

**HIGH BRIDGE BOARD OF EDUCATION
REORGANIZATIONAL MEETING
Tuesday, January 3, 2023**

1. OPENING OF MEETING - 6:30 PM

Caryn Rinehart, Acting 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 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 3, 2023

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. OFFICIAL RESULTS OF ANNUAL SCHOOL BOARD ELECTION

(Attachment: Election Results November 2022)

Name	# Votes	Term
Karyn Gove	924	3 year term
Michael McCasland	840	3 year term
Robert Imhoff	1,104	2 year term

Caryn Rinehart read the election results.

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)

Caryn Rinehart witnessed Karyn Gove, Michael McCasland and Robert Imhoff read the oath of office.

5. ROLL CALL by Caryn Rinehart / Acting Board Secretary

Benjamin Bolger - *Present*

Colleen Poles - *Present*

Robert Imhoff - *Present*

Michael McCasland - *Present*

Karyn Gove - *Present*

Cynthia Sharkey - *Present*

Erin Delgado - *Present*

Additional Member Present: Dr. Gregory Hobaugh, Superintendent
 Caryn Rinehart, Acting Board Secretary
 Karolina Cywa, SBA / Board Secretary

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

Trustee	Expiration of Term
Benjamin Bolger	2024
Erin Delgado	2023
Karyn Gove	2025
Robert Imhoff	2024
Colleen Poles	2024
Michael McCasland	2025
Cindy Sharkey	2023

Caryn Rinehart noted the expiration of terms for board members.

7. ELECTION FOR OFFICE OF PRESIDENT

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

Erin Delgado nominated Cynthia Sharkey. No other nominations were presented.

***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.*

Acting Board Secretary conducts election for the office of President

Name:	Candidate 1	Candidate 2	Candidate 3	Abstain	Absent
Benjamin Bolger	<i>Cynthia Sharkey</i>				
Erin Delgado	<i>Cynthia Sharkey</i>				
Karyn Gove	<i>Cynthia Sharkey</i>				
Robert Imhoff	<i>Cynthia Sharkey</i>				
Colleen Poles	<i>Cynthia Sharkey</i>				
Michael McCasland	<i>Cynthia Sharkey</i>				
Cindy Sharkey	<i>Cynthia Sharkey</i>				

Cynthia Sharkey elected High Bridge Board of Education President 7-0-0-0.

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 *Erin Delgado* nominated *Karyn Gove*. No other nominations were presented.

President conducts election for the office of Vice President -

Name:	Candidate 1	Candidate 2	Candidate 3	Abstain	Absent
Benjamin Bolger	<i>Karyn Gove</i>				
Erin Delgado	<i>Karyn Gove</i>				
Karyn Gove	<i>Karyn Gove</i>				
Robert Imhoff	<i>Karyn Gove</i>				
Colleen Poles	<i>Karyn Gove</i>				
Michael McCasland	<i>Karyn Gove</i>				
Cindy Sharkey	<i>Karyn Gove</i>				

Karyn Gove elected High Bridge Board of Education Vice President 7-0-0-0.

9. ORGANIZATIONAL BUSINESS

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

Board President appoints *Robert Imhoff* as the delegate and *Cynthia Sharkey* 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 *Karyn Gove* as the delegate and *Erin Delgado* 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 *Colleen Poles* 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 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 Karolina Cywa, 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 Karolina Cywa 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 Karolina Cywa 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.

Board President calls for a motion and a second to approve 9.1. - 9.8.:

Motion: <i>Karyn Gove</i>		Second: <i>Erin Delgado</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			

Regular Work Session

10. PRESENTATION & RECOGNITION ITEMS

10.1. Superintendent’s Report

10.1.1. Superintendent Update

Dr. Hobaugh gave the following updates:

- *There is one item on the agenda that needs approval.*
- *NJSMART scores were sent home.*
- *Staff has been working on updating the curriculum.*
- *Thank you to the staff that made the holiday parties and winter concerts such a success, especially Jeff Thompson and Courtney Bursztyn. Thank you to the BOE members who attended.*
- *On December 23, the district used its first snow day. The calendar has 4 days worked into the schedule already.*
- *Mid-year budget review is coming up.*
- *Dr. Hobaugh gave the board a brief update on facilities and welcomed Karolina Cywa to our BOE meetings.*

10.1.2. Business Administrator Report

REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
<i>None</i>		

11. REPORTS TO THE BOARD

11.1. Board President’s Report

Cynthia Sharkey welcomed Karolina Cywa to the meeting and thanked the board for their nomination and votes for presidency.

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

Unsung Heroes nomination are due on 2/16

Karyn Gove has been appointed new Vice President of Legislation

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.).

HIB Investigation Report 2022-23 MS04 (*Attachment: 2022-23 MS04 Redacted*).
 Dr. Hobaugh gave a brief review of the HIB report.

13. ACTION ITEMS

13.1. Human Resources - Personnel, Management & Community Relations

13.1.1. Motion to approve the employment of John (Jack) Cahill as part time custodian at the hourly rate of \$16.00, effective January 4, 2023, for a total not to exceed twenty (20) hours per week.

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

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

13.1.2. 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.

13.1.3. 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.

13.1.4. 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.

13.1.5. 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

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

13.2.1. The 2023-2024 School Year Calendar (*Attachment: Proposed 2023-2024 School Year Calendar*)

13.3. Educational Resources - Finance and Facilities

13.3.1. Payment of Bills

13.3.2. Financial Report

13.3.3. Line Item Transfers for December 2022

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

13.3.5. Use of Facilities

Organization	Dates	Day / Times	Location
HBYPB - Pictures	1/28/23	6:00-8:30 pm	MS Cafe
HBYPB - 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

Dr. Hobaugh reviewed the action items for the next meeting.

A discussion was had regarding the 2023-24 school year calendar and the built in snow days. A straw poll was done to see if board members would like to amend the proposed 23-24 calendar to disperse the snow days throughout the school year. Only one board member expressed interest in changing the proposed calendar. An explanation of the procedure of salary guide movement was had.

14. 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 Comments

15. EXECUTIVE/CLOSED SESSION 7:20 pm

Board President calls for a motion *Robert Imhoff* moved and a second was called by *Erin Delgado*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- 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.

16. RECONVENE PUBLIC SESSION

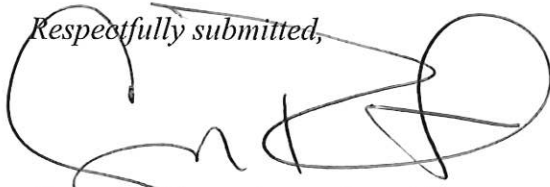
Board President calls for a motion at 8:01 pm, *Karyn Gove* moved and seconded by *Erin Delgado* to reconvene public session.

GH new policy alert coming out. Please check Strauss Esmay, mostly just language changes, however, there are some recommendations that Dr. Hobaugh will have to make our attendance policy more in line with the high school, to better prepare our students to be successful.

17. ADJOURNMENT

Board President calls for a motion at 8:08 pm, *Benjamin Bolger* moved, and a second by *Karyn Gove* to adjourn the meeting.

Motion approved. Meeting adjourned at 8:08 pm,

Respectfully submitted,

Caryn Rinehart, Acting Board Secretary