

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING
Monday, September 19, 2022**

1. OPENING OF MEETING - 6:30 PM - 6:35 opening

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: Monday September 19, 2022

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL by Caryn Rinehart / Acting Board Secretary

Benjamin Bolger - <i>Present</i>	Erin Delgado - <i>Present</i>
Robert Imhoff - <i>Present</i>	Colleen Poles - <i>Present</i>
Karyn Gove - <i>Present</i>	Cynthia Sharkey - <i>Present</i>

Additional Member Present: Dr. Gregory Hobaugh, Superintendent
Caryn Rinehart, Acting Board Secretary

4. PRESENTATION & RECOGNITION ITEMS

4.1. BSI Teachers Kim Zeigler and Lauren DiLanno to present reading data from Spring 2022 for elementary school students. (*Attachment: Board Presentation - Reading*)

Kim Ziegler & Lauren DiLanno test K-4 students twice a year. New students, at-risk students or students who teachers may think need extra support, will be tested in the beginning of the year; to track learning loss or get a benchmark. They test again in December and again in May. BSI teachers work with the classroom teachers. Students meet with BSI 3-5 times a week for 30 minutes.

Benjamin Bolger asked if there was a noticeable drop in scores after returning from COVID. Kim Ziegler stated not as much as they had thought. They attribute that to the general education teachers during virtual learning.

Robert Imhoff noted that the district has been using this program for a while and asked if they thought the program was still working? Yes they believe it is. They are working collaboratively with classroom teachers to make the program work with the new reading program.

4.2. Superintendent’s Report

4.2.1. 2022-2023 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	63	-	-	-	63
K	2	25	-	-	-	25
1	2	32	-	-	-	32
2	2	32	-	-	-	32
3	2	28	-	-	-	28
4	2	32	-	-	-	32
Elementary School Total						212
5	2	35	-	-	-	35
6	2	37	1	-	1	39
7	2	30	-	-	-	30
8	2	41	1	-	-	42
Middle School Total						146
District Total	23	355	2	-	1	358

4.2.2. Staff Attendance for August 2022 (*Attachment: August 2022 Staff Attendance*)

4.2.3. Monthly Report on Harassment, Intimidation, & Bullying Incidents/Suspensions & 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	07/26	07/28	N/A	N/A								
August	08/03	08/04	N/A	N/A								
Sept	09/09	09/08	09/07	09/08								
Oct												
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												

* Investigation is in progress

4.2.4. Superintendent Update

Successful Back to School Night at the middle school last week.

This week (Thursday) is the Back to School Night at the elementary school.

Erin Delgado asked Dr. Hobaugh about a bill received from the borough for plowing - the timing of the bill and the amount raised a question. Dr. Hobaugh explained that the district does budget money for snow removal regardless of who's doing it and invoices are sometimes delayed.

Robert Imhoff asked if those funds were rolled over into a new year's budget since the charge was for the 21-22 school year. Also asked about what other districts do in terms of priority when they are using municipalities to do the snow plowing/salting.

Dr. Hobaugh will reach out to other districts, as well as the borough to see what can be done for the future.

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Erin Leeder	09/06/2022	Board Meeting August 29th
<i>(Attachment: Leeder Correspondence 9 6 22)</i>		

No questions about 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. August 29, 2022 Regular Session Meeting Minutes (*Attachment: 8 29 22 Regular Session Minutes*)

Board President calls for a motion and a second to approve 7:1.:

Motion:KG		Second:BB		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	x			
Erin Delgado	x			
Karyn Gove	x			
Robert Imhoff			x	
Colleen Poles	x			
Cynthia Sharkey	x			

8. REPORTS TO THE BOARD

8.1. Board President’s Report

Convention is coming up. If any board member would like to attend, please contact the Business Administrator.

Attended Back to School Night at the middle school - lots of new faces and families. Important to keep new people informed.

Robert Imhoff gave the County Update - next meeting is October 13.

Shared services meeting - meeting with Gwen Thorton from NJSBA will be October 18

BOE has all the credits needed to keep our standing.

