

**MINUTES OF HAMBURG BOARD OF EDUCATION**  
**REGULAR MEETING**  
**November 20, 2025**  
6:30 PM in the Cafeteria

**PRESENT:** Robert Jones, President; David Dreifus, Lois Ferguson, Michael Frangipane, Timothy Gillen, Tricia Schels, Kelly Tranes

**ABSENT:** Sheila Frayko and Robert Walsh

**MEMBERS OF THE PUBLIC: 15**

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 Mr. Gillen, seconded by Mr. Dreifus, carried by a roll call vote, **approved the Regular meeting minutes of the October 23, 2025 Board meeting (DOCUMENT A).**

Yes	7
No	0
Abstain	0

On a motion by Mr. Dreifus, seconded by Mr. Frangipane and carried by a roll call vote, **approved the Executive session minutes of the October 23, 2025 Board meeting (DOCUMENT B).**

Yes	7
No	0
Abstain	0

**PRESENTATIONS**

- Student Spotlight
  - PreK - Grade 1 (Joakim Ruan)
  - Grades 2-4 (David Melvin)
  - Grades 5-8 (Mya Morales)
- Student Representatives - Grade 8.

Students: Oliver Dreifus, Mya Morales, Jacob Ramos Jr. and Jamie Schels spoke about 8<sup>th</sup> grade events/current happenings.

**CORRESPONDENCE**

Nothing at this time.

**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*

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*three minutes in duration. If you would like to address the Board, state your name and address before making your statement to the Board.*

**No public present.**

**COMMITTEE REPORTS**

**State & County School Boards** - Mr. Walsh not in attendance.

**Sussex County Educational Services Commission** - Update on Northern Hills Academy - New Intern program in Newton/ Hackettstown. The program is based on cardio/ diabetes.

**Liaison with the Hamburg Borough Council** - Mr. Jones relied on notes from Mrs. Frayko - Breakfast with Santa on 12/13. There will be a poster contest in February 2026.

**Building & Grounds** -

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

- a) Payment Application #4 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 \$2,850 (**DOCUMENT C**).
- b) Payment Application #5 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 \$16,953.75 (**DOCUMENT D**).

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

Be it resolved that the Board of Education authorizes the School Business Administrator to engage Neglia Group (Neglia Engineering Associates), under the professional services exemption pursuant to N.J.S.A. 18A:18A-5, for structural engineering services related to facilities assessment, at a cost not to exceed \$7,500, and to process payment upon receipt of invoice (**DOCUMENT L**).

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**Education & Policy**

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

Be it resolved that the Hamburg Board of Education, upon the recommendation of the Superintendent, hereby approved the District's Preschool Operational Plan for the 2026-2027 school year.

**Negotiations & Personnel**

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

Activity	Staff	Level (Stipend)
Girls Basketball, Asst.	Emma Cahill	1 (\$1619)

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

- a) Melissa Oldham as a part-time paraprofessional effective 1 December 2025 at \$21.92 per hour not to exceed 29 hours a week. This position does not qualify for benefits;
- b) Centenary University student (Corinne Crowley) for a Clinical Experience/Clinical Internship (Spring 2026 - January 20, 2026 to May 8, 2026). Placement will be in Grade 1 (Mrs. Dora);
- c) homebound instruction, as per the Hamburg Education Association CBA, staff retroactive to October 27, 2025:
  - Mrs. Danko
  - Mrs. Smalley
  - Ms. Windish
  - Mrs. Messina
- d) maternity leave for staff member ID# 61517124 beginning December 19, 2025 through May 18, 2026; staff member's last work day will be December 18, 2025 and will then



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utilize sick and/or personal leave on December 19, 22, 23 and January 5, 6, 7, 8, 9; the first day of leave without pay will be January 12, 2026;

e) the resignation of Samantha Wortche as paraprofessional effective December 31, 2025

On a motion by Mr. Gillen, seconded by Mr. Dreifus and carried unanimously by roll call vote, the Board approved Nikki Havens as Head Custodian at a salary of \$65,000 to begin on or about January 20th, 2026. This position does include health care benefits.

**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 **\$21,401.55 (DOCUMENT E)**;

c) To accept the Board Secretary's and Treasurer's reports for October 31, 2025

**(DOCUMENT F located on Google Drive)**

d) To approve Transfers made by the Superintendent for October 31, 2025, with fund 10 debits totaling **\$8,189.50** and fund 20 debits totaling **\$0** depicted in **DOCUMENT G** 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 October 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. Frangipane, and carried unanimously by roll call vote, the Board accepted the award of the Funding for Optimal Comprehensive Universal Screeners (FOCUS) Cohort 2 Grant. Accepting the funding allocation \$1,050.

