

**MINUTES OF HAMBURG BOARD OF EDUCATION
REGULAR MEETING
FEBRUARY 20, 2025**

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

PRESENT: Robert Jones, President; David Dreifus, Lois Ferguson, Michael Frangipane, Sheila Frayko, Timothy Gillen, Tricia Schels, Robert Walsh (arrived at 6:53 p.m.)

ABSENT: Kelly Tranes

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. Frangipane, and carried unanimously by a roll call vote, **approved the revised Reorganization meeting minutes of the January 2, 2025 Board meeting (DOCUMENT A).**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by a roll call vote, **approved the Regular meeting minutes of the January 23, 2025 Board meeting (DOCUMENT B).**

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PRESENTATIONS

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

CORRESPONDENCE

- 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 a voice vote the meeting was opened to the public at 6:38 P.M.

One comment was heard from Mr. Burd, the Hamburg Borough Liaison, in regards to the letter Dr. Sigman wrote for the fire department. Mayor Krasnomowitz said it was spectacular. Mr. Burd wanted to thank Dr. Sigman on the behalf of the Borough council.

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

COMMITTEE REPORTS

State & County School Boards - Mr. Walsh was not present at this time.

Sussex County Educational Services Commission - Mr. Jones mentioned Northern Hills Academy received an audit recommendation. The school is not funded by any aid and relies on fundraising, their golf outing raised money for the school. Their project search program is going well. Three to four students at a time have internships at Newton and Hackettstown Hospitals. These internships are in various departments and they have heard fantastic feedback on the student's performance during the internship. The Commission is also hiring for paraprofessionals, social workers and psychologists.

Liaison with the Hamburg Borough Council - Mrs. Frayko mentioned that there was nothing about the school in the February meeting.

Building & Grounds

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On a motion by Mr. Gillen, seconded by Mr. Frangipane, and carried unanimously by a roll call vote, the Board approved the 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**).

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

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BE IT FURTHER RESOLVED, that the Business Administrator is authorized to execute the contract on behalf of the Board to JJD Urethane Company, Inc. totaling two hundred fifty four thousand and four hundred dollars and zero cents (\$ 254,400.00). **(DOCUMENT L on Google Drive)**

Education & Policy

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

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

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

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

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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

Negotiations & Personnel

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

Finance Committee

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

OLD BUSINESS

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NEW BUSINESS

BOARD SECRETARY'S REPORT

Reviewed with the board that all board members should have received an email with their PIN to file the 2025 School Ethics Commission personal/relative and financial disclosure and to fill it out as soon as possible.

Updated the board in regard to the budget process. Discussed scheduling a Finance Committee meeting on March 5, 2025 to review the proposed 2025-2026 budget.

Provided an update on business office personnel. Expressed to the board the need for a full time business office position. Two full time positions were budgeted for in the 24-25 school year and one is planned for the 25-26 school year. Previously, there were two full time positions and a part time business administrator. By having a full time business administrator and full time business office position, we will have enough personnel going forward.

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

- 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.

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by a roll call vote, the Board approved and authorized Amanda Weaver, Business Administrator and Board Secretary, to process outgoing wire transfers with her individual signature. The outgoing wire transfer processed on 02/13/2025, from account number 5231434, in the amount of \$37,900 is approved under this resolution. **(DOCUMENT M on Google Drive)**

SUPERINTENDENT'S REPORT

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

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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	1	N/A	N/A	
February	0	0	N/A	N/A	
TOTAL	7	5			

*An update was noticed on the chart, January switched from 0 to 1 for a total of 5 from 4.

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

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f) Use of Facilities

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

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

- 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**).

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by a roll call vote, the Board approved the following amended motion to include an annual rate of \$2,000 prorated to 2/14/25 for our paraprofessional substitute stipend.

Candidate	Position
Janelle VanTassel	Substitute Certified Teacher/Aide

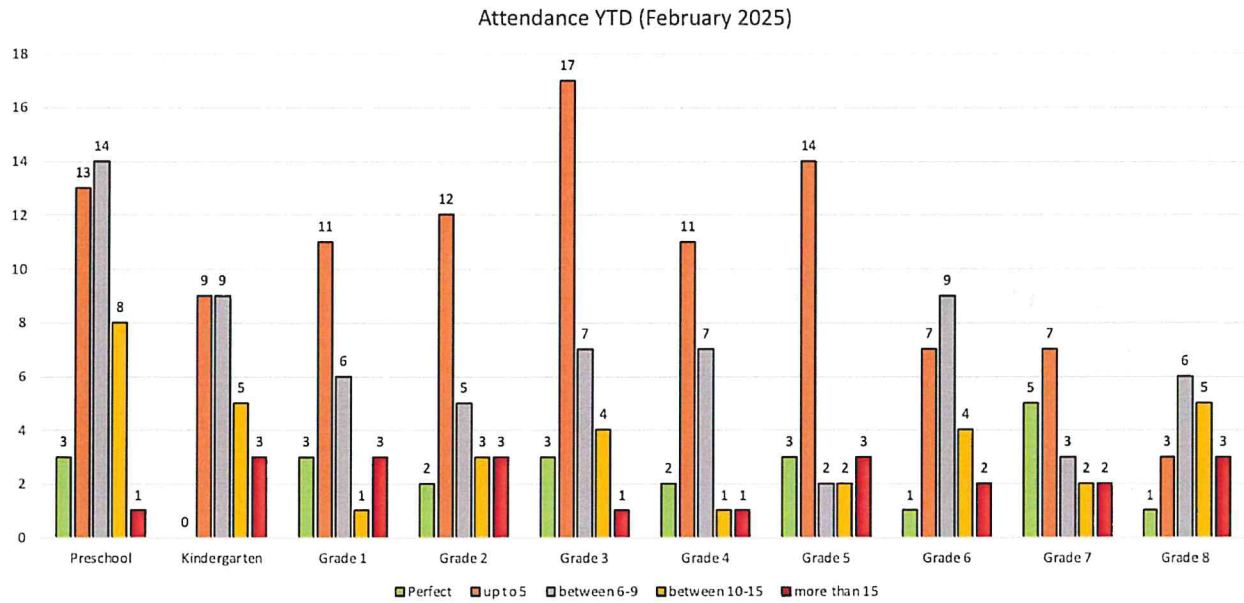
To Report:

- 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
Total	253	2	9	8

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- 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.
- Dr. Sigman reported the possible extension for medical leave staff member (retroactive in March)
- Dr. Sigman reported that Mr. Baumgartner received an invitation to present at Rutgers on current math implications. This invitation was extended due to Hamburg’s significant improvement in test scores, as determined by The Promising Practices Project. Mr. Baumgartner will be attending along with the teachers who contributed to this success.

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, the Board meeting was opened to the public at 7:11 P.M.

- No comments were heard

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, the Board closed the public session at 7:11 P.M.

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On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, the Board adjourned the meeting at 7:11 P.M.

Respectfully submitted,



Amanda Weaver
Board Secretary