

MINUTES OF HAMBURG BOARD OF EDUCATION
REGULAR MEETING
September 25, 2025
6:30 PM in the Cafeteria

PRESENT: Robert Jones, President; David Dreifus, Lois Ferguson, Sheila Frayko, Timothy Gillen, Tricia Schels, Kelly Tranes, Robert Walsh

ABSENT: Michael Frangipane

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.

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APPROVAL OF MINUTES

On a motion by Mrs. Frayko, seconded by Mr. Gillen and carried by a roll call vote, **approved the Regular meeting minutes of the August 28, 2025 Board Meeting (DOCUMENT A).**

Yes	6
No	0
Abstain	2

On a motion by Mrs. Frayko, seconded by Mr. Gillen and carried by a roll call vote, **approved the Executive session minutes of the August 28, 2025 Board Meeting (DOCUMENT B).**

Yes	6
No	0
Abstain	2

PRESENTATIONS

- NJSLA Results Spring 2025 as amended in **(DOCUMENT P)**

CORRESPONDENCE

- Hamburg Borough Letter of Support **(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.

The meeting was opened to the public by a unanimous voice vote at 6:52 P.M.

The public comment session was closed by a unanimous voice vote at 6:52 P.M

COMMITTEE REPORTS

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State & County School Boards

Sussex County Educational Services Commission

Liaison with the Hamburg Borough Council - Safety concerns of Route 23/94 and other intersections.

Building & Grounds

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, the Board approved Change Order Proposal PCO 008 under 18A: 18A-7 to **D&E Window and Door, LLC** to infill the (3) window openings of the 1900s building for \$11,472.04 (**DOCUMENT V on Google Drive**).

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, the Board approved payment Application #3 for the Foam Roof Restoration project at the Hamburg School, as submitted by JJD Urethane Company Inc. in the amount of \$19,937.12 (**DOCUMENT D**).

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, the Board approved the following Change Orders (a-b):

- a) Change Order Proposal PCO 005 Rev1 under 18A: 18A-7 to **D&E Window and Door, LLC** to remobilize and install the (2) remaining single windows for the project for \$3,000. (**DOCUMENT E**).
- b) Change Order Proposal PCO 007 under 18A: 18A-7 to **D&E Window and Door, LLC** to move the uninstalled windows and all excess materials be stored in the 1900s building for \$3,074.02 (**DOCUMENT F**).

Education & Policy

On a motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously by roll call vote, the Board approved the second reading of Alert 235 as depicted in **DOCUMENT G (located in Google Drive)**:

ByLaw 0143	Board Member Election and Appointment
ByLaw 0173	Duties of Public School Accountant
ByLaw 0174	Legal Services

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ByLaw 0177	Professional Services
Policy/Regulation 1570	Internal Controls
Policy 1620	Administrative Employment Contracts
Policy 1636.01	Notification of Promotion, New Job, & Transfer Opportunities
Policy 2422	Statutory Curricular Requirements
Policy 5229.01	Student Sun Protection
Policy/Regulation 6111	Special Education Medicaid Initiative(SEMI) Program
Policy/Regulation 6220	Budget Preparation

Negotiations & Personnel

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, the Board approved the following SY 2025-2026 mentorships. Each mentor will earn a \$550 stipend payable by the Hamburg School.

- a) Tara Scritture mentoring Meagan Carr (Kindergarten)
- b) Rachel Windish mentoring Jacqueline Messina (Special Education)

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

- a) Elizabeth Velazquez as a Before Care supervisor in accord to the Hamburg Education Collective Bargaining Agreement 2024-2027;
- b) Special Education consultation services with Always CapABLE at \$90 per hour as outlined in **DOCUMENT H**.

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 (**DOCUMENT I**).

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- b) To approve bills for the Cafeteria Account in the amount of \$23,533.86 (**DOCUMENT J**);
- c) To accept the Board Secretary's and Treasurer's reports for July 31, 2025 and August 31, 2025 (**DOCUMENT K {located on Google Drive}**);
- d) To approve Transfers made by the Superintendent for August 31, 2025, with fund 10 debits totaling \$35,840.58 depicted in **DOCUMENT L** and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2025-26 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 August 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.

On a motion by Mr. Dreifus, seconded by Mr. Gillen, and carried unanimously by roll call vote, the Board accepted the award and approved the submission of the 2025-2026 ESEA Consolidated Grant application. Accepting the funding allocation \$55,441 for Title I, Title II and Title IV and refusing the allocation of Title III funds.

Title I-A:	\$40,566
Title II:	\$4,875
Title III:	Refusing Funds
Title IV Part A:	\$10,000

OLD BUSINESS

NEW BUSINESS

BOARD SECRETARY'S REPORT

Reviewed the expense log and reporting requirements for those attending the New Jersey School Boards Workshop.

SUPERINTENDENT'S REPORT

On a motion by Mrs. Frayko, seconded by Mr. Dreifus, and carried unanimously by roll call vote, the Board approved the Spring 2025 NJSLA district reporting, as amended in (**reference DOCUMENT P**).

