

**HAMBURG BOARD OF EDUCATION
REGULAR MEETING AGENDA
MARCH 18, 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 Special Meeting and Executive session minutes of the **February 18, 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 **February 20, 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: Maggie Sarkisian
 - Grades 2-4: Lennon Suk
 - Grades 5-8: Joseph Landrud

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

Education & Policy

MOTION BY _____ SECONDED BY _____ to approve a-b:

- a) the **second reading** of policy and regulations (Alert 234) as follows (**DOCUMENT C, located in the Google Drive**):

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 **first reading** of policy and regulations as follows (**DOCUMENT D, located in the Google Drive**):

P 8613	Waiver of Student Transportation
P 8660	Transportation by Private Vehicle
P 8710	Property Insurance
P 8740	Bonding
P 8750	Employee Indemnification
P 8760	Student Accident Insurance
P 8770	School Board Insurance Group

P 8820	Opening Exercises (Verbiage Update)
P 8860	Memorials
P 9100	Public Relations
P/R 9120	Public Relations Program
P/R 9130	Public Complaints and Grievances
P/R 9140	Citizens Advisory Committee (Formatting Updates)
P/R 9150	School Visitors
P 9160	Public Attendance at School Events (Verbiage Update)
P/R 9180	School Volunteers

	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-i:

- a) The extended medical leave for staff ID # ****2368 beginning March 3, 2025 with return on March 31, 2025. The staff member will continue to utilize sick leave;
- b) Extending Jessica Smalley, as full-time leave replacement beginning March 3, 2025 through March 31, 2025, BA Step 1 @ \$65,609 [prorated]. This position is eligible for medical benefits only;
- c) The maternity/disability leave of absence for staff member ID# ***2293 utilizing unpaid leave from June 2, 2025 through June 16, 2025 (anticipated last day of SY 2024-2025). Staff member will then utilize an unpaid leave of absence in accordance with the New Jersey Family Leave Act from September 1, 2025 - November 25, 2025. Staff member will return to employment duties on November 26, 2025;
- d) The medical leave for staff ID # ****2363 beginning March 18, 2025 through June 30, 2025. Staff member will return on September 1, 2025. The staff member will utilize sick leave;
- e) Allison Freeswick, as full-time leave replacement beginning March 13, 2025 through June 30, 2025, BA Step 1 @ \$65,609 [prorated]. This position is eligible for medical benefits only;
- f) The maternity/disability leave of absence for staff member ID# ***1192 utilizing sick leave from May 27, 2025 through June 17, 2025 (anticipated last day of SY 2024-2025). Staff member will then utilize accumulated sick/personal leave from September 2, 2025 through November 14, 2025; Family Medical Leave (FMLA) will then follow for a time of

- 12 weeks (February 13); followed by an unpaid leave of absence from February 16, 2026 through May 22, 2026. Staff member is anticipated to return on Tuesday, May 26, 2026;
- g) a request for volunteer services from a Walkkill Valley High School student (Zachary Neiper) to participate in art classes with the teacher;
- h) to approve Kristen Castellano, Rutgers University student, to complete a 6 week health food program with Grades 3-4. "Race to Good Nutrition" is a one-time program to encourage, not force, students to eat or at least try healthy foods at lunch. It is designed to teach children the basics of "fueling" their bodies with foods that will help them develop. This program will be conducted in Fall 2025.
- i) Elizabeth Weite (Grand Canyon University) to complete student teaching experience for a minimum of 8 weeks. Placement will be with Ms. Windish (Grades 6-8).

	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 **\$12,054.78 (DOCUMENT E)**;
- c) To accept the Board Secretary’s and Treasurer’s reports for February 28, 2025;
- d) To approve Transfers made by the Superintendent for February 28, 2025, with fund 10 debits totaling **\$5,400.16** and fund 20 transfer of **\$44,361** 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 February 28, 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 remind all board members to file the 2025 School Ethics Commission personal/relative and financial disclosure

MOTION BY _____ SECONDED BY _____ to approve:

The attached Resolution for Participation in Joint Transportation Agreement Services with the Sussex County Regional Transportation Cooperative for all the Board’s student transportation needs for the 2025-2026 school year with the following fee schedule (**DOCUMENT G**)

Schedule of Fees

Administrative Fees

Special Education Routes:	4%
Public Routes:	2%
Non-Public Routes:	2%
Field Trips/Athletic Trips:	4%

