

**HAMBURG BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
FEBRUARY 20, 2025  
6:30 PM in the Cafeteria**

**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. Schels	Mrs. Tranes	Mr. Walsh
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 revised Reorganization meeting minutes of the **January 2, 2025** Board meeting (**DOCUMENT A**).

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

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_** to approve the Regular meeting minutes of the **January 23, 2025** Board meeting (**DOCUMENT B**).

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

**PRESENTATIONS**

- **Student Spotlight**
  - Preschool-Grade 1: Raelynn Stout
  - Grades 2-4: Penelope Camarco
  - Grades 5-8: Vincent Woloski

**CORRESPONDENCE**

- None

**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)**

**COMMITTEE REPORTS**

**State & County School Boards**

**Sussex County Educational Services Commission**

**Liaison with the Hamburg Borough Council**

**Building & Grounds**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve** payment request Application #1 for the 1900s Emergency Window Repair (Storm Damage) Project at the Hamburg School, as submitted by D&E Window and Door LLC in the amount of \$9,500.00 (**DOCUMENT C**)

**Education & Policy**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve a-b:**

a) the **first reading** of policy and regulations (Alert 234) as follows (**DOCUMENT D**):

P 5111	Eligibility of Resident/Nonresident Students ( <b>REVISED</b> )
P 5512	Harassment, Intimidation, or Bullying ( <b>REVISED</b> )
P/R 5516	Use of Electronic Communication Devices ( <b>REVISED</b> )
P/R 5533	Student Smoking ( <b>REVISED</b> )
P 5701	Academic Integrity ( <b>REVISED</b> )
P 5710	Student Grievance ( <b>REVISED</b> )
P/R 7441	Electronic Surveillance in School Buildings & on School Grounds ( <b>REVISED</b> )
P 8500	Food Services ( <b>REVISED</b> )
P/R 9320	Cooperation with Law Enforcement Agencies ( <b>REVISED</b> )

b) the **second reading** of policy and regulations as follows (**DOCUMENT E**):

P 8500	Food Services
P 8505	Wellness Policy / Nutrient Standards for Meals and Other Foods
P 8506	School Lunch Program Biosecurity Plan
P 8507	Breakfast Offer versus Serve
P 8508	Lunch Offer versus Serve
P 8540	School Nutrition Programs

R 8540	Free and Reduced Rate Meals
P 8550	Outstanding Food Service Charges
P 8561	Procurement Procedures for School Nutrition Programs
P 8600	Transportations
R 8600	Student Transportation
P 8601	Student Supervision after School Dismissal
P 8630	Bus Driver / Bus Aide Responsibility
R 8630	Emergency School Bus Procedures
P 8670	Transportation of Disabled Students

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

**Negotiations & Personnel**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve a-b:**

- a) Jessica Smalley as custodial substitute at an hourly rate of \$18.00, retroactive to January 1, 2025;
- b) The maternity leave for staff member ID# \*\*\*2182 utilizing sick leave from April 28, 2025 through May 15th and June 2-6th; and unpaid absences from May 16-30, 2025. This will include a total of 19 sick days and 10 unpaid absence days, with the staff member returning full time on June 9, 2025.

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

**Finance Committee**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve a-f:**

- a) To approve the bills as presented.
- 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 January 31, 2025;
- d) To approve Transfers made by the Superintendent for January 31, 2025, with fund 10 debits totaling **\$107,630.90** and fund 20 transfer of \$0 depicted in **DOCUMENT F** 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 January 31, 2025 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.

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

**OLD BUSINESS**

**NEW BUSINESS**

**BOARD SECRETARY’S REPORT**

To report that all board members should have received an email with their PIN to file the 2025 School Ethics Commission personal/relative and financial disclosure.

Update of budget process - discuss scheduling a Finance Committee meeting to review the proposed 2025-2026 budget.

Update on business office personnel.

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve:**

- a) The FY 2025-26 Special Education Initiative [SEMI] Waiver as depicted on **DOCUMENT G**.
- b) A Special Board of Education Meeting on May 1, 2025 for the Public Budget Hearing.

