

**MINUTES OF HAMBURG BOARD OF EDUCATION
REGULAR MEETING
APRIL 17, 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, Kelly Tranes, Robert Walsh

ABSENT: Tricia Schels

MEMBERS OF THE PUBLIC: 17

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 Regular meeting minutes of the March 18, 2025 Board Meeting (Document A)**

Yes	6
No	0
Abstain	2

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PRESENTATIONS

- Student Spotlight
 - Preschool-Grade 1: Olson Suk
 - Grades 2-4: Ava Ramos
 - Grades 5-8: Kane Walker
- Merit System and HIB Review (Mr. Baumgartner)
- 2023-2024 School Performance Report (Dr. Sigman) (DOCUMENT B)
 - Dr. Sigman expressed appreciation to the Instructional Staff

CORRESPONDENCE

- Hamburg School 2025-2026 Annual Preschool Program Approval Letter (DOCUMENT C)

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 7:26 P.M.

Mrs. Ratzer, Hamburg Teacher, had a question about the HIB investigation presentation.

Mr. Baumgartner responded

On a motion by Mrs. Frayko, seconded by Mr. Dreifus and carried by a voice vote the meeting was closed to the public at 7:30 P.M.

APPOINTMENTS

On a motion by Mrs. Frayko, seconded by Mr. Gillen and carried by a voice vote the Board approved the Annual Personnel Appointments and Annual Authorizations items a-b:

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A. ANNUAL PERSONNEL APPOINTMENTS:

1. To appoint the Affirmative Action Officer, the ADA Coordinator and the Temporary/Acting Board Secretary [if the Board Secretary is absent from a Board meeting] - **Kimberly Sigman**
2. To appoint the Right-to-Know Officer, AHERA/Asbestos Management Officer, Integrated Pest Management Coordinator and Indoor Air Quality Designated Individual – **Luis Barboza**
3. To appoint the Treasurer of School Monies – **Theresa Schlosser** at the annual rate of \$6,772.00

B. ANNUAL AUTHORIZATIONS:

1. To empower the Chief School Administrator and Business Administrator/Board Secretary to implement the 2025-2026 budget pursuant to the policies and regulations of the NJ State Department of Education and the Hamburg Borough Board of Education.
2. To permit the Business Administrator to audit and to approve any account and demand to be paid prior to presentation to the Board. Any such approval shall be presented to the Board for ratification at their next meeting as per NJSA 18A:19-4.1.
3. To authorize the Business Administrator to make purchases up to the bid threshold, utilizing the quotation process and/or purchases from New Jersey State Contract Vendors and/or from board approved pricing cooperatives/consortiums approved awarded vendor lists [such as approved vendors from the West/Central New Jersey Cooperative 7 Bid Program/Ed-Data/Morris County Educational Services Commission the lead agency, the Educational Services Commission of New Jersey Cooperative Pricing System, the Hunterdon County Educational Services Commission's Pricing System, the Camden County Educational Services Commission Cooperative Pricing System, New Jersey School Boards Association Cooperative Pricing System, etc.].
4. To authorize the Business Administrator, on an as needed basis, to issue advance payment and/or partial payment to facilitate district requisitions.
5. To authorize the Superintendent and/or his/her designee to declare miscellaneous items no longer needed as surplus and to dispose of these items.
6. To authorize the Superintendent and/or the Business Administrator to enter into inter-local agreements with other school districts, municipalities and/or county governments for miscellaneous services, supplies or equipment.

COMMITTEE REPORTS

State & County School Boards – Mr. Walsh reported on NJ Title VI

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Sussex County Educational Services Commission – Mr. Jones invited the BOE members to attend different programs.

Liaison with the Hamburg Borough Council – None

Building & Grounds Mrs. Weaver reported that the window replacement 1900 building project will be done during the Spring Break. The kick off meeting for the Phase 3 Roof Project may be next month.

Education & Policy

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

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

P 9181	Volunteer Athletic Coaches & Co-Curricular Activity
P/R 9190	Community Organizations
P 9200	Cooperation between Parents and School
P 9210	Parental Organizations
P 9230	Parental Responsibilities
P 9240	Rights of Parents
P 9242	Use of Electronic Signatures
P 9260	Parental Liability for Vandalism
P 9270	Home Schooling and Equivalent Education
P 9280	Parent Conferences
P/R 9230	Cooperation with Law Enforcement Agencies
P 9323	Notification of Juvenile Offender Case Disposition
P/R 9324	Sex Offenders Registration and Notifications
P 9400	News Media Relations
P 9500	Cooperation with Educational Agencies

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P 9541	Student Teachers/Interns
P 9550	Educational Research Projects
P 9560	Administration of School Surveys
P 9700	Special Interest Groups
P 9713	Recruitment by Special Interest Groups
P 9720	Solicitations by Vendors

b) The **second reading** of policy and regulations as follows (**DOCUMENT D**, located in Google Drive):

P 8613	Waiver of Student Transportation
P 8660	Transportation by Private Vehicles
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 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

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Negotiations & Personnel

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, the Board approved the staff listing as depicted DOCUMENT F.

