

**HIGH BRIDGE BOARD OF EDUCATION
REORGANIZATIONAL MEETING
Tuesday, January 4, 2022**

1. OPENING OF MEETING - 6:30 PM

John Jennings, Board Secretary, will preside over the meeting until which time a board president is elected.

Required Notice of Open Public Meeting

Being duly posted at the following locations: High Bridge Middle School and Elementary School main offices, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspaper: Hunterdon County Democrat, this meeting will convene on Google Meet due to current restrictions for COVID-19. Email comments directly to Cindy Sharkey: csharkey@hbschools.org. Please mute your microphone to reduce feedback and notify the board if you intend to record this meeting. The High Bridge Board of Education follows these [standard procedures](#) for remote meetings.

Date: Tuesday January 4, 2022

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. OFFICIAL RESULTS OF ANNUAL SCHOOL BOARD ELECTION

(Attachment: Election Results 2021)

Name	# Votes	Term
Colleen Poles	786	3 year term
Mia Baldwin	830	3 year term
Ben Bolger - Write In	106	3 year term

4. OATH OF OFFICE TO NEW BOARD MEMBERS

The Board Secretary will issue the oath of office to the newly elected Board members.

(Attachments: Oath of Office, Code of Ethics, Ethics Acknowledgement of Receipt)

5. ROLL CALL by John Jennings, SBA / Board Secretary

Mia Baldwin	Ben Bolger
Erin Delgado	Karyn Gove
Robert Imhoff	Colleen Poles
Cindy Sharkey	

Additional Members Present: Dr. Gregory Hobough, Superintendent

John Jennings, SBA / Board Secretary

6. HIGH BRIDGE BOARD OF EDUCATION TRUSTEES AND EXPIRATION OF TERMS OF OFFICE:

Trustee	Expiration of Term
Mia Baldwin	2024
Ben Bolger	2024

Erin Delgado	2023
Karyn Gove	2022
Robert Imhoff	2022
Colleen Poles	2024
Cindy Sharkey	2023

7. ELECTION FOR OFFICE OF PRESIDENT

7.1. Board Secretary calls for nominations from the floor for the office of President

***Note: Any member may place a member’s name in nomination; a second is not required (per NJSBA). Elections for each office will be conducted by roll call vote when the nominations for that office are closed. The candidate receiving the votes of a majority of board members present and voting will be elected to office. In the event no candidate receives a majority of the votes cast, a second election shall be conducted between the two candidates receiving the highest number of votes.*

Board Secretary conducts election for the office of President

Name:	Candidate 1	Candidate 2	Candidate 3	Abstain	Absent
Mia Baldwin					
Ben Bolger					
Erin Delgado					
Karyn Gove					
Robert Imhoff					
Colleen Poles					
Cindy Sharkey					

7.2. Board Secretary turns the meeting over to the newly elected President

8. ELECTION FOR OFFICE OF VICE PRESIDENT

8.1. President calls for nominations from the floor for the office of Vice President

President conducts election for the office of Vice President

Name:	Candidate 1	Candidate 2	Candidate 3	Abstain	Absent
Mia Baldwin					
Ben Bolger					
Erin Delgado					
Karyn Gove					
Robert Imhoff					
Colleen Poles					
Cindy Sharkey					

9. ORGANIZATIONAL BUSINESS

9.1. APPOINTMENT OF DELEGATE AND ALTERNATE DELEGATE FOR HUNTERDON COUNTY SCHOOL BOARDS ASSOCIATION

Board President appoints _____ as the delegate and _____ as the alternate delegate for Hunterdon County School Boards Association.

9.2. APPOINTMENT OF DELEGATE AND ALTERNATE DELEGATE FOR NEW JERSEY SCHOOL BOARDS ASSOCIATION

Board President appoints _____ as the delegate and _____ as the alternate delegate for New Jersey School Boards Association.

9.3. APPOINTMENT OF DISTRICT REPRESENTATIVE FOR HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION

Board President appoints _____ as the district representative for Hunterdon County Educational Services Commission.

9.4. ADOPTION OF THE CODE OF SCHOOL ETHICS (*Attachments: Code of Ethics and Ethics Acknowledgement of Receipt*)

In accordance with Bylaw 0142 “Code of Ethics” and N.J.S.A. 18A:12-21 – 18A:12-25, the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it. **Sign and return a copy to the Board Secretary.**

9.5. PARLIAMENTARY PROCEDURES

Resolved that the Board approve the following item:

To adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2020 calendar year.

9.6. DOCTRINE OF NECESSITY

Resolved that the Board of Education accept the concept of “Doctrine of Necessity” (when the number of Board members prohibited from voting results in lack of a quorum).

9.7. Motion to approve the following resolution authorizing bid/quote thresholds:

WHEREAS the procurement Law 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;

WHEREAS 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS, 18A:18A-3 also authorizes a board of education to establish a bid threshold of \$32,000 if they do not employ a qualified purchasing agent as determined by the Department of Community Affairs, and;

WHEREAS 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% (\$4,800) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution.

