

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, January 17, 2023**

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 for listening purposes only on Google Meet. The Board will only accept public participation from those who are physically in attendance, as per Policy 0168. Please notify the board if you intend to record this meeting.

Date: Tuesday, January 17, 2023

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL by Karolina Cywa, SBA / Board Secretary

Benjamin Bolger - *Present*

Erin Delgado - *Present*

Karyn Gove - *Present*

Robert Imhoff - *Absent*

Michael McCasland - *Present*

Colleen Poles - *Present*

Cynthia Sharkey - *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

4. PRESENTATION & RECOGNITION ITEMS

4.1. Superintendent's Report

4.1.1. State of NJ Executive Department Proclamation of January 2022 as School Board Recognition Month (*Attachment: State of New Jersey Executive Department Proclamation*)

Dr. Greg Hobauhg gave a brief review of the State of New Jersey Executive Department Proclamation. He read the proclamation and noted that being a Board Member is an uncompensated position and thanked the Board for their service.

4.1.2. 2022-2023 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	62	-	-	-	62
K	2	24	-	-	-	24
1	2	34	-	-	-	34
2	2	30	-	-	-	30
3	2	27	-	-	-	27
4	2	31	-	-	-	31
Elementary School Total						208
5	2	34	-	-	-	34
6	2	38	1	-	-	39
7	2	31	-	-	-	31
8	2	40	1	-	-	41
Middle School Total						145
District Total	23	351	2	-		353

4.1.3. Staff Attendance for December 2022 (*Attachment: December 2022 Staff Attendance*)

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

Month	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed
July	07/26	07/28	N/A	N/A								
August	08/03	08/04	N/A	N/A								
Sept	09/09	09/08	09/07	09/08						1		
Oct	10/06	10/14	10/12	10/14					1		1	1
Nov	11/03	11/23	11/03	11/21							1	
Dec	12/19	12/20	12/01	12/16							1	
Jan	01/04		01/04									
Feb												
March												
April												
May												
June												
* Investigation is in progress												

4.1.5. Superintendent Update

Dr. Gregory Hobaugh gave an update on the attendance policy that he would like to be more in line with the High School. Parents will have to write a letter if the child is sick. Also, the

letter will be sent to the parent if the child is absent for more than 5 days. The general philosophy is that we want students in school.

4.1.5.1. Public Hearing

4.1.5.1.1. Board President requests a motion to open the Public Hearing

In accordance with the Anti-Bullying Bill of Rights Act (ABR) (P.L. 2010, c.122), a public hearing is being held to report all incidents of violence, vandalism, harassment, intimidation, and bullying for the reporting period September 1 through December 31, 2022. This information is also being reported to the New Jersey Department of Education (NJDOE) through the Student Safety Data System (SSDS) and the Harassment, Intimidation and Bullying-Investigations, Training & Programs report (HIB-ITP). (*Attachment: SSDS 2022-23 Period 1 Report*)

Dr. Gregory Hobbaugh gave a brief review of the HIB Period 1 submission Report.

4.1.5.1.2. Public Comments

No public comments.

4.1.5.1.3. Board President requests a motion to close Public Hearing and reconvene the regular session.

Board President calls for a motion and a second to approve the submission of Period 1 HIB-ITP:

Motion: <i>Erin Delgado</i>		Second: <i>Karyn Gove</i>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	X			
Erin Delgado	X			
Karyn Gove	X			
Robert Imhoff				X
Michael McCasland	X			
Colleen Poles	X			
Cynthia Sharkey	X			

Motion passes 6-0-0-1

4.1.6. Business Administrator Report

Mid-year budget review is scheduled for January 24th, 2023. Dr. Gregory Hobbaugh reminded the Board that last year's salary increase was 2.85% and the High Bridge Board of education is in its second year of a union agreement. The projected increase in health benefits premium is 12%. The State Health Benefits Plan is going up to 15%. A new plan is created to transfer costs from employee to employer. The school district tax levy is going back to New Jersey's 2% cap (during Covid was increased to 4%). The tentative budget date is scheduled for February 28th, 2023.

5. REVIEW OF OFFICIAL CORRESPONDENCE

Name Date Subject

6. PUBLIC COMMENTS

This period of time provides an opportunity for the public to comment 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. While all comments will be considered and a response will be forthcoming if and when appropriate, School Board

members will not respond to the speakers during the public comment portion of the meeting. Speakers with questions are encouraged to contact the Superintendent directly before or after the meeting.

