

MINUTES OF HAMBURG BOARD OF EDUCATION
REGULAR MEETING
DECEMBER 18, 2025
6:30 PM in the Cafeteria

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

ABSENT: Robert Walsh

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 Mr. Gillen, seconded by Mr. Dreifus, carried by a roll call vote, **approved the Regular meeting minutes of the November 20, 2025 Board meeting (DOCUMENT A).**

Yes	7
No	0
Abstain	1

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On a motion by Mr. Dreifus, seconded by Mr. Frangipane and carried by a roll call vote, **approved the Executive session minutes of the November 20, 2025 Board meeting (DOCUMENT B).**

Yes	7
No	0
Abstain	1

PRESENTATIONS

- Student Spotlight
 - PreK - Grade 1 (Olson Suk)
 - Grades 2-4 (Jaxon Arxer)
 - Grades 5-8 (Justus Chaparro-Hicks)
- Student Representatives - Music / Band / Chorus

CORRESPONDENCE

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 Mr. Dreifus seconded by Mrs. Frayko, and carried by a voice vote, the Board opened the meeting to the public at 6:42 P.M.

Karlene Antoine, 55 Gingerbread Castle Rd, made a comment regarding parking at the school. This includes difficulties for emergency vehicles during emergency situations, as well as challenges for individuals with special needs when parking or leaving for appointments.

On a motion by Mr. Gillen seconded by Mrs. Frayko, and carried by a voice vote, the Board closed the meeting to the public at 7:01 P.M.

COMMITTEE REPORTS

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

Sussex County Educational Services Commission - Mr. Jones provided an update on intern program.

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Liaison with the Hamburg Borough Council - Mrs. Frayko mentioned that at the December 3 meeting, three new Hamburg police officers were officially sworn in. It was also announced that Mrs. Tranes' family was the winner of the Halloween Contest. The town is going to start selling banners for Hometown Heroes. Additionally, Mrs. Schels commented that the tree lighting was a very nice event.

Building & Grounds -

On a motion by Mr. Gillen, seconded by Mr. Dreifus, and carried unanimously by roll call vote, the Board approved the Final Payment Application #6 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 \$17,674.36. This payment includes Change Order #4 which is a credit of \$23,500. **(DOCUMENT C)**.

Education & Policy

On a motion by Mrs. Schels, seconded by Mrs. Frayko, and carried unanimously by roll call vote, the Board approved the first reading of policy and regulations as follows **(DOCUMENT D)**:

P/R 2530	Resource Materials	Revised
P/R 2535	Library Material	Revised
P/R 9130	Public Complaints	Revised
P1642.01	Sick Leave	Revised
R9150	School Visitors	Revised

Negotiations & Personnel

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

- a) the hire of Lauren Charuka (Grade 1 teacher) at \$67,483 (Step 1 BA) (prorated) effective January 1, 2026. This position does qualify for health care benefits;
- b) maternity leave for Staff ID #****7314. Staff member will utilize vacation time, followed by FMLA. Employee's last day in district will be May 20, 2026. Anticipated return date is August 12, 2026.

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- c) to approve Nikki Havens at a per diem rate of \$250, minimum of 4 hours, to assist with snow removal as needed effective December 1, 2025 due to short staff.
- d) Joshua Simmons, substitute custodian, hourly rate increase from \$18 per hour to \$20 per hour. Effective December 1, 2025.
- e) increase hourly rate for substitute custodians for snow removal to \$20 per hour due to short staff. Effective December 1, 2025.
- f) the hire of Elizabeth McKinney as a part-time paraprofessional effective January 1, 2026 at \$20.0 per hour not to exceed 29 hours a week. This position does not qualify for benefits;

Finance Committee

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

- a) To approve the bills as presented.
- b) To approve bills for the Cafeteria Account in the amount of **\$18,619.27 (DOCUMENT E)**;
- c) To accept the Board Secretary's and Treasurer's reports for November 30, 2025 **(DOCUMENT F)**
- d) To approve Transfers made by the Superintendent for November 30, 2025, with fund 10 debits totaling **\$16,899.66**, fund 12 debts totaling **\$7,500** 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 November 30, 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.

OLD BUSINESS

NEW BUSINESS – Mrs. Tranes inquired about additional staff for a RTI math program

BOARD SECRETARY'S REPORT:

Reviewed the Statement of Determination for the November 4th, 2025 Annual School Election.

The Annual Reorganization Meeting is scheduled for Tuesday, January 6th at 6:30 pm with a snow date of Wednesday, January 7th.

To remind the Board to take mandated training.

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

- a) 2026 Board Meeting Dates (**DOCUMENT H**).
- b) The submission of the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2025-2026 school year (**DOCUMENT I**).