NOW THEREFORE BE IT RESOLVED, that the High Bridge School District Board of Education pursuant to the statutes cited above hereby appoints John Jennings, School Business Administrator/Board Secretary as its duly authorized temporary purchasing agent, and is duly

assigned the authority and responsibility for the purchasing activity of the High Bridge School District, and;

BE IT FURTHER RESOLVED, that John Jennings is hereby authorized to award contracts on behalf of the High Bridge School District Board of Education that are in the aggregate less than 15% (\$4,800) of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that John Jennings is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold, and;

- 9.8. **Motion to authorize** the Business Administrator/Board Secretary to approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.
- 9.9. **Motion to re-establish** an ad hoc committee for the purpose of conducting a reevaluation of the High Bridge Board of Education’s HIB policy.

Board President calls for a motion and a second to approve 9.4. - 9.9.:

Motion:	Second:			
Name:	Yes	No	Abstain	Absent
Mia Baldwin				
Ben Bolger				
Erin Delgado				
Karyn Gove				
Robert Imhoff				
Colleen Poles				
Cindy Sharkey				

Regular Work Session

10. PRESENTATION & RECOGNITION ITEMS

10.1. Superintendent’s Report

10.1.1. Superintendent Update

10.1.2. Business Administrator Report

10.1.2.1. 20-21 Audit Presentation 20-21 by Nisivoccia January 10th meeting

REVIEW OF OFFICIAL CORRESPONDENCE

Name **Date** **Subject**

None

11. REPORTS TO THE BOARD

11.1. Board President’s Report

11.1.1. Hunterdon County School Boards Association Meeting Update - Robert Imhoff

12. HIB REPORTS

WHEREAS, N.J.S.A. 18A:37-15(e) requires that at the next board of education meeting following its receipt of a HIB report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent’s decision.

The Superintendent shall inform the parties of the Board’s determination in writing, as well as their right to appeal the determination to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than 90 days after the issuance of the board’s decision; or to file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the “Law Against Discrimination,” P.L.1945, c.169 (C.10:5-1 et seq.).

12.1. Affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Report 2021-22 ES04 (*Attachment: 21-22 ES04 Redacted*).

12.2.

13. ACTION ITEMS

13.1. Student Achievement - Curriculum, Instruction, Technology & Policy

13.1.1. The following class trips and transportation:

Grade	Location	Cost	Cost Incurred By
8	Voorhees High School Freshman Orientation	\$130.00 (Bus)	HBBOE
5-8	YMCA Camp Bernie	\$120/Student	ESSR III Grant Fund

13.2. Human Resources - Personnel, Management & Community Relations

13.2.1. The following employees for the hours above their contracted time necessary to attend scheduled inservice days on 12/15/21, 1/24/22, and 2/23/2022..

Name	Total Hours	Hourly Rate	Total
Heather Piell	2.25 (.75 per day)	\$32	\$72.00

13.2.2. The resignation of Maria Nardone as MS Unified Club Advisor.

13.2.3. The resignation of Middle School Physical Education teacher, Madison Conroy, effective Wednesday, February 23, 2022. (*Attachment: M. Conroy Resignation*)

13.2.4. Movement on the salary guide as of February 1, 2022 for Courtney Shiffman from BA Step 14 to BA+15 Step 14, at an annual salary of \$78,995.00 based on the 2021-2022 Guide in accordance with the 2021-2024 Agreement between the HBBOE and HBEA.

13.2.5. The employment of Samantha Richards as a full time Special Education Teacher for the High Bridge School District at a level of MA Step 5 at an annual salary of \$65,130 (prorated), based on the 2021-2024 negotiated agreement for the 2021-2022 school year.

13.3. Educational Resources - Finance and Facilities

13.3.1. Payment of Bills

13.3.2. Donation in the amount of \$1,500.00 from the McCarthy Family for the upkeep and maintenance of Ray’s Reef aquarium in the elementary school entranceway.

13.3.3. Financial Reports

13.3.4. Line Item Transfers for December 2021

13.3.5. ACCEPTANCE OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFA)

(Note the name of the report was changed from CAFR)

13.3.6. Travel Expenditure for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Steven Weber	NJSBGA	3/21-	\$300.00	\$95.95	\$14.50 Tolls	\$577.06

	Conference / Expo	3/23/22			\$166.66 Hotel	
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13.3.7. Use of Facilities

Organization	Dates	Day / Times	Location
HBYP - Pictures	1/28/22	6:00-8:30pm	MS Cafe
HBYP - Pictures	1/29/22	8:30am-2:30pm	MS Cafe
HB PTO - Kids Night Out	1/21/22, 2/3/22, 2/25/22, 3/11/22	6:30-8:30 pm	MS Gym MS Cafe

14. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to High Bridge Public Schools. Comments pertaining to Public Hearings should be saved for that section of the agenda. Comments should be addressed to the Board.

15. EXECUTIVE/CLOSED SESSION

Board President calls for a motion _____ and a second _____, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Negotiations
- Superintendent Contract (*Attachment: G Hobaugh 22-27*)

The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

16. RECONVENE PUBLIC SESSION

Board President calls for a motion _____ and a second _____ to reconvene public session.

17. ADJOURNMENT

Board President calls for a motion _____ and a second _____ to adjourn the meeting.