	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 - g:

- a) Safety Drill Report – March 2025

Type of Drill	Date	Time	Evacuation Time
Shelter in Place	2/21/2025	9:03 am	5 min
Fire Evacuation Drill	2/25/2025	1:12 pm	2min 29sec

- b) Discipline / Suspensions

Grade	In School	Out of School	Days
7	X		1
3	X		1

c) Harassment, Intimidation and Bullying (HIB) Report – March 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	4	2	N/A	N/A	
March	0* under investigation	0	N/A	N/A	
TOTAL	10	7			1

d) Professional Development

Staff Member	Date	Activity	Cost
Garris	3/6/2025	SCSCA Luncheon, Lafayette	0

e) Field Trip[s]

Date	Gr.	Destination	Cost
6/6/2025	5	Statue of Liberty & Ellis Island, Jersey City, NJ	514.20 plus cost of bus
6/10/2025	7	TreEscape, Vernon, NJ	1040.00 plus cost of bus
5/15/2025	K	Hamburg Police Department	\$0 - walking trip
6/5/2025	K	Hamburg Fire Department	\$0 - walking trip

f) Use of Facilities

Name	Dates
Hamburg Police Department	April 22-23, 2025

g) Substitutes

Name	Position[s]
Tamra Frey-Veltre	Paraprofessional & Secretary

	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 amend:

- a) the SY 2024-2025 school calendar to reflect one snow day (February 6, 2025) and one emergency closure day (March 3, 2025) thus extending the school year to include 2 additional days (June 16-17, 2025). The last 3 days of school (June 13, 16, 17) will be early dismissal days for students.

	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 following resolution:

- a) Be it resolved that the Board of Education approve the submission of the New Jersey Division of Early Childhood FY 25-26 District Budget Planning Worksheet to the New Jersey Department of Early Childhood as depicted on **DOCUMENT H (to be distributed at BOE meeting)**

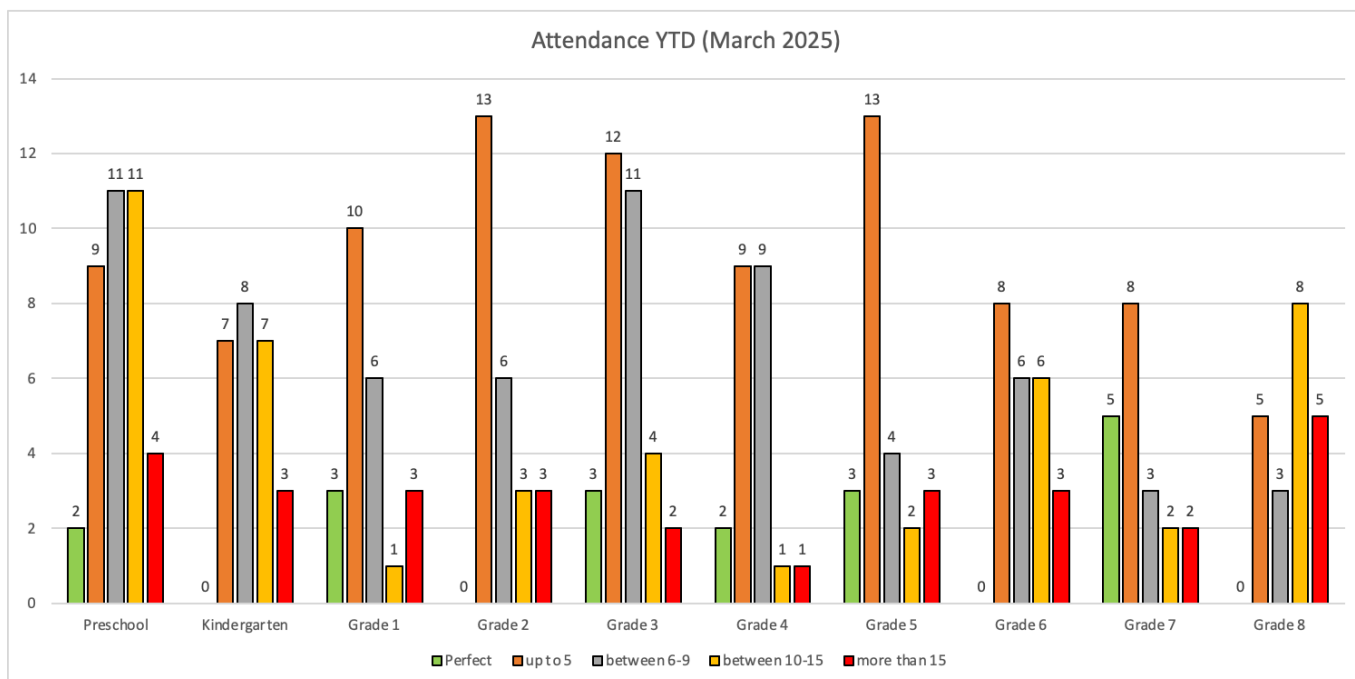
	Mr. Jones	Mr. Dreifus	Mrs. Ferguson	Mr. Frangipane	Mrs. Frayko	Mr. Gillen	Mrs. Schels	Mrs. Tranes	Mr. Walsh
YES									
NO									
ABSTAIN									

