

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING MINUTES
Monday, May 16, 2022**

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 in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829, alternatively the meeting will be available on Google Meet. 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: Monday May 16, 2022

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

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

Benjamin Bolger *Present*

Erin Delgado *Present*

Robert Imhoff *Present*

Colleen Poles *Present*

Karyn Gove *Present*

Cindy Sharkey *Absent*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent *Present*

John Jennings, SBA / Board Secretary *Present*

Please note that Karyn Gove, as VP, ran the meeting in Cindy Sharkey's absence.

4. PRESENTATION ITEMS

4.1. Motion to recognize the 2021-2022 High Bridge Youth Historians: First Place Winner - Eden Sytsema (St. Joseph's Church), Second Place Winner - Ashlynn Poles (37 Main St. - Circa), Third Place Winners - Avery Polanco (Solitude House) and Sadie Schanel (37 Main St. - Circa). *Lynn Hughes discussed the Youth Historians program. She and Greg Hobaugh introduced the winners of the awards. The students commented on what they learned from the program.*
Board President calls for a motion at 6:40 pm, Robert Imhoff and a second **Erin Delgado, unanimously approved** recognizing the 2021-2022 High Bridge Youth Historians.

4.2. Superintendent's Report

4.2.1. 2021-2022 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	49	-	-	-	49

K	2	33	-	-	-	33
1	2	32	-	-	1	33
2	2	26	-	-	-	26
3	2	33	-	-	-	33
4	2	34	-	-	-	34
Elementary School Total						208
5	2	37	1	-	1	39
6	2	27	-	-	1	28
7	2	39	-	-	-	39
8	2	33	-	1	-	34
Middle School Total						140
District Total	22	343	1	1	3	348

4.2.2. Projected 2022-2023 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	53	-	-	-	53
K	2	22	-	-	-	22
1	2	32	-	-	-	32
2	2	34	-	-	-	34
3	2	27	-	-	-	27
4	2	32	-	-	-	32
Elementary School Total						200
5	2	34	-	-	-	34
6	2	37	1	-	1	39
7	2	28	-	-	-	28
8	2	39	1	-	-	40
Middle School Total						141
District Total	23	338	2	-	1	341

4.2.3. Staff Attendance for April 2022 (*Attachment: April 2022 Staff Attendance*)

4.2.4. Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and Security Drills

	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
Month	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed
July	07/07	07/28	N/A	N/A								
August	08/02	08/03	N/A	N/A								
Sept	09/13	09/17	09/09	09/15						1		
Oct	10/14	10/27	10/05	10/08			1					

Nov	11/01	11/30	11/02	11/09					1	1		
Dec	12/01	12/6	12/01	12/02			1		1			
Jan	01/13	01/31	01/06	01/19								
Feb	02/02	2/11	02/02	02/08								
March	03/07	03/25	03/02	03/04					1			1
April	04/01	04/14	04/01	04/08			1					
May	5/12		05/11						1			
June												
* Investigation is in progress												

4.2.5. Superintendent Update

4.2.5.1. HIB Grade Report for High Bridge School District 2020-2021 *(Attachment: Official HIB Grade Report 2020-2021 District)*

Greg Hobaugh Reviewed the following with the Board:

- *HIB Grade Report - received maximum points for all areas*
- *Middle School Nurse - PT Nurse hours would be from 9am to 2:50 pm*
- *Updated requirements with Covid given County move to Orange from Yellow*
- *Washington DC trip next week*
- *Finished Student Testing, first time since 2019 given Covid*
- *Camp Bernie rescheduled to 5/31/22*
- *Softball and Baseball teams in playoffs*
- *Treps*
- *Middle School Boiler replacement project*
- *HIB Report to be voted on*

Erin Delgado inquired about substitute nurse availability? Greg Hobaugh mentioned the District does have a substitute nurse but they had a conflict last week and was not available. He mentioned he is working on finding additional substitute nurses but they are difficult to find. Erin also inquired about updates to wearing masks after May 20th, the end of the two week deadline noted in correspondence to families? Greg noted he wanted to do everything possible to finish the school year in person.

4.3. School Business Administrator’s Report *No comments*

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
John Jennings	4/25/22	Resignation
<i>(Attachment: Jennings Resignation 4 25 22)</i>		
Dorothy Rozycki	4/29/22	Retirement Notification
<i>(Attachment: Rozycki Retirement 4 29 22)</i>		
Jacklyn Carruthers	4/29/22	Resignation
<i>(Attachment: Carruthers Resignation 4 29 22)</i>		
Lisa Fallon	4/29/22	Retirement Notification
<i>(Attachment: Fallon Retirement 4 29 22)</i>		
Jessica Storey	5/04/22	Middle School Nurse Position

(Attachment: Storey Correspondence)

Nicole Cahill 5/05/22 Concerns about the District

(Cahill Correspondence 5 5 22)

Jessica Taveras 5/09/22 Virtual BOE Meetings

(Taveras Correspondence 5 9 22)

