

**MINUTES OF HAMBURG BOARD OF EDUCATION  
REGULAR MEETING  
MARCH 18, 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, Tricia Schels, Robert Walsh

**ABSENT:** Timothy Gillen and Kelly Tranes

**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.

**APPROVAL OF MINUTES**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus and carried by a roll call vote, **approved the Special meeting minutes and the Executive session minutes of the February 18, 2025 Board Meeting** (Document A)

Yes	6
No	0
Abstain	1

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On a motion by Mr. Dreifus, seconded by Mrs. Frayko and carried by a roll call vote, **approved the Regular meeting minutes of the February 20, 2025 Board Meeting (Document B)**

Yes	7
No	0
Abstain	0

**PRESENTATIONS**

- Student Spotlight
  - Preschool-Grade 1: Maggie Sarkisian
  - Grades 2-4: Lennon Suk
  - Grades 5-8: Joseph Landrud

**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.*

The meeting was opened to the public by a unanimous voice vote at 6:39 P.M.

- There were no comments heard.

The public comment session was closed by a unanimous voice vote at 6:39 P.M.

**COMMITTEE REPORTS**

**State & County School Boards** – Mr. Walsh reported on Gov M dollar incentives for cell phone use. He reported that a 3% cap was put on losing funding to put people at ease. Newark allowing 16- and 17-year-olds to vote in school board elections. Legislature to mandate cursive for grades 3 through 5. Governor Murphy correctly funded the Teachers Pension and Annuity Fund.

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**Sussex County Educational Services Commission** – Budget took up most of the time at the meeting. A \$10,000 check for the golf outing, the Commission only gets funds from donations, membership and fees. Northern Hills presentation took place.

**Liaison with the Hamburg Borough Council** – On March 3, history of the bells. There are two, school and town. 1924 at the Municipal Building, 1886 school building.

**Building & Grounds**

**Education & Policy**

On a motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously by roll call vote, the Board approved 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 Vehicles
P 8710	Property Insurance

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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 Programs
P/R 9130	Public Complaints and Grievances
P/R 9140	Citizens Advisory Committee (Formatting Update)
P/R 9150	School Visitors
P 9160	Public Attendance at School Events (Verbiage Update)
P/R 9180	School Volunteers

**Negotiations & Personnel**

**Finance Committee**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, the Board approved items a, b, d, e, f, g, h, i, j, k:

- 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;
- 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

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- 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 Wallkill 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).
  - 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**

On a motion by Mr. Dreifus, seconded by Mrs. Frayko, and carried unanimously by 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 **\$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.

**FY 2025-26 BUDGET ADOPTION**

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**Tentative Budget**

On a motion by Mr. Dreifus, seconded by Mrs. Frayko, and carried unanimously by roll call vote, the Board adopted the following resolutions to submit the tentative FY 2025-26 budget to the Executive County Superintendent:

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**

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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.

**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

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

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**)

<u>Schedule of Fees</u>	<u>Administrative Fees</u>
Special Education Routes:	4%
Public Routes:	2%
Non-Public Routes:	2%
Field Trips/Athletic Trips:	4%

On a motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, the Board approved the Internet Service Provider contract as submitted by PenTeleData, to provide a 100 mbps internet service at an annual cost of \$7,392 from July 1, 2025 to June 30, 2030 [Note: The service can be scaled up at any time during the contract period as per PenTeleData's proposal] (**DOCUMENT O** on Google Drive):

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**SUPERINTENDENT’S REPORT**

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, the Board approved items 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	
<b>TOTAL</b>	<b>10</b>	<b>7</b>			<b>1</b>



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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	\$1,040.00 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

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

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

- a) Be it resolved that the Board of Education approved 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)**

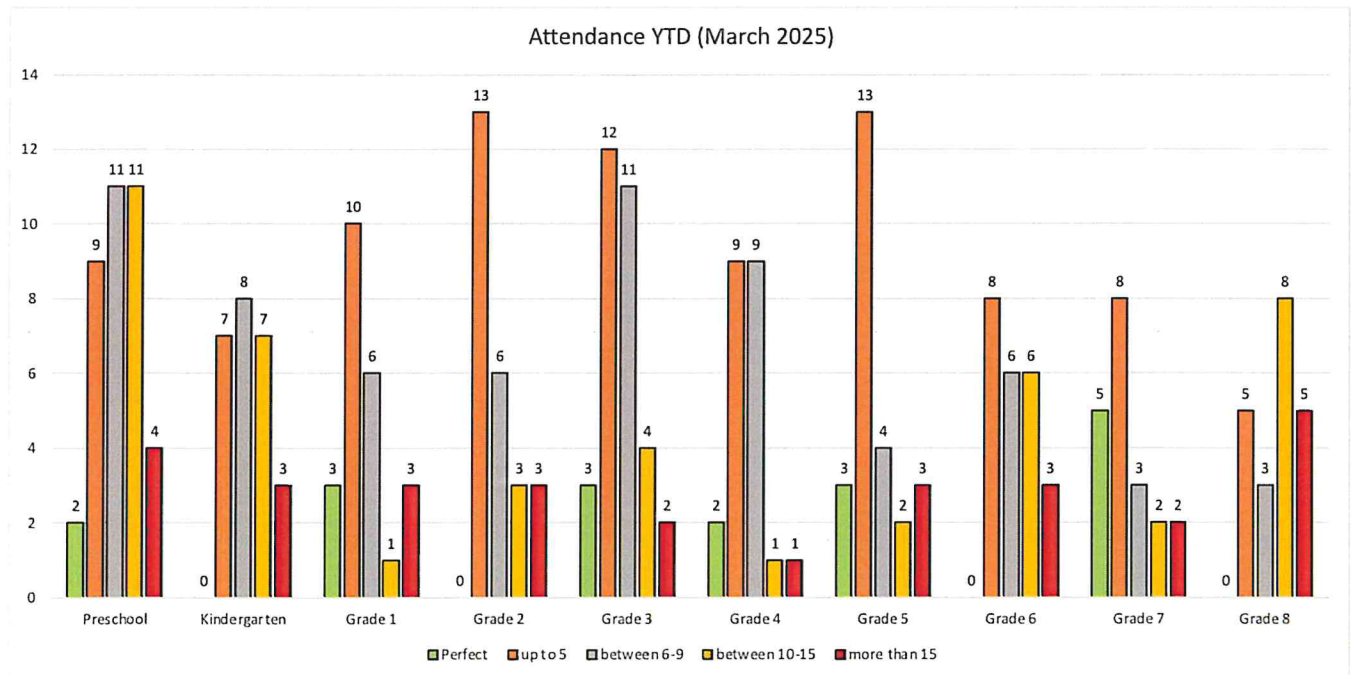
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Dr. Sigman reported on the following:

- 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
<b>Total</b>	<b>253</b>	<b>2</b>	<b>9</b>	<b>8</b>

- Hamburg School Chronic Absenteeism – March 2025



- Chronic Absenteeism Truancy Court Update - **DOCUMENT I**
- Hamburg Police Department Facility Use - April 22-23, 2025

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- 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**

The meeting was opened to the public by a voice vote at 7:40 P.M.

- No comments were heard

The meeting was closed to the public by a voice vote at 7:40 P.M.

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by voice vote, the Board adjourned the meeting at 7:44 P.M.

Respectfully submitted,



Amanda Weaver  
Board Secretary