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

**SUPERINTENDENT’S REPORT**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve a - f:**

a) Safety Drill Report – February 2025

Type of Drill	Date	Time	Evacuation Time
Lock Down Drill w/ PD	1/27/2025	1:30	12 min
Fire Drill	1/29/2025	1:07	2 min 55 sec

b) Discipline / Suspensions

Grade	In School	Out of School	Days
6		X	2

c) Harassment, Intimidation and Bullying (HIB) Report – February 2025

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
January	1	0	N/A	N/A	
February	0	0	N/A	N/A	
<b>TOTAL</b>	<b>8</b>	<b>4</b>			

d) Professional Development

Staff Member	Date	Activity	Cost
Landrud	3/28-29/25	NJSSNA Spring Conference*	\$249.00
*The board will pay for/reimburse registration costs, lodging and incidentals if necessary.			
Sugar	3/10/2025	Accelerate Progress with Students with IEPs	\$295.00 Virtual
Scrittore	4/2/2025	NJSPA Educator’s Forum	\$0 no mileage requested
Garris	3/7/2025	SC School Counselor’s Meeting	\$0 plus mileage
Barboza	3/7/2025	Integrated Pest Management Training, Sparta, NJ	\$25.00 no mileage requested
Barboza	3/28/2025	Indoor Air Quality Training, Sparta NJ	\$25.00 no mileage requested

e) Field Trip[s]

Date	Gr.	Destination	Cost
3/19/2025	PK	Imagine That! Museum, Florham Park	\$1125.00*
		*Chaperones will reimburse BOE for tickets	
5/30/2025	6	American Museum of Natural History, NYC	\$565.00 plus cost of bus
4/14/2025	1&2	SC Fairgrounds Agricultural Center	196.00 plus cost of bus
5/22/2025	3	Museum Village, Monroe NY	\$429.00 plus cost of bus

f) Use of Facilities

Name	Dates
Cornell Thomas LLC Presentation	3/11/2025 - 9-11am

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

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve/appoint a-c:**

- a) SY 2025-2026 School Calendar (**DOCUMENT H**);
- b) Mr. Luis Barboza as the Hamburg School’s Toxic Hazard Preparedness (THP) Officer in accord with Policy 8431.;

c) NJ4S to instruct supplemental Social/Emotional Learning lessons (One Circle - Boys Council and Girls Circle) to students in Grades 6-8 (**DOCUMENT K**).