Keir Loiacono 5/12/2 & 5/13/22 Days Out

(Loiacono Correspondence)

6. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on agenda topics only. 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 should be addressed to the Board. *No Comments*

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

7.1. April 25, 2022 Regular Meeting Minutes *(Attachment: 4 25 22 Regular Session Minutes)*

7.2. May 9, 2022 Work Session Minutes *(Attachment: 5 9 22 Work Session Minutes)*

Board President calls for a motion and a second to approve 7.1.-7.2.:

Motion: Benjamin Bolger		Second: Robert Imhoff		
Name:	Yes	No	Abstain	Absent
Ben Bolger	X			
Erin Delgado	7.2		7.1	
Karyn Gove	X			
Robert Imhoff	7.1		7.2	
Colleen Poles	X			
Cindy Sharkey				X

Motions 7.1 and 7.2 pass 4-0-1-1

8. REPORTS TO THE BOARD

8.1. Board President’s Report

8.1.1. Continuation of virtual option to meetings - *Karyn Gove noted the Board would discuss this when Cindy Sharkey is back. Robert Imhoff noted the new NJSBA President starts July 1, 2022*

9. HIB REPORTS

9.1. 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 *at 6:55 pm Robert Imhoff* and a second *Erin Delgado, unanimously approved, to affirm*, reject, or modify, by voice vote, the superintendent’s decision in HIB Investigation Report 2021-22 ES06 (*Attachment: 2020-21 ES06 Redacted*).

10. ACTION ITEMS

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

10.1.1. Motion to approve the following class trips and transportation:

Grade	Location	Cost	Incurred By
Kindergarten	High Bridge Main Street (Walking Trip)	N/A	N/A

10.2. Human Resources - Personnel, Management & Community Relations

10.2.1. Motion to approve staffing for 2022-2023 Extended School Year. (*Attachment: ESY 2022 Staffing*)

10.2.2. Motion to approve Sherry Baranek as substitute TREP\$ advisor at the contracted rate of \$19.00 per hour for 3.5 hours for a total of \$66.50.

10.2.3. Motion to approve Courtney Bursztyn, Michael Doerwang and Coleen Conroy as chaperones for the April 29, 2022 Student Leadership Kid’s Night Out at the contracted rate of \$72.53 each.

10.2.4. Motion to approve the following staff members for Summer Academic Camps to be funded by ESSR funds.

Staff Name	Rate	Hours	Total
Kim Sandorff	\$32.00	76	\$2,432.00
Michele Gomez	\$32.00	76	\$2,432.00
Regina Perron	\$32.00	76	\$2,432.00
Lisa Kerr	\$32.00	40	\$1,280.00
Samantha Richards	\$32.00	36	\$1,152.00

10.2.5. Motion to approve the following staff members for Summer Enrichment Camps to be funded by ESSR funds.

Staff Name	Camp	Rate	Hours	Total
Lynn Hughes	Summer Environmental Camp	\$32.00	12	\$384.00
Carley Marookian	Summer Story Theater: Make a Movie Camp	\$32.00	16	\$512.00
Courtney Bursztyn	Summer Story Theater: Make a Movie Camp	\$32.00	16	\$512.00

- 10.2.6. **Motion to approve** Christopher Ronkowitz as a substitute summer custodian at the hourly rate of \$15.00, pending background check.
- 10.2.7. **Motion to approve** the resignation of Business Administrator, John Jennings, effective June 30, 2022.
- 10.2.8. **Motion to approve** the resignation of Learning Disabilities Teacher Consultant, Jacklyn Carruthers, effective June 30, 2022.
- 10.2.9. **Motion to approve** the retirement of Child Study Team Secretary, Dorothy (Lee) Rozycki, effective June 30, 2022.
- 10.2.10. **Motion to approve** the retirement of Director of Special Services, Lisa Fallon, effective June 30, 2022.
- 10.2.11. **Motion to approve** movement on the salary guide as of September 1, 2022 for Carley Marookian from BA+15 Step 7 to MA Step 7 at an annual salary of \$69,690.00 based on the 2022-2023 Guide in accordance with the 2021-2024 Agreement between the HBBOE and HBEA.
- 10.2.12. **Motion to approve** a change of job title and corresponding job description for the following position: *(Attachment: Job Description for Child Study Team Secretary / Assistant to the Business Administrator/Board Secretary)*

Old Title	New Title
Child Study Team Secretary	Child Study Team Secretary / Assistant to the Business Administrator/Board Secretary

- 10.2.13. **Motion to approve** the employment of Diane Wanko as Child Study Team Secretary / Assistant to the Business Administrator/Board Secretary for the 2022-2023 school year at an annual salary of \$55,000, pending receipt of employment paperwork and required background check.
- 10.2.14. **Motion to approve** the employment of Melissa Volturo as part time Middle School Nurse for the 2022-2023 school year at a level of BA+15 Step 4 at an annual salary of \$51,244.40, pending receipt of employment paperwork and required background check.
- 10.2.15. **Motion to approve** the shared services agreement between High Bridge Board of Education and the Hunterdon County Educational Services Commission to provide Business Office Services. *(Attachment: HBBOE/HCESC Shared Services May 2022)*