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

- a) approve Samantha Wortche, substitute teacher stipend of \$2,000 for SY 2024-2025 (prorated) effective March 24, 2025;
- b) amend maternity/disability leave of absence for staff member ID# ***1192 utilizing sick leave from May 12, 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 5, 2025; Family Medical Leave (FMLA) will then follow for a period of 12 weeks (February 6); followed by an unpaid leave of absence from February 9, 2026 through May 22, 2026. Staff member is anticipated to return on Tuesday, May 26, 2026;
- c) rescind employment contract for Janelle VanTassel (inclusive of \$2000 substitute teacher stipend) effective April 17, 2025;
- d) approve Lauren Pratt as Speech Therapist, effective September 1, 2025 at Step MA12 (\$85,888). This position does include health benefits;
- e) approve Katrina Vinkman as Music Teacher, effective September 1, 2025 at Step BA8 (\$76,693). This position does include health benefits;
- f) approve Danielle Osellame, as Business Office Confidential Administrative Clerk, effective May 5, 2025, at a salary of \$63,000. This position does include health benefits;
- g) amend the hourly rate for Fran Wentlejewski, Business Office Substitute from \$45 per hour to \$25 per hour effective May 5, 2025.

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

- a) Joshua Simmons, substitute custodian at a rate of \$18.00/hr
- b) Glen Eisenecker, substitute custodian at a rate of \$18.00/hr
- c) Jeffrey Hart, substitute custodian at a rate of \$18.00/hr
- d) Brigid Collins, substitute custodian at a rate of \$15.49/hr
- e) Nathan Turner, substitute custodian at a rate of \$15.49/hr

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

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a) Extended School Year

- Certified Teachers, Nurse, Speech = \$38 per hour
- **Paraprofessionals = \$22 per hour

Extended School Year	Staff Member
July 7 - 31, 2025 8:30 AM - 11:00 AM (Not to exceed 40 hours)	Rachel Windish (PSD) Michelle Clark (Language Arts) Sue Hearn (Mathematics) Lauren Pratt (Speech) Aimee Landrud (School Nurse) **Maureen Evans **Dawn Thomas **Diana Stiles **Melissa Oldham **Melissa Stickley **Alexandra Backle **Sue Venezia **Samantha Wortche

- b) Pamela Dean, office assistant (Summer 2025) to check in deliveries (not to exceed 50 hours), at a rate pf \$18.00 / hour;
- c) Michele Sealander to utilize up to 275 summer technology hours for updates/improvements at an hourly rate of \$29.07 / hour;

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.
- b) To approve bills for the Cafeteria Account in the amount of **\$15,330.37 (DOCUMENT G)**;
- c) To accept the Board Secretary's and Treasurer's reports for March 31, 2025;
- d) To approve Transfers made by the Superintendent for March 31, 2025, with fund 10 debits totaling **\$79,381.90** and fund 20 transfer of **\$0** depicted in **DOCUMENT H** 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 March 31, 2025 no budgetary line-item account has been over-expended violating N.J.A.C. 6A:23-2.12(a).

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- 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

BOARD SECRETARY'S REPORT

Received county approval for the 25-26 budget. Reminder that the public hearing on the budget will be May 1, 2025.

Reminder about the Annual Spring Celebrations Meeting of the Sussex County School Boards Association on May 6, 2025 at Newton Country Club. Mrs. Frayko and Mr. Gillen will be honored at this event. Registration required.

Review board members mandated training for NJSBA.

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

- a) The FY 2025-2026 Agreement and Rate Sheet for Ancillary Educational Services with the Sussex County Educational Services Commission as depicted on **DOCUMENT I**.
- b) The FY 2025-2026 Professional Services Agreement with J&B Therapy depicted on **DOCUMENT J** with the following fee schedule:

OT, PT and Speech Services \$97.50/hour

LDTC Services \$99.50/hour

BCBA Services \$99.50/hour (3 hours/week minimum)

Evaluations \$439.00/evaluation

Administrative Fee 1%

SUPERINTENDENT'S REPORT

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

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a) Safety Drill Report – April 2025