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

To

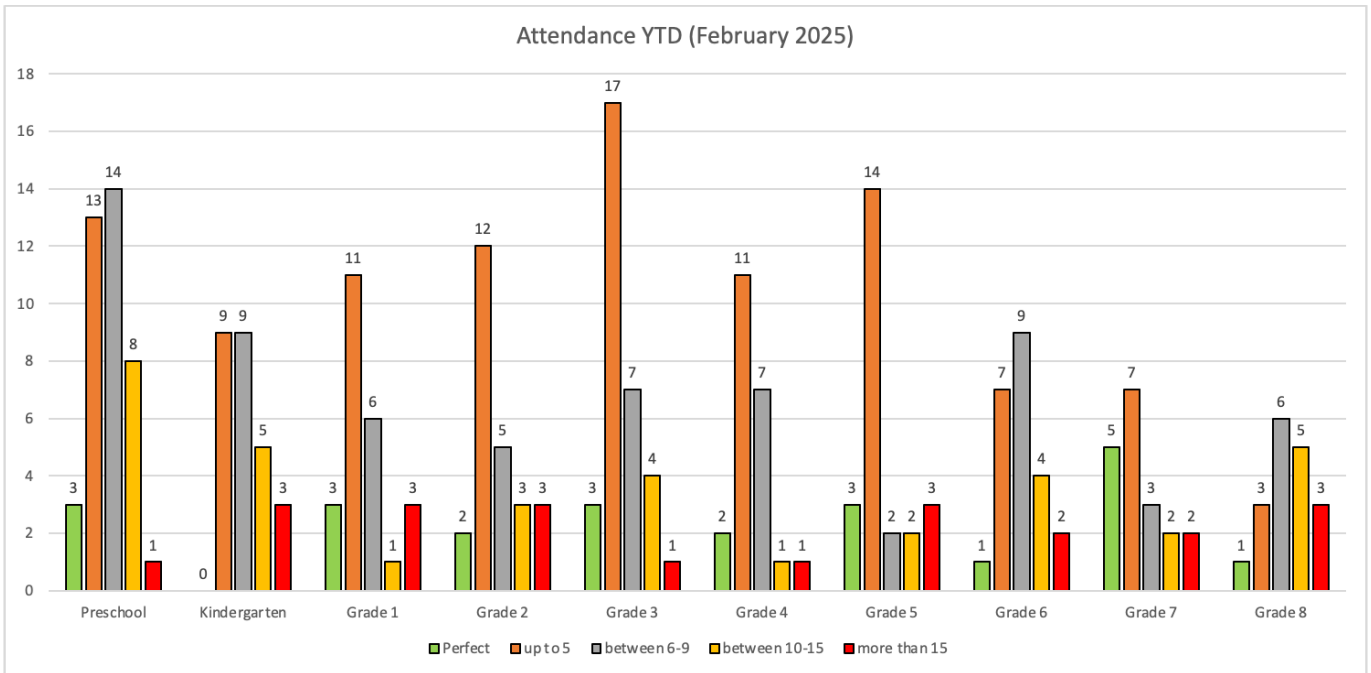
**Report:**

- Hamburg School Student Enrollment – February 2025 [Total = **253**]

	In District	Out of District	Choice Non-Public	Charter
Preschool	39			
Kindergarten	26			
Grade 1	24			
Grade 2	25			
Grade 3	32			
Grade 4	22		1	
Grade 5	24		2	
Grade 6	23		2	3
Grade 7	19	1	2	1
Grade 8	19	1	2	4
<b>Total</b>	<b>253</b>	<b>2</b>	<b>9</b>	<b>8</b>

- Hamburg School Chronic Absenteeism – February 2025





- Literary Club Newspaper - Winter 2025 (**DOCUMENT I**)
- Immunization Audit 2024-2025 (**DOCUMENT J**)
- Thank you to the Martino family for their donation of a play kitchen for our PSD classroom.

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**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 BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to adopt the following Executive Session**

**Resolution at \_\_\_\_\_ PM**

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

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.

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to exit Executive Session at \_\_\_\_\_ PM**

**MOTION TO ADJOURN MEETING**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ that the Board**

**adjourned the meeting at \_\_\_\_\_ PM (Voice Vote)**

**ADDENDUM**  
**February 20, 2025**

**Buildings and Grounds**

**MOTION BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve** the Resolution for Foam Roof Restoration Bidders, as follows:

**WHEREAS**, on Thursday, January 16, 2025, the Hamburg School Board of Education (“Board”) held a public bid opening for the award of a contract for the Foam Roof Restoration at the Hamburg School Project (“Project”); and

**WHEREAS**, the Board received three (3) bids which were opened at the public bid opening; and

**WHEREAS**, the lowest numerical bid was submitted by JJD Urethane Company, Inc. with a base bid amount of one hundred and ninety thousand and eight hundred dollars and zero cents (\$190,800.00), which included a twenty thousand dollars and zero cents (\$20,000.00) General Project Allowance to be used for unforeseen conditions and for other work the Board deems appropriate for this Project. Additionally, JJD Urethane Company, Inc. submitted an Alternate-01 bid amount of sixty-three thousand and six hundred dollars and zero cents (\$63,600.00); and.

**WHEREAS**, the Board has determined JJD Urethane Company, Inc. 2500 Hagey Road, Souderton, PA 18964, to be the lowest responsive and responsible bidder.

**NOW, THEREFORE, BE IT RESOLVED**, that in accordance with the provisions of the Public School Contracts Law, *N.J.S.A. 18A:18A-1, et. seq.*, the Board hereby awards the contract for the Foam Roof Restoration at the Hamburg School Project to JJD Urethane Company, Inc. 2500 Hagey Road Souderton, PA 18964 in the total amount of two hundred fifty four thousand and four hundred dollars and zero cents (\$254,400.00), which included a twenty thousand dollars and zero cents (\$20,000.00) General Project Allowance for the Project; and

**BE IT FURTHER RESOLVED**, that the Business Administrator is authorized to return the bid securities to all but the three (3) lowest bidders, if requested; and

**BE IT FURTHER RESOLVED**, that the Board’s Counsel is authorized to prepare the contract for the Project, forward same to JJD Urethane Company, Inc. and to obtain all documentation required thereby; and

**BE IT FURTHER RESOLVED**, that upon receipt of the signed contract by JJD Urethane Company, Inc. and the receipt of the insurance information, performance and payment bonds, and other required documentation from JJD Urethane Company, Inc, the Business Administrator is authorized to return the bid securities to the remaining bidders; and