Board members should contact the Business Administrator to get a list of required training.

9. ACTION ITEMS

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

9.1.1. Motion to approve High Bridge School District goals for 2022-23. *(Attachment: HB District Goals 2022 2023)*

9.1.2. Motion to approve the following field trips:

Location	Grade	Cost	Cost Incurred By
High Bridge Main Street/Tisco Property	4th	Free	
Michael Fowler Presentation, Clinton Township MS	8th	\$153.00 for Bus	High Bridge BOE
McCarter Theater	8th	\$40.00	Parents/Guardians
Various <i>(Attachment: Vocational Trips 2022-23)</i>	Voc	Busing Costs <i>(Attachment: Vocational Trips 2022-23)</i>	High Bridge BOE

9.2. Human Resources - Personnel, Management & Community Relations

9.2.1. Motion to approve High Bridge Board of Education goals for 2022-2023 school year. *(Attachment: High Bridge Board of Education Goals 2022-2023)*

9.2.2. Motion to approve the High Bridge School District 2022-2023 Chapter 27 Emergency Virtual or Remote Instruction Plan. *(Attachment: Chapter 27 Emergency Virtual or Remote Instruction Programs)*

9.2.3. Motion to approve the updated LEA Plan for Safe Return to In-Person Instruction and Continuity of Services Plan. *(Attachment: HB Safe Return Plan - Revised Sept, 2022)*

9.2.4. Motion to approve High Bridge School District COVID-19 Protocols for 2022-23. *(Attachment: HBSD COVID-19 Protocols 22-23)*

9.2.5. Motion to approve the contract with Work Family Connection. *(Attachment: Work Family Connection Contract)*

9.2.6. Motion to approve reimbursement to part time custodian Justin Baranek for Black Seal license training at a prorated amount of \$372.

- 9.2.7. Motion to approve** Alison Manley as a part time special education teacher (.80) for the 2022-2023 school year at a level of BA Step 3 at a prorated annual salary of \$49,292.00, effective September 20, 2022.
- 9.2.8. Motion to approve** Heather Piell as a part time special education teacher (.80) for the 2022-2023 school year at a level of BA Step 2 at a prorated annual salary of \$48,892.00, effective September 20, 2022.
- 9.2.9. Motion to approve** the employment of Andrew Ziray as part time middle school special education teacher for the 2022-2023 school year at a level of BA Step 1 at a prorated annual salary of \$37, 581.30, pending receipt of employment paperwork and required background check, effective September 20, 2022.
- 9.2.10. Motion to approve** Jana Brown as Elementary School BSI Math Support at the contracted rate of \$32.00 per hour for 140 hours for a total not to exceed \$4,480.00 to be paid for by Title Funds.
- 9.2.11. Motion to approve** Emma Alparone as Elementary School BSI Writing Support at the contracted rate of \$32.00 per hour for 140 hours for a total not to exceed \$4,480.00 to be paid for by Title Funds.
- 9.2.12. Motion to approve** Caryn Rinehart for ES Homework Assistance at the contracted rate of \$32.00 per hour for 100 hours for a total not to exceed \$3,200.00 each to be paid for by Title Funds.
- 9.2.13. Motion to approve** Jerry Tolomeo as Middle School Athletic Director for the 2022-23 school year at the contracted rate of \$32.00 per hour for 75 hours for a total not to exceed \$2,400.00.
- 9.2.14. Motion to approve** HCESC to provide LDTC services by Marilyn Wechsler, twice a week, at an hourly rate of \$97.00 based on the Public School Services Contract, not to exceed 15 hours per week.
- 9.2.15. Motion to approve** transportation for students #20200044, #20200045, #20200043, and #20150035 identified as homeless to High Bridge as the district of origin as required by the McKinney Vento Homeless Assistance Act at a cost of \$242 per day by Hunterdon ESC contract for a maximum of 180 days or until permanent housing is secured.
- 9.2.16. Motion to approve** course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Julia Monge	Characteristics of Diverse Learners	Centenary University	Aug.-Dec., 2022	\$2,008.50
Julia Monge	Seminar Clinical Appl to Learn Disabilities	Centenary University	Aug.-Dec., 2022	\$2,008.50