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) Security Drills

Type of Drill	Date	Time	Evacuation Time
Fire Drill	11.24.2025	10:21 AM	4 min 0 sec
Security Drill - Shelter in Place	11.26.2025	12:21 PM	N/A

b) Professional Development

Staff Member	Date	Activity	Cost
Sigman	1/20-21/2026	NJPSA - Administrator Series (Online)	\$270
Smalley Messina	2/11/2026	Co-Teaching that Works (Online)	\$295.00/each
Landrud	3/27-28/2026	NJSSNA Spring Conference	\$259 + mileage
Vinkman	2/19&20/2025	2026 NJ Music Educators State Conference Atlantic City, NJ	232.03 plus related travel \$91.56 and mileage

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c) Field Trips

Date	Grade	Location	Cost
6/5/2026	K	Brookhollow's Barnyard, Boonton, NJ	\$484.00 plus cost of bus
5/6/2026	2	Turtle Back Zoo, West Orange, NJ	\$390.00 plus cost of bus
1/28/2026	7-8 Chorus	Wallkill Valley RHS - Multi-District Chorus	\$0 Bus shared with Hardyston & Franklin
1/28/2025	7-8 Band	Wallkill Valley RHS - Multi District Band	\$0 Bus shared with Hardyston & Franklin

d) Discipline / Suspensions:

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

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	4	3	Y	Y
December	1 1 under investigation	0	Y	Y

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f) Substitutes

Name	Position[s]
Maria Basile	Teacher & Paraprofessional
Ashley Zuidema-Brancaccio*	Teacher & Paraprofessional
*Upon receipt of completed paperwork	

g) Use of Facilities

Date	Organization	Event
12.8-12.12	Hamburg PTA	Holiday Bazaar
12.11.2025	Hamburg PTA	Winter Concert Refreshments
12.12.2025	Hamburg PTA	Movie Night
1.9.2026	Hamburg PTA	Family Trivia
1.23.2026	Hamburg PTA	G1 vs. Staff Scooter Race
1.30.2026	Hamburg PTA	Adult Bingo
12.8,12.5	Wallkill Valley HS	Basketball Practice (3:30-5:30)

On a motion by Mrs. Frayko, seconded by Mr. Gillen, and carried unanimously by roll call vote, the Board approved the homebound instructional rate at \$50 per hour for certified instructors retroactive to October 27, 2025.

To Report/ Discuss:

- Hamburg Community Open Forum meeting for Regionalization discussion
- Student Supervision Memorandum (**DOCUMENT J**)
- Wallkill Valley Feasibility Study Final (**DOCUMENT K**)

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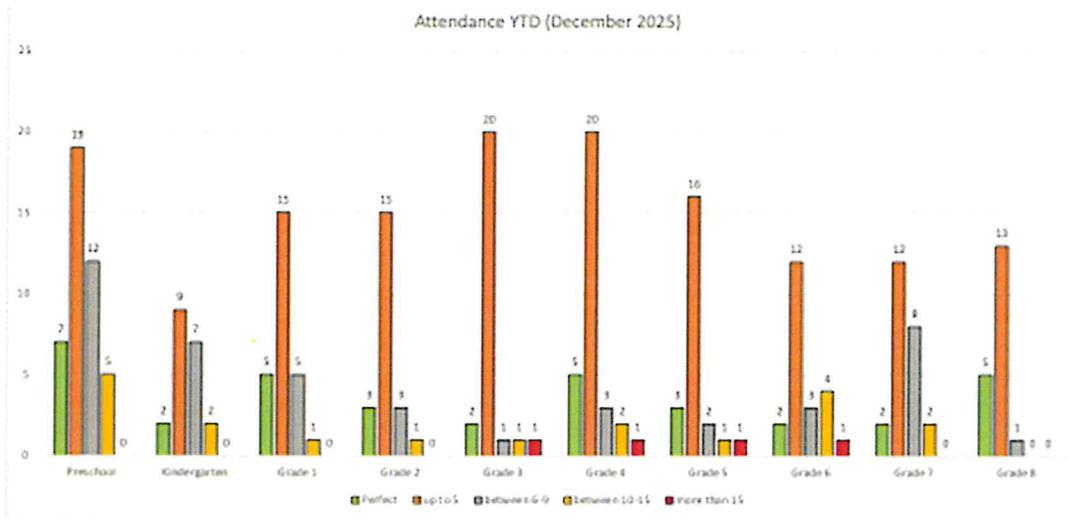
- NJSLS Proposed Revisions (**DOCUMENT L**)
- Administration would like to publicly recognize the efforts of our Data Coordinator, Ms. Sealander. The state rolled out multiple new platforms this year, many of which were still in the development stage. Ms. Sealander went above and beyond to assure that all data was uploaded with accuracy.

Enrollment

	In District	Out of District	Choice Non-Public	Charter
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	22		3	2
Grade 7	24	1	2	2
Grade 8	19	1	2	2

Total 255 2 16 6 Chronic Absenteeism

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● **Absenteeism Graph (September 3 - December 15, 2025)**

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On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, the Board opened the meeting for public comment at 7:35 P.M

Karlene Antoine, 55 Gingerbread Castle Rd made a comment regarding grants.

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, the Board closed the meeting for public comment at 7:40 P.M

EXECUTIVE SESSION

On a motion by Mr. Gillen, seconded by Mrs. Frayko, and carried unanimously by voice vote, the Board approved the following Executive Session Resolution at 7:41 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);

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:

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- Matters rendered confidential by state or federal law **(HIB Updates)**
- Personnel **Parent Grievance (Staff Member #****4077)**
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation **1900 Building**
- 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 Mr. Dreifus, and carried unanimously by voice vote, the Board approved the motion to close the Executive Session at 8:37 P.M.

On a motion by Mr. Gillen, seconded by Mr. Dreifus and carried unanimously by voice vote, the Board adjourned the meeting at 8:37 P.M.

Respectfully submitted,



Amanda Weaver
Board Secretary