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

- 7.1. December 5, 2022 Work Session Minutes (*Attachment: 12 5 22 Work Session Minutes*)
- 7.2. December 12, 2022 Regular Meeting Minutes (*Attachment: 12 12 22 Regular Session Minutes*)
- 7.3. January 3, 2023 Reorganization Meeting Minutes (*Attachment: 1 3 23 Reorganization Meeting Minutes*)

Board President calls for a motion and a second to approve 7.1 & 7.3: amend

Motion: <i>Karyn Gove</i>		Second: <i>Colleen Poles</i>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	X			
Erin Delgado	X			
Karyn Gove	X			
Robert Imhoff				X
Michael McCasland	X - 7.3.		X - 7.1. - 7.2.	
Colleen Poles	X			
Cynthia Sharkey	X			

Motion 7.1. - 7.2. Passes 5-0-1-1

Motion 7.3. Passes 6-0-0-1

8. REPORTS TO THE BOARD

8.1. Board President’s Report

- 8.1.1. Hunterdon County School Boards Association Meeting Update - Robert Imhoff
Mr. Robert Imhoff attended the first of the 2023 in-person Hunterdon County Meeting.
- 8.1.2. Sustainability Committee

9. 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.).

Dr. Gregory Hobough gave a brief review of the HIB Report.

- 9.1. **Board President** calls for a motion, *Karyn Gove*, and a second *Colleen Poles*, **unanimously approved**, to affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Report 2021-22 ES04 (*Attachment: 21-22 ES04 Redacted*).

10. ACTION ITEMS

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

- 10.1.1. Motion to approve** the 2023-2024 School Year Calendar (*Attachment: Proposed 2023-2024 School Year Calendar*)
- 10.1.2. Motion to approve** the revised 2022-23 High Bridge Board of Education meeting schedule. (*Attachment: 2022-23 High Bridge Board of Education Meetings Revised Jan. 2023*)
- 10.1.3. Motion to approve** revised and/or new policies and regulations. (*Attachments: Alert 229 Policy Recommendations, Alert 229 Regulations Recommendations*)
- 10.1.3.1.** P 1648.11 - The Road Forward COVID-19 – Health and Safety (M) (Abolished)
 - 10.1.3.2.** P 1648.13 - School Employee Vaccination Requirements (M) (Abolished)
 - 10.1.3.3.** P 0152 - Board Officers (Revised)
 - 10.1.3.4.** P 0161 - Call, Adjournment, and Cancellation (Revised)
 - 10.1.3.5.** P 0162 - Notice of Board Meetings (Revised)
 - 10.1.3.6.** P & R 2423 - Bilingual and ESL Education (M) (Revised)
 - 10.1.3.7.** P 2425 - Emergency Virtual or Remote Instruction Program (M) (Revised)
 - 10.1.3.8.** R 2425 - Emergency Virtual or Remote Instruction Program (M) (New)
 - 10.1.3.9.** P 5512 - Harassment, Intimidation, or Bullying (M) (Revised)
 - 10.1.3.10.** P 8140 - Student Enrollments (M) (Revised)
 - 10.1.3.11.** R 8140 - Enrollment Accounting (M) (Revised)
 - 10.1.3.12.** P & R 8330 - Student Records (M) (Revised)
 - 10.1.3.13.** R 8420.2 - Bomb Threats (M) (Revised)
 - 10.1.3.14.** R 8420.7 - Lockdown Procedures (M) (Revised)
 - 10.1.3.15.** R 8420.10 - Active Shooter (M) (Revised)

10.2. Human Resources - Personnel, Management & Community Relations

- 10.2.1. Motion to approve** movement on the salary guide as of February 1, 2023 for Kayla Turner (Oakes) from BA Step 4 to BA+15 Step 4, at a prorated annual salary of \$63,240.00 based on the 2022-2023 Guide in accordance with the 2021-2024 Agreement between the HBBOE and HBEA.
- 10.2.2. Motion to rescind** Caryn Rinehart as co-advisor for Elementary School Homework Assistance at the contracted rate of \$32.00 per hour for 50 hours for a total not to exceed \$1,600.00.
- 10.2.3. Motion to approve** Samantha Richards as advisor for Elementary School Homework Assistance at the contracted rate of \$32.00 per hour for 100 hours (prorated) for a total not to exceed \$3,200.00.
- 10.2.4. Motion to approve** Centenary University student, Cora Hill, for clinical experience two (2) days a week for no less than fifteen (15) weeks with Tricia Morris and Carley Marookian beginning on or about January 16, 2023.
- 10.2.5. Motion to approve** maternity leave for Danielle Weber beginning on/or about April 8, 2023 with a tentative return date of August 28, 2023. She will utilize sick days followed by unpaid days in accordance with FMLA.

10.2.6. Motion to approve course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Tanya Cavallo	Theory into Practice PreK-K	New Jersey City University	Jan.- May, 2023	\$2, 404.00
Kayla Turner	Family, Society & Children with Special Needs	Centenary University	May-June, 2023	\$1,969.50

10.3. Educational Resources - Finance and Facilities

10.3.1. Motion to accept the donation from The Work-Family Connection in the amount of \$150.00 to be used for support free/reduced lunch population, field trips, and holidays.

