

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Tuesday, February 21, 2023**

1. OPENING OF MEETING - 6:30 PM - Meeting began at 6:30 p.m.

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, February 21, 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 - *Present*

Michael McCasland - *Present*

Colleen Poles - *Absent*

Cynthia Sharkey - *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

4. PRESENTATION & RECOGNITION ITEMS

4.1. Motion to recognize High Bridge Middle School student, Aubrielle Stayskal, as the recipient of the Hunterdon County School Boards Association Unsung Hero Award for High Bridge.

“Dr. Greg Hobaugh congratulated in-person Aubrielle Stayskal for earning the Hunterdon County School Boards Association Unsung Award.”

4.2. Motion to approve resolutions recognizing the recipients of the 2022 Governor’s Educator of the Year Recognition Award:

- HBES – Tricia Morris (*Attachment: Morris Resolution*)
- HBMS – Caryn Snyder (*Attachment: Snyder Resolution*)

“Dr. Greg Hobaugh read each teacher award resolution and congratulated for being a 2022 Governor’s Educator of the Year. Both Tricia Morris and Caryn Snyder thanked the District for the recognition and honor.”

Board President calls for a motion and a second to approve 4.1-4.2:

Motion: Karyn Gove		Second: Erin Delgado		
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

4.3. Superintendent’s Report

4.3.1. 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						207
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	350	2	-		352

4.3.2. Staff Attendance for January 2023 (Attachment: January 2023 Staff Attendance)

4.3.3. 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	01/30	01/04	01/18							1	
Feb	02/06		02/018	02/14								
March												
April												
May												
June												
* Investigation is in progress												

4.3.4. Superintendent Update

4.3.4.1. District Goal Update

- *Dr. Hobaugh pointed out that field trips might be under question due to bus driver shortages.*
- *Dr. Hobaugh also noted that the boiler parts have begun to come in. The repair should begin at end of the June.*
- *Dr. Hobaugh has reviewed his October - December goals. He said that part of his goal 1 might not be met due to staff limits and he won't be able to fully meet this goal this year. Dr. Hobaugh noted that a notice was sent to parents about excused and unexcused absences. He also mentioned that is working with the staff on updating the math curriculum. He said that math is easier for our school district because we are a K-8 district. Dr. Hobaugh noted that the Middle School is developing its own curriculum. In the end, he pointed out that textbooks are so expensive.*

Benjamin Bolger suggested that we can contact other schools and identify how they are dealing with similar problems.

4.3.4.2. Budget 101 Presentation (*Attachment: Budget 101*)

"Dr. Hobaugh noted that the presentation Budget 101 is for informative purposes only."

5. REVIEW OF OFFICIAL CORRESPONDENCE

Name **Date** **Subject**

None

"Cindy Sharkey noted that the parent didn't realize that sending a letter to the board president is an official letter. The parent has asked not to publish that letter because of the privacy of the student and other students."

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.

“No comments.”

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

7.1. January 17, 2023 Regular Meeting Minutes (*Attachment: 1 17 23 Regular Session Minutes Signed*)

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

Motion: Karyn Gove		Second: Michael McCasland		
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 5-0-1-1

8. REPORTS TO THE BOARD

8.1. Board President’s Report

- 8.1.1.** Hunterdon County School Boards Association Meeting Update - Robert Imhoff
- 8.1.2.** Sustainability Committee Update
- 8.1.3.** Reappoint Negotiations Committee

“High Bridge School District is in year two of three in the union agreement. Cynthia Sharkey is reappointing the negotiations committee. Robert Imhoff, Erin Delgado, and Cynthia Sahrkey were appointed as a negotiation 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.).

Board President calls for a motion at 7:18 p.m., Karyn Gove moved, and a second **Erin Delgado, unanimously approved,** to **affirm,** reject, or modify, by voice vote, the superintendent’s decision in HIB Report 2022-23 MS05 (*Attachment: 22-23 MS05 Redacted*).

10. ACTION ITEMS

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

10.1.1. Motion to approve the revised 2023-2024 School Calendar (*Attachment: Revised Proposed 2023-2024 School Calendar*)

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

Location	Grade	Cost	Cost Incurred By
RVCC Planetarium	6	\$29.00	Parents/Guardians
YMCA Camp Bernie	5	\$40.00	Parents/Guardians

10.2. Human Resources - Personnel, Management & Community Relations

10.2.1. Motion to approve Lisa Kerr as a chaperone for the Drama Club performances March 23-25, 2023, at the contracted rate of \$72.53 per performance for a total not to exceed \$217.59.

10.2.2. Motion to approve Lisa Kerr as a chaperone for the Drama Club rehearsals on March 18 and March - March 20-22, 2023, at the contracted rate of \$72.53 per performance for a total not to exceed \$290.12.

10.2.3. Motion to approve Arienne Grosky as Drama Club Assistant Director for up to twenty-five (25) hours at the contracted rates of \$19 per hour for a total not to exceed \$475.00.

10.2.4. Motion to approve Soma Das as a 1:1 paraprofessional, in accordance with student IEPs, for the Drama Club at the contracted hourly rate of \$19.00 for up to twenty-five (25) hours, not to exceed \$475.00.

10.2.5. Motion to approve Bhavna Sharma as a 1:1 paraprofessional, in accordance with student IEPs, for the Drama Club at the contracted hourly rate of \$19.00 for up to forty (40) hours, not to exceed \$760.00.

