

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
Monday, May 9, 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 9, 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 *Absent*

Colleen Poles *Present*

Karyn Gove *Present*

Cindy Sharkey *Present*

Benjamin Bolger joined the meeting at 6:54 pm

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent *Present*

John Jennings, SBA / Board Secretary *Present*

4. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 6:35 pm Karyn Gove and a second **Erin Delgado, unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Personnel

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.

5. RECONVENE PUBLIC SESSION

Board President calls for a motion at 7:15 pm Karyn Gove and a second **Colleen Poles, unanimously approved**, to reconvene public session.

6. PRESENTATION ITEMS

6.1. Superintendent's Report

- 6.1.1. Superintendent Update - *Greg Hobaugh reviewed the following with the Board:*
 - *Noted last week was Teacher Assistant, Paraprofessional and Secretarial week and thanked everyone for arranging a lunch celebrate these professionals*
 - *State student testing at middle school has been rescheduled given increased student absences*
 - *Fire Inspection overall results were solid with some minor recommendations/remediations*
 - *Given recent increase in Covid positive results, Camp Bernie trip was being rescheduled to a later date to be determined*
 - *Mask requirements in school for the next two weeks given increase in positive Covid tests to slow the spread as per recommendation of county health department*
- 6.2. School Business Administrator's Report - *John Jennings noted that he spoke with the County BA regarding providing additional documentation for their QSAC review. He noted that the County BA hoped to complete her review by the end of the week. He also mentioned that the District was going to be receiving reimbursement from FEMA for Covid related expenses back from July/September 2020 timeframe. The reimbursement is approximately \$11,000.*

7. 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 <i>(Attachment: Storey Correspondence)</i>
Nicole Cahill	5/05/22	Concerns about the District <i>(Attachment: Cahill Correspondence 5 5 22)</i>

8. REPORTS TO THE BOARD

8.1. Board President's Report

8.1.1. NJSBA Guide to Board of Education Meetings

8.1.2. Shared Services Committee Update

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

Cindy Sharkey noted she received an email from Christine Evans regarding Camp Bernie Trip and whether it was going to be rescheduled. That was covered in the Superintendent's update. Cindy also brought up the topic of continuing having a virtual option for Board meetings. Karyn Gove mentioned that most surrounding districts have stopped doing live virtual meetings including the Town of High Bridge. Benjamin Bolger, Erin Delgado and Colleen Poles mentioned they would like to continue

providing live virtual streams of the meetings in order to give families additional flexibility to attend meetings. Cindy congratulated Karyn Gove for attaining her certified board member status. Cindy also gave an update on the upcoming county/delegate meetings. Cindy mentioned she would not be at the next board meeting as she will be attending her child's graduation. Karyn Gove mentioned the regionalization grant which is focused on creating K-12 consolidated districts. She noted that the deadline for the grant is June 30, 2022 and that a requirement of the grant is signatures from all the sending districts. Cindy mentioned that the Board still has a vacant seat and anyone interested should reach out to the County Superintendent.

9. ACTION ITEMS

9.1. Human Resources - Personnel, Management & Community Relations

- 9.1.1. Motion to reappoint** tenured certificated staff members for the 2022-2023 school year. *(Attachment: 2022-2023 All Staff Reappointments)*
- 9.1.2. Motion to reappoint** the certificated staff members earning tenure during the 2022-2023 school year. *(Attachment: 2022-2023 All Staff Reappointments)*
- 9.1.3. Motion to reappoint** non-tenured certificated staff members for the 2022-2023 school year. *(Attachment: 2022-2023 All Staff Reappointments)*
- 9.1.4. Motion to reappoint** custodial staff, for the 2022-2023 school year. *(Attachment: 2022-2023 All Staff Reappointments)*
- 9.1.5. Motion to appoint** cafeteria aides for the 2022-2023 school year. *(Attachment: 2022-2023 All Staff Reappointments)*
- 9.1.6. Motion to reappoint** support staff non-association members for the 2022-2023 school Year. *(Attachment: 2022-2023 All Staff Reappointments)*
- 9.1.7. Motion to reappoint** administrative staff members for the 2022-2023 school year. *(Attachment: 2022-2023 All Staff Reappointments)*
- 9.1.8. Motion to appoint** Treasurer of School Monies for the 2022-2023 school year. *(Attachment: 2022-2023 All Staff Reappointments)*