To Report:

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

	In District	Out of District	Choice Non-Public	Charter
Preschool	37			
Kindergarten	25			
Grade 1	23			
Grade 2	25			
Grade 3	32			
Grade 4	22		1	
Grade 5	25		2	
Grade 6	23		2	3
Grade 7	20	1	2	1
Grade 8	21	1	2	4
Total	253	2	9	8

- Hamburg School Chronic Absenteeism – March 2025



- Chronic Absenteeism Truancy Court Update - **DOCUMENT I**
- Hamburg Police Department Facility Use - April 22-23, 2025
- Hamburg Borough FEMA Portable Generator Grant Support Letter - **DOCUMENT J**
- Global Unplugging Day Recap Video - March 7, 2025 - **DOCUMENT K, located in the Google Drive**
- The Promising Practices Project - **DOCUMENT L**

- Superintendent Evaluation Update
- School Play (March 20 & 21 at 7 PM) - All are invited!
- 2024 ESSER Performance Report submitted and approved
- SEMI Waiver Approval - **DOCUMENT M**

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)

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
March 18, 2025

NEGOTIATIONS & PERSONNEL

MOTION BY _____ SECONDED BY _____ to approve j-k:

j) Deirdre Pettiford as substitute teacher effective March 1, 2025;

k) The maternity/disability leave of absence for staff member ID# ***2293 utilizing unpaid leave from May 27, 2025 through June 2, 2025 (5 sick days). Staff member will then utilize an unpaid leave of absence in accordance with the New Jersey Family Leave Act from June 3, 2025 - November 25, 2025. After utilizing 2 sick days from SY 2025-2026, staff member will return to employment duties on Monday, December 1, 2025.

FINANCE COMMITTEE

FY 2025-26 BUDGET ADOPTION

Tentative Budget

MOTION BY _____ SECONDED BY _____ to adopt the following resolutions to submit the tentative FY 2025-26 budget to the Executive County Superintendent.

The Superintendent recommends approval to adopt the Tentative Budget for FY 2025-2026:

BE IT RESOLVED that the tentative budget be approved for the 2025-26 School Year using the 2025-2026 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline (complete draft of budget being submitted to the County Office, from NJ Homeroom, to be distributed at the BOE meeting and listed as **DOCUMENT N** on Google Drive):

	<u>General Fund</u>	<u>Special Revenues</u>	<u>Debt Service</u>	<u>Total</u>
2025-2026 Total Expenditures	\$8,092,697	\$810,227	\$254,000	\$9,156,924
Less: Anticipated Revenues	\$2,211,153	\$810,227	\$95,454	\$3,116,834
Taxes to be Raised	\$5,881,544	\$0	\$158,546	\$6,040,090

And to advertise said tentative budget in the New Jersey Herald, the Star Ledger, and the Sunday Herald in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Hamburg Board of Education located at 30 Linwood Avenue Hamburg, NJ on May 1st, 2025 at 6:30 p.m. for the purpose of conducting a public hearing on the budget for the 2025-2026 School Year.

Travel and Related Expense Reimbursement 2025-2026

WHEREAS, the Hamburg Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the Hamburg Board of Education established \$9,000.00 as the maximum travel amount for the current school year and has expended \$2,642.65 as of this date; now
THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$21,128.00 for the 2025-2026 school year.