10.2.6. Motion to approve Sowmya Kumar, Brooke McAllister, and Heidi Johnston as substitute 1:1 paraprofessionals, in accordance with student IEPs, for the Drama Club at the contracted hourly rate of \$19.0, on an as-needed basis.

10.2.7. Motion to approve Centenary University student, Cora Hill, to complete her clinical internship for no less than fifteen (15) weeks with Tricia Morris and Carley Marookian beginning on or about January 16, 2023.

10.3. Educational Resources - Finance and Facilities

10.3.1. Motion to approve Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Janis Clark	Basic Life Support	05/12/23	\$99.99	\$18.52	N/A	\$118.52

	CPR Recertification					
Melissa Volturo	Basic Life Support CPR Recertification	05/12/23	\$99.99	\$20.40	N/A	\$120.39
CST Member TBD	HCASE Preparing for Due Process	05/23/23	\$100.00	N/A	N/A	\$100.00
CST Member TBD	HCASE Preparing for Due Process	05/23/23	\$100.00	N/A	N/A	\$100.00
CST Member TBD	HCASE Preparing for Due Process	05/23/23	\$100.00	N/A	N/A	\$100.00
Emma Alparone	HCASE Preparing for Due Process	05/23/23	Free	N/A	N/A	N/A
Gregory Hobbaugh	NJSBA School Finance Conference	03/01/23	\$99.00	38.82	NA	\$137.82
Cindy Sharkey	NJSBA School Finance Conference	03/01/23	\$99.00	38.82	NA	\$137.82

10.3.2. Payment of Bills - Audit of Invoices (*Attachment: 2 21 23 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	Jan 18 - Feb 21	\$901,133.44
Payroll	January 31, 2023	\$251,315.07
Payroll	February 15, 2023	<u>\$247,825.62</u>

Total: \$1,400,274.13

Payment of Bills Cafeteria account:

Maschio's	January 25, 2023	<u>\$ 8,458.16</u>
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Total: \$8,458.16

Payment of Bills Unemployment account:

NJ Department of Labor (ARPA)February 15, 2023	<u>\$14.74</u>
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Total: \$14.74

10.3.3. Financial Reports (*Attachment: December Board Secretary Report, December Board Secretary Report - Fund 10, Fund 20, Fund 40 and Treasurers Reports- Signed*)

Report of the Board Secretary and Treasurer's Report for December 2022

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of December 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 December 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.

February 16, 2023

Karolina Cywa

School Business Administrator/Board Secretary

10.3.4. Financial Reports (*Attachment: Revised July, August, September, October Board Secretary Reports, July, August, September, October Board Secretary Reports - Fund 10, Fund 20, Fund 40 and July, August, September, October Treasurers Reports- Signed*)
Report of the revised Board Secretary and Treasurer’s Reports for July, August, September, October 2022

Resolved, that the Board of Education accept the revised Board Secretary’s and Treasurer’s Financial Reports for the month of July, August, September, and October 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 July, August, September, and October 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.

February 16, 2023

Karolina Cywa

School Business Administrator/Board Secretary

10.3.5. Line Item Transfers for January 2023 (*Attachment: January 2023 Transfer Report-Signed*)

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

10.3.6. Motion to approve Jake Storage Containers LLC Ridgefield Park, New Jersey for a rental container at the following rates:

- Monthly Rate - \$125
- Delivery Charge - \$300
- Pickup Charge - \$300

10.3.7. Motion to approve Extended School Year (ESY) to begin July 5, 2023 through August 10, 2023 for a total of 22 days. (Monday - Thursday).

10.3.8. Special Education Medicaid Initiative (SEMI) Program Waiver

Motion to approve the following resolution waiving participation in the Special Education Medicaid Initiative (SEMI) Program.

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2023-2024 school year, and

Whereas, the High Bridge Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students. **Now Therefore Be It Resolved** that the High Bridge Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2023-2024 school year.

10.3.9. Use of Facilities

Motion to approve the following use of facilities request:

Organization	Dates	Day / Times		Location
High Bridge PTO	3/09 & 3/17/23	3/09, Thursday, Book Fair Family Night-6:30pm-8pm 3/17, Friday, KNO Bingo-6pm-8pm		ES - Library/Gym
HBYB	3/18/23	Saturday, 3/18 8:00am-4:00pm		ES Gym
*Hope for All Learners, LLC Inclusive Skateboarding Class	March 25, April 1, 8, 15, 22, 29, May 6, 13, 20, June 3, 2023	Saturday, 9am-12pm		MS Blacktop

*Pending receipt of Liability Insurance Certificate.

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

Motion: Karyn Gove		Second: Benjamin Bolger		
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 comments

12. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 7:21 p.m. Robert Imhoff moved, and a second Erin Delgado, unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Shared Services Contracts
- 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.

13. RECONVENE PUBLIC SESSION

Board President calls for a motion at 7:56 p.m., Karyn Gove moved, and a second Erin Delgado, unanimously approved, to reconvene the public session.

14. ACTION ITEM

14.1. Motion to approve the January 17, 2023 Executive Session Minutes (Attachment: 1 17 23 Executive Session Minutes Signed)

Board President calls for a motion and a second to approve 14.1.:

Motion: <i>Karyn Gove</i>		Second: <i>Michael McCasland</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 5-0-1-1

15. ADJOURNMENT

Board President calls for a motion at 7:57 p.m., Karyn Gove, and a second Benjamin Bolger, unanimously approved, to adjourn the meeting.

Respectfully Submitted,



Karolina Cywa
Business Administrator/Board Secretary