Board President calls for a motion and a second to approve 9.1.1-9.1.8..:

Motion: <i>Karyn Gove</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

- 9.1.9.** Staffing for 2022-2023 Extended School Year. *(Attachment: ESY 2022 Staffing)*
- 9.1.10.** Elizabeth Kouriatis, Lynn Hughes, Lauren Richardson and Jana Brown as chaperones for the May 25, 2022 Elementary School Spring Concert at the contracted rate of \$72.53.
- 9.1.11.** Bhavna Sharma, Patricia Beard, and Max Kennedy as paraprofessional support for the May 25, 2022 Elementary School Spring Concert at the hourly rate of \$19.00, not to exceed two (2) hours for a total of \$38.00.

- 9.1.12. 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.
- 9.1.13. 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.
- 9.1.14. Kim Sandorff, Michele Gomez, Regina Perron, Samantha Richards and Lisa Kerr for the Summer Academic Camps at the High Bridge Elementary School at the contracted rate of \$32 per hour not to exceed four (4) hours for a total amount of \$128.00 to be paid for with ESSR Funds. Samantha Richards and Lisa Kerr will be co-advisors for one camp.
- 9.1.15. Lynn Hughes as Summer Environmental Enrichment Camp Advisor at the contracted rate of \$32.00 per hour not to exceed four (4) hours for a total amount of \$128.00 to be paid with ESSR Funds.
- 9.1.16. Carley Marookian and Courtney Bursztyn as Summer Story Theater: Make a Movie Enrichment Camp Advisors at the contracted rate of \$32.00 per hour not to exceed four (4) hours each for a total amount of \$128.00 each to be paid with ESSR Funds.
- 9.1.17. Christopher Ronkowitz as a substitute summer custodian at the hourly rate of \$15.00, pending background check.
- 9.1.18. Resignation of Business Administrator, John Jennings, effective June 30, 2022.
- 9.1.19. Resignation of Learning Disabilities Teacher Consultant, Jacklyn Carruthers, effective June 30, 2022.
- 9.1.20. Retirement of Child Study Team Secretary, Dorothy (Lee) Rozycki, effective June 30, 2022.
- 9.1.21. Retirement of Director of Special Services, Lisa Fallon, effective June 30, 2022.
- 9.1.22. 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.
- 9.1.23. ESC contracts for Assistant to Business Administrator.
- 9.1.24. Tuition reimbursement for the following:

Staff	Course	College/University	Semester	Tuition
Courtney Bursztyn	Developing Online Resources for P-12 Students	Rowan University	2022-2023 Summer July - Aug, 2022	\$2,055.00

9.2. Educational Resources - Finance and Facilities

9.2.1. Travel expenditure for workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Other	Mileage	Total
Gregory Hobaugh	NJAPSA Spring Leadership Conference	May 18-20, 2022	N/A	\$241.26 Hotel \$147.50 Meal Allowance \$22.60 Parking / Tolls	\$98.70	\$510.06

Kathryn Miller	Camp Bernie	05/13/22	N/A	N/A	\$7.28	\$7.28
Jodie King	Camp Bernie	05/13/22	N/A	N/A	\$6.37	\$6.37
Heather Piell	Camp Bernie	05/13/22	N/N	N/A	\$6.44	\$6.44

- 9.2.2. Payment of Bills
- 9.2.3. Financial Reports
- 9.2.4. Line Item Transfers
- 9.2.5. Business Administrator/Board Secretary to issue “Not to exceed” purchases orders up to \$10,000.
- 9.2.6. Daily Substitute Rates for 2022-2023 School Year

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

Greg Hobaugh and John Jennings reviewed the Action Items with the Board

10. 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.

Lauren Richardson, teacher at High Bridge School District expressed her concern about replacing the current full-time nurse at the middle school (who is retiring) to a part-time position. She noted she has a child with medical needs (seizures)herself. She noted that in some circumstances a student/staff could need immediate attention where seconds count and that an emergency situation could happen at any time when the part-time nurse is not present.

Courtney Bursztyl teacher at High Bridge School District said she would like the Board to continue having a virtual option to meetings and there is a way to continue to provide this with no additional cost to the District and she would be happy to assist.

