifus and carried by a voice vote the meeting was opened to the public at 6:39 P.M.

On a motion by Mrs. Frayko, seconded by Mr. Dreifus and carried by a voice vote the meeting was closed to the public at 6:40 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** – 12/6/2024 Tree lighting with the band and chorus. 12/14/2024 Breakfast with Santa. Switch from optimum to planet network, the town will be switching.

**Building & Grounds**

**Ongoing Projects**

- Phase 3 Referendum Foam Roof
- 1900s Windows (Non-Referendum) (Storm Damage)
- Project Update Report (DOCUMENT H)

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

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- a) Final payment request application for the Referendum Roof Restoration Project at the Hamburg School, as submitted by Galia Construction, Inc. in the amount of \$43,448.64 (DOCUMENT I).
- b) Final payment request application for the HVAC Project at the Hamburg School, as submitted by Thassian Mechanical Contracting, Inc. in the amount of \$188,657.50 (DOCUMENT J).

**Education & Policy**

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

P/R 8431	Preparedness for Toxic Hazard
P/R 8441	Care of Injures and Ill Persons
P 8442	Reporting Accidents
P/R 8451	Control of Communicable Disease
P 8453	HIV/AIDS
P 8454	Management of Pediculosis (Policy Update)
P/R 8461	Reporting Violence, Vandalism, HIB, Alcohol and Drug Abuse
P/R 8462	Reporting Potentially Missing or Abused Children
P/R 8464	Missing Children
P/R 8465	Bias Crimes and Bias Related Acts
P/R 8467	Weapons
P 8468	Crisis Response

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

P/R 7513	Recreational Use of Playgrounds (*Policy/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)

\* Update from Reading 1

**Negotiations & Personnel**

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

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- a) Samantha Wortche as a part-time paraprofessional effective 1 January 2025 at \$20 per hour not to exceed 29 hours a week. This position does not qualify for benefits;
- b) Brandy Sanges as a part-time paraprofessional effective 1 January 2025 at \$20 per hour not to exceed 29 hours a week. This position does not qualify for benefits;
- c) medical leave for staff ID # 94032368 beginning December 19, 2024 with anticipated return on February 28, 2025. The staff member will be utilizing sick leave.
- d) Jessica Smalley, as full-time leave replacement beginning 19 December 2025 through 3 March 2025, BA Step 1 @ \$65,609 [pro-rated]. This position is eligible for medical benefits only;
- e) Elizabeth Weite (Grand Canyon University) to complete student teaching experience for a minimum of 8 weeks. Placement will be with Ms. Kolb (Grade 3)

**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:

- a) To approve the bills as presented on **DOCUMENT M**
- b) To approve revised bills for the Cafeteria Account in the amount of **\$17,418.06 (DOCUMENT N)**;
- c) To accept the Board Secretary's and Treasurer's reports for November 30, 2024;
- d) To approve Transfers made by the Superintendent for November 30, 2024, with fund 10 debits totaling **\$13,272.94** and fund 20 transfer of \$0 depicted in **DOCUMENT O** 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 November 30, 2024 no

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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**

**Mrs. Frayko commented on the Christmas Show**

**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 listed below:

- a) 2025 Board Meeting Dates (**DOCUMENT P**) Changed March meeting from March 20, 2025 to March 18, 2025 due to the School Play conflict, snow date still March 25, 2025.
- b) 2023-2024 Audit Corrective Action Plan as per the auditor's presentation (**DOCUMENT Q**)

**SUPERINTENDENT'S REPORT**

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

- a) Safety Drill Report – December 2024

Type of Drill	Date	Time	Evacuation Time
Shelter in Place	12/3/2024		

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b) Discipline/Suspension

Grade	In School	Out of School	Days
7 <sup>th</sup>	X		2

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

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)	Preliminary Determination
September	0	0	N/A	N/A	
October	3	1	Y	Y	
November	3	2	Y	Y	
December	0	0	N/A	N/A	1

d) Professional Development

Staff Member	Date	Activity	Cost
Wentlejewski, Fran	January 23, 2025	Mastering School District Payroll	\$199 + mileage
Decker, Samantha	February 18-20, 2025	Advanced Strategies for MSL Group Instruction (Virtual)	\$690
Scrittore, Tara	April 4-5, 2025	Orton Gillington Academy Conference (Virtual)	\$225

e) Field Trip (s)

Date	Gr.	Destination	Cost
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1/29/2025	MS	Wallkill Valley Regional High School	\$0* *Bus to be shared
5/9/2025	K	Brookhollow's Barnyard Boonton, NJ	\$502 plus cost of bus

f) Substitutes

Name	
*Lisa Conte	Paraprofessional
*Victoria French	Teacher & Paraprofessional

\* Pending receipt of paperwork

On a motion by Mr. Gillen seconded by Mrs. Frayko, and carried unanimously by roll call vote, the Board approved the Hamburg School's Food Services Biosecurity Plan (Revision: December 2024) as depicted in DOCUMENT R.

