

**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
Monday, December 6, 2021**

**1. OPENING OF MEETING - 6:30 PM** *Meeting began at 6:30 pm*

**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](mailto: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:** Monday, December 6, 2021

**Time:** 6:30 pm

**No formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL** by John Jennings, SBA / Board Secretary

Erin Delgado *Present*

Robert Imhoff *Present*

Tori Thomsen *Present*

Colleen Poles *Present*

James Garner *Absent*

Cindy Sharkey *Present*

Karyn Gove *Present*

Additional Members Present: Dr. Gregory Hobbaugh, Superintendent *Present*

John Jennings Business Administrator *Present*

*Note Karyn Gove was present virtual and Colleen Poles arrived at 6:33 pm*

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1. Superintendent's Report**

**4.1.1. Motion to approve** the Resolution to submit the District's QSAC documents

District Performance Review (DPR) (*Attachments: QSAC DPR GE 2021-22 and QSAC DPR SS 2021-22*)

**WHEREAS**, the High Bridge Board of Education in the County of Hunterdon is undergoing evaluation under NJ QSAC for the 2021-22 school year, and

**WHEREAS**, N.J.A.C 6A:30-3.2 (f) requires school districts to hold a public meeting to approve the submission of the district's DPR responses with respect to this process, and

**WHEREAS**, the High Bridge Board of Education in the County of Hunterdon has reviewed the district's DPR responses and hereby approves these documents.

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education does hereby authorize the Superintendent of Schools to submit the attached District Performance Review to the New Jersey Department of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

*Greg Hobaugh reviewed the QSAC resolution with the Board noting it was required to authorize the District to be able to submit the District Performance Review documentation to the County. He noted that previous test scores are used by the state to populate parts of the QSAC scoring for Student Achievement. For the rest of the QSAC, the District gives itself a score in each category and the County reviews for completeness. Greg also mentioned that he met with one of the new Board Members for next year; Ben Bolger to provide new board member information (orientation information). He also mentioned he planned on meeting with the other new Board Member Mia Baldwin, next week.*

**4.1.2. Business Administrator Report**

**4.1.2.1. Election Results** (*Attachment: Election Results 2021*)

**4.1.2.2. Preliminary Audit Results**

*John Jennings noted that Colleen Poles, Mia Baldwin and Ben Bolger were officially declared the winners of Three-Year Terms on the High Board of Education beginning January 2022 and ending December 2024. John also noted that the Audit was in its final stages and that the Auditor was hoping to be able to present a summary of the findings at the December 13, 2021 Board Meeting. John noted he was unaware of any reportable findings/recommendations thus far, but would defer to the Auditors official independent report which is expected shortly.*

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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**6. REPORTS TO THE BOARD**

**6.1. Board President's Report**

**6.1.1. Hunterdon County School Boards Association Meeting Update - Robert Imhoff**

*Cindy Sharkey noted that Karyn Gove would give an update next week on the recent Delegate meeting. Cindy also noted that we have three copies of "Fundamentals of School Board Membership" available for reference to any Board Member. She also noted that at next week's meeting, the Board will be recognizing James Garner and Tori Thomsen for their service on the Board given their Terms expire on December 31, 2021. Cindy noted the next roundtable meeting is December 16th and that Karyn Gove would be attending. Robert Imhoff noted he would have more updates next week post the County meeting which will be held on Thursday December 9th in which the topic is "communication with the public".*

**7. HIB REPORTS**

**7.1. 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.).

**Board President** calls for a motion and a second to affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Investigation Report 2021-22 (*Attachment: 2021-22 ES02 Redacted and 2021-22 ES03 Redacted*).

*Greg Hobaugh noted that there were 2 HIB’s at the Elementary School that the Board would be voting on next week. If anyone had a questions, please reach out to him before the next meeting.*

## 8. ACTION ITEMS

### 8.1. Human Resources - Personnel, Management & Community Relations

- 8.1.1.** Amy Miller for one (1) hour above contracted time at a rate of \$32.00 per hour necessary to attend Wilson Just Words Training on October 22, 2021.
- 8.1.2.** Misericordia University student Hailey Conroy to observe the BD program at the elementary school for a Sensory Integration project during the month of December and January as a component of her Occupational Therapy coursework
- 8.1.3.** Courtney Bursztyn for two (2) hours above contracted hours at a rate of \$32 per hour, for a total of \$64, to attend the December 4, 2021 High Bridge Tree Lighting Ceremony with the HBMS chorus.
- 8.1.4.** Jeffrey Thompson for three (3) hours above contracted hour at a rate of \$32 per hour, for a total of \$96, to attend the December 4, 2021 High Bridge Tree Lighting Ceremony with the HBMS band.
- 8.1.5.** Course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Judy LaGreca	Assessment for Instruction in Special Education	Centenary University	Jan - May, 2022	\$1,913.85

### 8.2. Educational Resources - Finance and Facilities

#### 8.2.1. Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Marisa Monaco	Handle with Care	1/6/22		\$36.54		\$36.54*
John Jennings	Budget Preparation	2/1/22	\$50.00	N/A		\$50.00

\*Adjusted mileage amount. Previously approved on 11/15/2021

- 8.2.2.** 2022 High Bridge Board of Education Meeting schedule. (*Attachment: 2022 BOE Meeting Dates*)
- 8.2.3.** Payment of Bills
- 8.2.4.** Financial Reports
- 8.2.5.** Line Item Transfers (*Attachment November Transfer Report*)
- 8.2.6.** Amendment of the current contract with ESS. (*Attachment: High Bridge Pay Rates Update*)
- 8.2.7.** Amendment of the current Long Range Facilities Plan to include the Preschool Classroom Bathroom Project, which if completed would be funded by EXP PEA Aid..

**8.2.8.** The submission (certification and project listing) and acceptance of the Emergent and Capital Maintenance Needs Grant Program in the amount of \$8,202.

**8.2.9.** ACCEPTANCE OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

**Motion to approve**, upon the recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, that the Board accepts and approves the 2020-2021 Audit and the CAFR for the fiscal year ended June 30, 2021.

*John Jennings and Greg Hobough reviewed the Action Items above with the Board.*

**9. 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. No Public Comments*

**10. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion at 7:20 pm Robert Imhoff** and a second **Erin Delgado**, *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Superintendent's Contract
- Contract Discussion

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.

**11. RECONVENE PUBLIC SESSION**

**Board President calls for a motion at 8:15 pm Erin Delgado** and a second **Tori Thomsen**, *unanimously approved*, to reconvene public session.

**12. ADJOURNMENT**

**Board President calls for a motion at 8:17 pm Karyn Gove** and a second **Tori Thomsen**, *unanimously approved* to adjourn the meeting.

Respectfully submitted,



John Jennings  
Business Administrator/Board Secretary