On a motion by Mr. Dreifus, seconded by Mr. Gillen, and carried unanimously by roll call vote, the Board approved the following resolution as amended:

Hamburg Board of Education authorized the School Business Administrator/Board Secretary to open a bank account titled "Capital Reserve Account" at Provident Bank, and to execute all necessary documents to establish and maintain the account in accordance with applicable laws

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and regulations.

**OLD BUSINESS**

Great to have 8th grade class representatives.

**NEW BUSINESS**

Nothing to report at this time.

**BOARD SECRETARY'S REPORT:**

Discussed the 2026 Board meeting calendar dates.

AA Fence graciously donated time/material to fix the fence behind the playground.

**SUPERINTENDENT'S REPORT:**

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

a-f: a) Security Drills

Type of Drill	Date	Time	Evacuation Time
Fire Drill	10.21.2025	2:16 PM	7 min.

b) Professional Development

Staff Member	Date	Activity	Cost
Windish	12.11.2025	BER (Just in Time - Math Interventions)	\$295

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c) Field Trips

Date	Grade	Location	Cost
2.5.2026	8	Pathways to Leadership Conference Long Branch, New Jersey	\$2000 (+transportation)

d) Discipline / Suspensions:

Grade	In School (ISS)	Out of School (OSS)	Days
7		X	10
7		X	2

e) Harassment, Intimidation, and Bullying:

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
September	0	0	NA	NA
October	0	0	NA	NA
November	1	1	Y	Y

f) Substitutes

Name	Position[s]
Samantha Wortche	Teacher & Paraprofessional

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*Helen Wynn *Theresa Ann Bahr	Paraprofessional Teacher
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\*Upon receipt of completed paperwork

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

- a) 2025-2026 Food Services Biosecurity Management Plan (**DOCUMENT H**);
- b) Crisis Intervention trained personnel (Training hosted on 11.11.2025):
  - Michele Sealander
  - Christen Sylvester
  - Melissa Garris
  - Robert Baumgartner
  - Kimberly Sigman
  - Emma Cahill
  - Dawn Thomas
  - Ian Scott
  - Diane Miller

On a motion by Mrs. Schels, seconded by Mr. Frangipane, and carried unanimously by roll call vote, the Board approved homebound instruction for Student ID# 7462428009, beginning on or about October 27, 2025, not to exceed 10 hours per week.

**To Report:**

- 2025 Wellness Policy Assessment (**DOCUMENT I**)
- Updated Behavioral Threat Assessment Screener (**DOCUMENT J**)
- **Enrollment** (November 2025)
- Regionalization Feasibility Study Community Zoom (December 10 @ 6:00 PM)
- School Safety and Security Plan Statement of Assurance (**DOCUMENT K**)



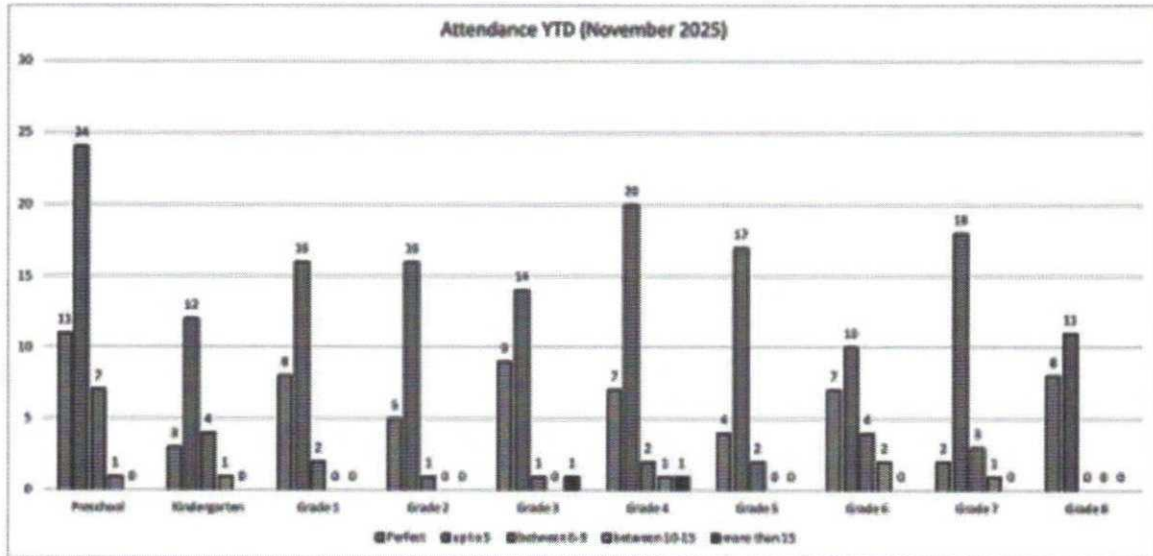
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**Enrollment**