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

- a) Paraprofessional Statement of Assurance - September 2025 (**DOCUMENT Q**)
- b) Mentoring SoA - SY 2025-2026 (**DOCUMENT R**)
- c) Principal Waiver - SY 2025-2026 (**DOCUMENT S**)

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by roll call vote, **the Board approved** the following resolution (**DOCUMENT T**) as amended:

To approve the submission of the New Jersey DOE Equivalency Application Waiver - Facilities Space Requirements for three classrooms at the Hamburg School that do not meet the 950 square feet size requirement as stipulated in N.J.A.C. 6A:13A-7.1(a). Hamburg School Room 17: 724 square feet Toilet 22 square feet, Room 18: 724 Square feet Toilet 22 square feet and Room 20: 836 square feet Toilet 18.5 square feet. The Hamburg preschool is located on the first floor of the Hamburg School located at 30 Linwood Avenue, Hamburg, NJ 07419.

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

- SSS Training - Turning Pain Into Purpose - A Father's Journey to Make Schools Safer After the Parkland Shooting to be held in Lincroft, NJ on October 8, 2025 for Kimberly Sigman. Reimbursement of this training only includes transportation costs.

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

- a) Security Drills

Type of Drill	Date	Time	Evacuation Time
Fire Drill	9.5.2025	10:02 am	2 min 53 sec
Shelter-in-Place	9.12.2025	9:42 am	11 min

- b) Professional Development

Staff Member	Date	Activity	Cost
Barboza	Not to exceed 5	NJ Educational Facilities Management	\$483.00

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Weaver	Not to exceed 10	NJASBO Monthly Professional Development	\$1,305.00
Osellame	Not to exceed 8	NJASBO Monthly Professional Development	\$1,170.00
Outer	11/14/2025	Using AI Tools to Improve Student Productivity	\$295.00
Blochinger	10/20/2025	NJCSS Annual Conference (Registration & Mileage)	\$139.63
Garris	9/26/2025	Sussex County School Counselor Association Meeting (Mileage)	\$15.23
Garris	10/13/2025	The Center for Prevention/Counseling Annual School Counselor In-Service	\$0
Carr	10/6/2025	Foundations Level K Virtual Launch Workshop	\$350.00
Outer	11/14/2025	Using AI Tools to Improve Student Learning	\$295.00
Sigman	10/20-23/2025	NJSBA Conference	\$1,356.75*
Dreifus	10/20-23/2025	NJSBA Conference	\$1,356.75*
Frayko	10/20-23/2025	NJSBA Conference	\$1,356.75*

*Includes hotel, registration, mileage, tolls/parking and meals/incidentals

c) Building Use

Date	Location	Organization	Times
Not to exceed 10	Library	Center for Prevention & Counseling	2:00-4:00pm
Not to exceed 12	Cafeteria	PTA Monthly Meetings	7:00-8:30pm
10/2/2025	Cafeteria & Restrooms	PTA Kids Bingo	6:30-10:00pm
11/3/25 - 3/20/26 Mon, Tues, Wed	Gym	Wallkill Youth Basketball	6:00-8:00pm

d) Field Trips

Date	Grade	Location	Cost
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10/20/2025	PreK	Pennings Orchard	1635.00 plus cost of bus
11/11/2025	Band & Chorus	Sussex County Jr. Honors Music	\$240 participation Shared bus - \$0

e) Discipline / Suspensions

Grade	In School (ISS)	Out of School (OSS)	Days
7		X	5
7	X		1

f) Substitutes

Tami Bright	Aide
Camile Jacotte	School Nurse
*Pending receipt of completed paperwork	

To Report:

	In District	Out of District	Choice Non-Public	Charter
Preschool	43			
Kindergarten	17		3	
Grade 1	25			
Grade 2	22		1	
Grade 3	25		2	
Grade 4	32			
Grade 5	23		1	
Grade 6	22		4	2
Grade 7	26		1	2
Grade 8	19	2	2	2
Total	254	2	14	6

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September Enrollment Timeline:

YEAR	September 2025	September 2024	September 2023
# Students	254	240	233

- Fitnessgram Reports (SY 2024-2025) (**DOCUMENT M**)
- Hamburg School Committees (SY 2025-2026) (**DOCUMENT N**)
- Regionalization Email Update (**DOCUMENT O**)

Mr. Jones read the following statement, "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."

By a unanimous voice vote the Board meeting was opened to the public for comment at 7:20P.M.

No public present.

By a unanimous voice vote the Board meeting was closed to the public for comment at 7:20P.M.

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EXECUTIVE SESSION

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by voice vote, the Board approved the following Executive Session Resolution at 7:21 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**

☐ 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 Mrs. Frayko seconded by Mr. Gillen, and carried unanimously by voice vote, the Board approved the motion to close the Executive Session at 7:51 P.M.

On a motion by Mr. Dreifus, seconded by Mrs. Gillen and carried unanimously by voice vote, the Board adjourned the meeting at 7:52 P.M.

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Respectfully submitted,

Kimberly Sigman

Kimberly Sigman
Acting Board Secretary