Nicole Cahill, nurse at High Bridge Elementary School noted that the last week has been very difficult since the Middle School nurse was out sick and no substitute nurse was available. She noted the way she was treated by people she works with and for was very upsetting and the disrespect she was shown for doing not only her job but the job of someone else was unlike anything she has ever experienced in her 30 years as a healthcare professional. She continued discussing her concern over not having a full-time nurse at the middle school which can result in non-medical professionals having to assess and care for students when there is no nurse in the building. She discussed a recent incident in which a middle school student was not feeling well and there was no nurse in the building. The middle school contacted Nicole and asked her to come and assess the student but because she was dealing with an urgent issue at the Elementary School, could not come right away. When she was able to come to the middle school she was told the student was feeling better. Later in the day she was called to assess the same student which she did and immediately sent them home and recommended a Covid test. Because that student was not assessed by a nurse and remained in class for hours, Nicole noted many more staff and children were unnecessarily exposed. As Nicole continued her comments, she was notified by Greg Hobaugh that her 3 minute time limit was up.

Lee Rozycki, administrative assistant at High Bridge School District, mentioned her retirement and noted the other recent retirement/resignations in the District. Lee mentioned it was her opinion that staff

morale is at its lowest over the 18 years she has been here. Lee noted it is easy to explain why people are leaving in terms of what they are doing in their future, but given the current climate and the fact that 40% of the administrative staff is leaving, she believes serious self-reflection is needed. She suggested that the district dig deeper in order to get a more accurate picture of a person's motivation. As Lee continued her comments, she was notified by Greg Hobaugh that her 3 minute time limit was up. Lee Rozycki spoke on her second topic which dealt with feedback and evaluations. She suggested that the Board look into 360 degree feedback evaluations for not just the Superintendent, but for the entire administrative team. She noted that evaluation data could include information provided by administrators, parents, teachers and other community members. Lee noted that while responses are not an evaluation themselves, they are information provided to the Board for use in developing the Board's evaluation of the superintendent after filtering the data for validity and relevance. Lee feels that going through this evaluation process will help improve the workplace environment resulting in better staff retention. As Lee continued her comments, she was notified by Greg Hobaugh that her 3 minute time limit was up.

Sherry Kerr, teacher at High Bridge School District noted that the District has historically had a problem finding substitute nurses. Given the District's plan to replace the retiring full-time middle school nurse with a part-time nurse, what is the plan for coverage when there is not a nurse at the middle school and a substitute is not available?

Jessica Taveras wanted to share feedback with the Board that she appreciates having a virtual option to view Board Meetings which provides her more flexibility as a parent with young children.

11. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 7:57 pm Karyn Gove and a second **Erin Delgado, 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.

12. RECONVENE PUBLIC SESSION

Board President calls for a motion at 8:02 pm Karyn Gove and a second **Colleen Poles unanimously approved**, to reconvene public session.

Cindy Sharkey asked Greg Hobaugh did he want to speak to the concerns regarding the middle school nurse situation expressed during the Public Comments period of the meeting? Greg Hobaugh noted that it took the Elementary School Nurse 3 hours to get to the Middle School. He noted that a substitute nurse was not available. He stated that the District Nurses do not perform covid tests on Students/Staff. He mentioned that if there was a student/staff having a seizure that they would call 911. He stated the disrespect Nicole Cahill mentioned in her comments was from her Peers who are not vaccinated. Cindy Sharkey suggested that it may make sense for the Superintendent to reassure the District and Community that healthcare is a high priority for staff/students and that the middle school replacement nurse would be at the school most of the day. Greg Hobaugh noted that he wanted to find a candidate first before making a district announcement. He didn't want to promise something that he may not be able to deliver. Benjamin Bolger noted that getting input from staff could help the collegial process versus a top/down decision structure.

13. **ADJOURNMENT**

Board President calls for a motion at 8:20 pm Erin Delgado and a second Karyn Gove unanimously approved, to adjourn the meeting.

Respectfully submitted,

A handwritten signature in cursive script that reads "John Jennings". The signature is written in black ink and is positioned above the printed name and title.

John Jennings
Business Administrator/Board Secretary