10.3.2. Payment of Bills

Audit of Invoices (*Attachment: 1 17 23 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	Dec. 13-Jan. 17	\$ 381,606.16
Payroll	December 15	\$ 244,965.34
Payroll	December 23	\$ 246,342.10
Payroll	January 13	\$ 245,432.69
Total:		\$ 1,118,346.29

10.3.3. Payment of Bills Cafeteria account

Approve invoices for Expenses in the following amounts:

Maschio’s	December 12	\$ 10,504.41
Maschio’s	December 20	\$ 8,770.12
Service Plus, INC	January 9	\$ 948.34
Total:		\$ 20,222.87

10.3.4. Financial Reports (*Attachments: November 2022 Board Secretary and Treasurer Reports - Signed*)

Report of the Board Secretary and Treasurer’s Report for November 2022

Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the month of November 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 certifies for the month of November 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.

January 17, 2023

Business Administrator/Board Secretary

10.3.5. Motion to approve Line Item Transfers for December 2022 (*Attachment: December Transfer Report*)

Resolved, that the Board of Education approve the budget transfers as listed in the attachment.

10.3.6. ACCEPTANCE OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR)

Motion to approve, upon recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, the Board accepts and approves the 2021-2022 Audit and the ACFR for the fiscal year ended June 30, 2022 (*Attachment: High Bridge 2022 ACFRA*)

10.3.7. Motion to approve addendum to the Agreement between High Bridge School District and ESS Northeast, LLC for the services of Substitute Teachers and Staff, effective January 1, 2023. (*Attachment: Addendum to the Agreement between HBSD and ESS*)

10.3.8. Motion to approve Travel Expenditure for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Joan Murray	Comprehensive Intervention for ELL with Language Disorders	3/17/23	\$279.00	NA	NA	\$279.00

10.3.9. Use of Facilities

Motion to approve the following use of facilities request:

Organization	Dates	Day / Times	Location
HBYB - Pictures	1/28/23	6:00-8:30 pm	MS Cafe
HBYB - Pictures	1/29/23	8:30 am-2:30 pm	MS Cafe
HB PTO - Kids Night Out	1/21/23, 2/3/23, 2/25/23, 3/11/23	6:30-8:30 pm	MS Gym MS Cafe
HB Cub Scout Pack 149	3/19/23	Noon - 6:00pm	ES Outdoor Classroom
4 H Club*	2nd & 4th Wednesday of the month, start 1/25/2023	6:30-8:30pm	ES _____
Marty's Reliable Cycle*	4/29/2023	8:00 am - 4:00 pm	ES & MS Parking Lots

*Pending receipt of insurance certificate.

Board President calls for a motion and a second to approve 10.1-10.3.9:

Motion: <i>Karyn Gove</i>		Second: <i>Benjamin Bolger</i>		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	X			
Erin Delgado	X			
Karyn Gove	X			
Robert Imhoff				X
Michael McCasland	X			

Colleen Poles	X			
Cynthia Sharkey	X			

Motion passes 6-0-0-1

11. PUBLIC COMMENTS

This period of time provides an opportunity for the public to comment 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. While all comments will be considered and a response will be forthcoming if and when appropriate, School Board members will not respond to the speakers during the public comment portion of the meeting. Speakers with questions are encouraged to contact the Superintendent directly before or after the meeting.

No public comments.

12. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 6:57 p.m. Colleen Poles and a second **Karyn Gove, unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes

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.

13. ACTION ITEM

Motion to approve the Executive Minutes

- 13.1.1.** December 5, 2022 Work Session Executive Minutes (*Attachment: 12 5 22 Work Executive Session Minutes*)
- 13.1.2.** December 12, 2022 Regular Session Executive Minutes (*Attachment 12 12 22 Regular Meeting Executive Minutes*)
- 13.1.3.** January 3, 202 Reorganization Meeting Executive Minutes (*Attachment 1 3 23 Reorganization Meeting Executive Session Minutes*)

Board President calls for a motion and a second to approve 13.1.1 & 13.1.3:

Motion: Benjamin Bolger		Second: Colleen Poles		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	X			
Erin Delgado	X			
Karyn Gove	X			
Robert Imhoff				X
Michael McCasland	X - 13.1.3.		X - 13.1.1.-13.1.2.	
Colleen Poles	X			
Cynthia Sharkey	X			

Motion 13.1.1 - 13.1.2 passes 5-0-1-1

Motion 13.1.3 passes 6-0-0-1

14. RECONVENE PUBLIC SESSION

Board President calls for a motion at 6:59 pm Karyn Gove and a second **Colleen Poles, unanimously approved,** to reconvene the public session.

15. ADJOURNMENT

Board President calls for a motion at 7:00 pm Michael McCasland and a second **Erin Delgado, unanimously approved,** to adjourn the meeting.

Respectively Submitted

Karolina Cywa

Karolina Cywa
School Business Administrator/Board Secretary