Type of Drill	Date	Time	Evacuation Time
Shelter in Place	3/28/2025	11:59 am	N/A
Fire Evacuation Drill	3/28/2025	2:07 pm	1min 48sec

b) Discipline / Suspensions

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

c) Harassment, Intimidation and Bullying (HIB) Report – April 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	Y	Y	
February	3	2	Y	Y	
March	6	4	Y	Y	2
April	1	TBD	TBD	TBD	
TOTAL	17	10			3

d) Professional Development

Staff Member	Date	Activity	Cost
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Garris	4/10/2025	Middle School Caring Award, Lafayette, NJ	0 plus related travel
Osellame	5/20/2025	NJASBO Account Payable Training	145.00 plus related travel
Weaver	6/3-6/6/2025	NJASBO Annual Conference	500.00 plus travel and lodging costs

e) Use of Facilities

Name	Dates
PTA – Adult Bingo	April 4, 2025 Gym 6-10pm
PTA – Moving-up Dance	May 2, 2025 Gym 7-9pm

f) Substitutes

Name	Position[s]
Nicole Heiden	Substitute Nurse
Mary Ann Stinson	Substitute Para and Substitute Teacher
Andrea Bailey	Substitute Para and Substitute Teacher
Janelle VanTassel	Substitute Para and Substitute Teacher

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

a) Field Trips

Date	Grade	Destination	Cost
5/28/2025	4	StormKing Art Center	\$390 + transportation
5/28/2025	8	Hersey Park	Admission = Class of 2025 Transportation = Hamburg School

b) Substitutes

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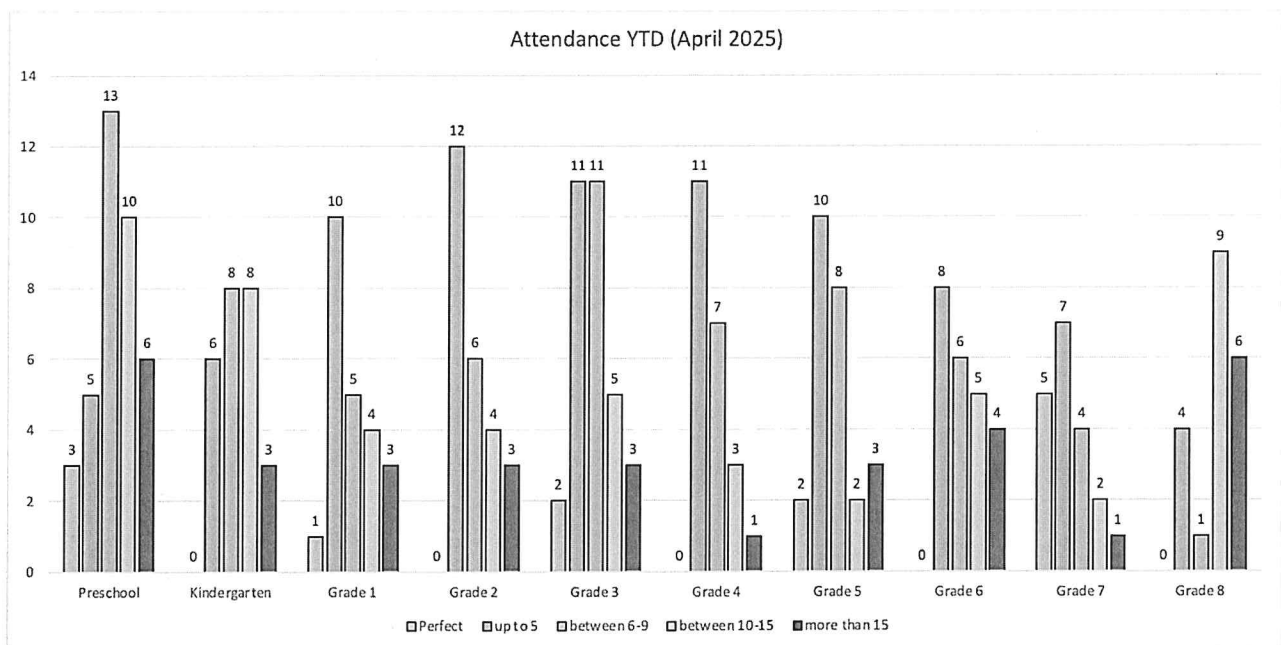
Name	Position[s]
Andrea Bailey	Substitute

Dr. Sigman reported on the following:

- Hamburg School Student Enrollment – April 2025 [Total = **251**]

	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	19	1	2	1
Grade 8	20	1	2	4
Total	251	2	9	8

- Hamburg School Chronic Absenteeism – April 2025



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- 2023-2024 Comparison Performance Reports - **DOCUMENT K**

The meeting was opened to the public by a voice vote at 7:50 P.M.

- No comments were heard

The meeting was closed to the public by a voice vote at 7:51 P.M.

On a motion by Mr. Dreifus, seconded by Mrs. Frayko, and carried unanimously by voice vote, the Board approved the following Executive Session Resolution at 7:52 P.M.

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 (Matter: SSX I – 378-24)**
- ☐ 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.

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, the Board approved the motion to close the Executive Session at 8:12 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 8:12 P.M.

Respectfully submitted,

A handwritten signature in blue ink that reads "Amanda Weaver". The signature is written in a cursive, flowing style.

Amanda Weaver
Board Secretary