9.3. Educational Resources - Finance and Facilities

9.3.1. Payment of Bills

Audit of Invoices

Approve September 19, 2022 bill list: *(Attachment: 9 19 22 bill list)*

Check Register August 30 - September 19 \$ 184,489.14

Payroll	August 31	\$ 40,736.31
Payroll	September 15	<u>\$ 244,906.72</u>
	Total	\$ 470,132.17

9.3.2. Financial Reports (*Attachment: July 2022 Board Secretary and Treasurer’s Report - Signed*)

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

Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the month of July 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 months of June 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.

September 19, 2022

Karolina Cywa

Business Administrator

9.3.3. Line Item Transfers for July 2022 (*Attachment: July Transfer Report-Signed*)

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

9.3.4. Motion to approve travel reimbursement as applicable under statute and code to employees for work-related travel that is directly related to and within the scope of employee's current work responsibilities, up to an amount that will not exceed budget dollars or State guidelines.

9.3.5. Approval of Professional Services – Motion to approve the following appointments:

WHEREAS, there exists a need for auditing services, architectural services, legal services, occupational services, physical therapy services, speech services and,

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

NOW THEREFORE, BE IT RESOLVED by the High Bridge Board of Education as follows:

The firm Glasberg Behavioral Consulting Services, LLC from September 1, 2022 to June 30, 2023 at the following rates:

- Behavioral Consultation \$165 Per Hour

9.3.6. Motion to approve Travel Expenditure for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage Tolls, Etc.	Total
Gregory Hobaugh	NJSBA Workshop	Oct 24-26, 2022	\$550	Hotel - \$236.00 Mileage - \$109.98 Tolls - \$6.30 Parking - \$15.00 Transportation - \$30.00 Meals - \$147.50	\$1,094.78
Robert Imhoff	NJSBA Workshop	Oct 24-26, 2022	\$550	Hotel - \$238.00 Mileage - \$109.98 Tolls - \$6.30 Parking - \$15.00 Transportation - \$30.00 Meals - \$147.50	\$1,096.78
Cynthia Sharkey	NJSBA Workshop	Oct 24-26, 2022	\$550	Hotel - \$236.00 Mileage - \$109.98 Tolls - \$6.30 Parking - \$15.00 Transportation - \$30.00 Meals - \$147.50	\$1,094.78

9.3.7. USE OF FACILITIES

Motion to approve the following use of facilities request:

Organization	Dates	Day / Times	Location
Adult Pick-Up Volleyball	09/28/2022 - 05/17/2023	Wednesday/7:00pm - 8:45 pm when basketball <u>is not</u> in session. Wednesday/7:30pm-8:45 pm when basketball <u>is in</u> session.	MS - Gym
High Bridge PTO	09/27/2022	Tuesday, 7:00pm - 8:0pm	ES - Library

Board President calls for a motion and a second to approve 9.1-9.3.7.:

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

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.

No comments

11. EXECUTIVE/CLOSED SESSION - 7:22

Board President calls for a motion at 7:22 pm, Erin Delgado moved and second Colleen Poles 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.

12. RECONVENE PUBLIC SESSION - 7:35

Board President calls for a motion at 7:35 pm, Erin Delgado moved and a second Robert Imhoff to reconvene the public session.

13. ACTION ITEM

Motion to approve the Executive Minutes

- 13.1.1.** August 29, 2022 Executive Session Minutes (*Attachment: 8 29 22 Executive Session Minutes*)

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

Motion:KG		Second:ED		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	X			
Erin Delgado	X			

Karyn Gove	X			
Robert Imhoff			X	
Colleen Poles	X			
Cynthia Sharkey	X			

14. ADJOURNMENT

Board President calls for a motion at 7:36 pm , Benjamin Bolger moved, and a second by Robert Imhoff, to adjourn the meeting.

Motion approved. Meeting adjourned at 7:36 pm.

Respectfully submitted by,



Caryn Rinehart, Acting Board Secretary