	<b>In District</b>	<b>Out of District</b>	<b>Choice Non-Public</b>	<b>Charter</b>
Preschool	43			
Kindergarten	20		3	
Grade 1	26		1	
Grade 2	22		2	
Grade 3	25		2	
Grade 4	31			
Grade 5	23		1	
Grade 6	23		3	2
Grade 7	24		2	2
<u>Grade 8</u>	19	2	2	2
<b>Total</b>	<b>256</b>	<b>2</b>	<b>16</b>	<b>6</b>

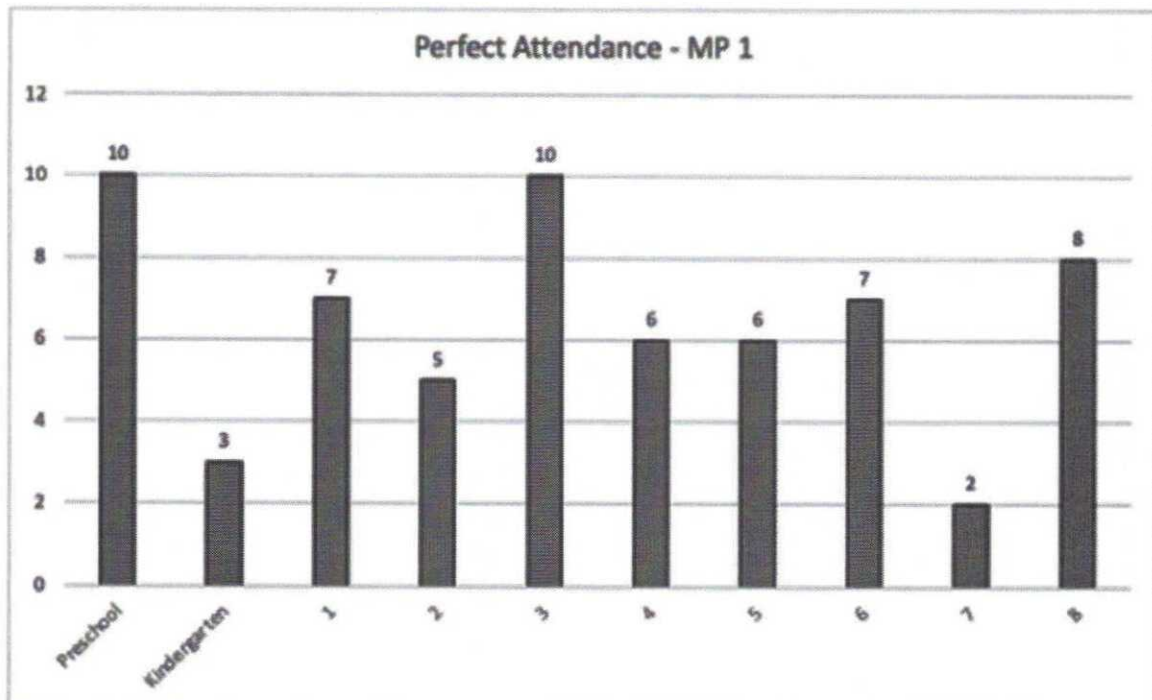
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**Chronic Absenteeism**



• Absenteeism Graph (October 17 - November 10, 2025)

**Perfect Attendance**



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On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by voice vote, the Board opened the meeting for public comment at 7:31P.M

Mrs. Gina DeSino, 60 Portsmouth Court, inquired about arrival policies prior to 8 AM.

On a motion by Mr. Gillen, seconded by Mrs. Schels, and carried unanimously by voice vote, the Board closed the meeting for public comment at 7:33P.M

**EXECUTIVE SESSION**

On a motion by Mr. Gillen, seconded by Mr. Dreifus and carried unanimously by voice vote, the Board approved the following Executive Session Resolution at 7:34P.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 (**1900s Building**)
- ☐ Pending or anticipated contract negotiations
- ☒ Protection of the safety or property of the public (**Parent Correspondence**)

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[ ] 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 Mr. Frangipane, and carried unanimously by voice vote, the Board approved the motion to close the Executive Session at 8:22 P.M.

Mr. Jones followed up with Mrs. DeSino's question advising that there is before care starting at 7:00 AM. The Hamburg CBA hours are between 8 AM – 3 PM. A discussion was held between Mr. Jones and Mrs. DeSino regarding this.

On a motion by Mr. Gillen, seconded by Mr. Frangipane and carried unanimously by voice vote, the Board adjourned the meeting at 8:38P.M.

Respectfully submitted,



Amanda Weaver  
Board Secretary