10.3. Educational Resources - Finance and Facilities

- 10.3.1. **Motion to approve** the following travel expenditure for workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Other	Mileage	Total
Kathryn Miller	Camp Bernie	05/31/22	N/A	N/A	\$7.28	\$7.28
Jodie King	Camp Bernie	05/31/22	N/A	N/A	\$6.37	\$6.37
Heather Piell	Camp Bernie	05/31/22	N/N	N/A	\$6.44	\$6.44

10.3.2. Payment of Bills

Audit of Invoices *(Attachment: 5 16 22 bill list)*

Approve invoices for Current Expenses in the following amounts:

Check Register	April 26 - May 10	\$ 120,360.11
Payroll	April 29	\$ 254,677.41

Payroll	May 13	\$ 248,465.91
	Total	\$ 623,503.43

Payment of Bills Cafeteria Account-		
Payschools	April 1, 2022	\$ 5,028.00
Maschio's	May 9, 2022	\$ 11,472.33
		\$ 16,500.33

10.3.3. Line Item Transfers for April 2022 (*Attachment: April Transfer Report - Signed*) **Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.

10.3.4. Financial Reports (*Attachments: April Board Secretary and Treasurer's Reports-signed*) **Report of the Board Secretary and Treasurer's Report for April 2022** **Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of April 2022 as per the procedure instituted by the State Department of Education, wherein the required certification by the Board Secretary is adhered to in the attachment.

Certification of Fund Balances

Resolved, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify for the month of April 2022, after review of the Secretary's monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C.6A:23A-16:10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

May 16, 2022

John Jennings
Business Administrator

10.3.5. Motion to authorize the Business Administrator/Board Secretary to issue "Not to exceed" purchases orders up to \$10,000.

10.3.6. Motion to approve the following tuition student contract with Bethlehem Twp for their ESY Program (*HB_TuitionContractESY_22*)

Student #	Program	Tuition	Receiving District
20170036	ALC BD	\$2,038	Bethlehem Twp

10.3.7. Motion to approve Daily Substitute Rates for 2022-2023 School Year

Substitute Nurse	\$150
Teacher in Charge	\$115
Substitute Custodians	\$17/hr

Board President calls for a motion and a second to approve 10.1-10.3.7.:

Motion: <i>Robert Imhoff</i>		Second: <i>Erin Delgado</i>		
Name:	Yes	No	Abstain	Absent
Ben Bolger	X			
Erin Delgado	X			
Karyn Gove	X			
Robert Imhoff	X			
Colleen Poles	X			
Cindy Sharkey				X

Motion passes 5-0-0-1

11. **NEW BUSINESS** *No new business*

12. **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. *Two emails: Ricky Kurtz noted that having one nurse work both schools part of the time is not safe for our children. He referenced an incident that happened to his son getting hurt at school while one of the nurses was out. He stated that while the people involved did a great job helping his son, the assessment was not done by a nurse. Judy Lagreca suggested keeping the virtual Board Meeting as an option as it adds more flexibility and transparency. Nicole Cahill, nurse at High Bridge Elementary school asked what was the plan to get substitute nurses? She noted the District has tried for years to get substitute nurses. She also asked what was the District's plan for coverage when the Full-Time Nurse is absent during the hours when the Part-Time Nurse is not working and no substitute nurse is available?*

13. **EXECUTIVE/CLOSED SESSION**

Board President calls for a motion at 7:05 pm Robert Imhoff and a second **Benjamin Bolger**, *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Superintendent Evaluation

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.

14. **RECONVENE PUBLIC SESSION**

Board President calls for a motion at 7:24 pm Erin Delgado and a second **Colleen Poles**, *unanimously approved*, to reconvene public session.

15. **ADOPTION OF MINUTES FROM PREVIOUS EXECUTIVE SESSION**

15.1.1. April 25, 2022 Executive Session Minutes (*Attachments: 4 25 22 Executive Session Minutes*)

15.1.2. May 9, 2022 Executive Session Minutes (*Attachments: 5 9 22 Executive Session Minutes*)

Board President calls for a motion and a second to approve 15.1.1.-15.1.2:

Motion: <i>Benjamin Bolger</i>		Second: <i>Colleen Poles</i>		
Name:	Yes	No	Abstain	Absent
Ben Bolger	<i>X</i>			
Erin Delgado	<i>15.1.2</i>		<i>15.1.1</i>	
Karyn Gove	<i>X</i>			
Robert Imhoff	<i>15.1.1</i>		<i>15.1.2</i>	
Colleen Poles	<i>X</i>			
Cindy Sharkey				<i>X</i>

Motion 15.1.1 and 15.1.2 passes 4-0-1-1

16. ADJOURNMENT

Board President calls for a motion at 7:25 pm *Erin Delgado* and a second *Colleen Poles*, *unanimously approved*, to adjourn the meeting.

Respectfully Submitted,



John Jennings
Business Administrator/Board Secretary