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:

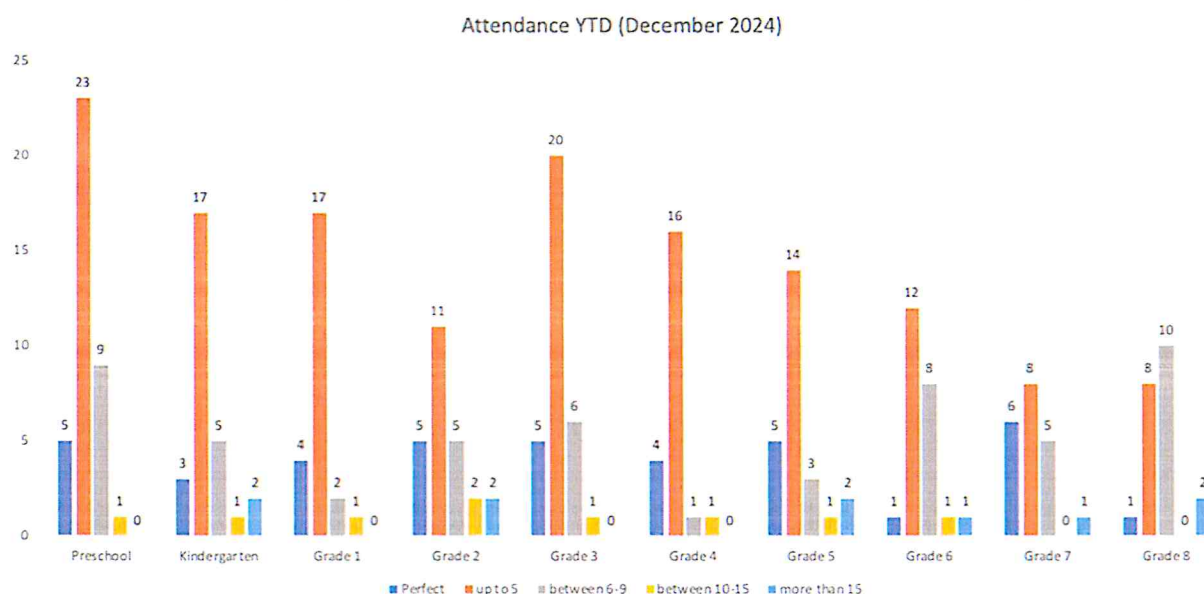
Hamburg School Student Enrollment – December 2024 [Total=258]

	In District	Out of District	Choice Non-Public	Charter
Preschool	38			
Kindergarten	28			
Grade 1	24			
Grade 2	25			

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Grade 3	32			
Grade 4	22		1	
Grade 5	25		2	
Grade 6	23		2	2
Grade 7	20	1	2	0
Grade 8	21	1	2	4
<b>TOTAL</b>	<b>258</b>	<b>2</b>	<b>9</b>	<b>6</b>

**Hamburg School Chronic Absenteeism – November 2024**



- NJDOE Promising Practices Broadcast (**DOCUMENT S**)
- Charter Enrollment Certification (**DOCUMENT T**)
- Verkada Guest Analytics (**DOCUMENT U**)
- Title 1 Comparability Approval (**DOCUMENT V**)
- Hamburg QSAC District Approval Plan - County Approval (**DOCUMENT W**)
- Hamburg QSAC District Approval Plan - State Approval (**DOCUMENT X**)
- 2025-2026 Application for State School Aid (ASSA) (**DOCUMENT Y**)

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On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, the Board meeting was opened to the public at 7:15 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 7:15 P.M.

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, the Board adjourned the meeting at 7:16 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Amanda Weaver". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Amanda Weaver  
Board Secretary