

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, October 16, 2023**

1. OPENING OF MEETING - 6:30 PM - *The 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: Monday, October 16, 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 - *Present*

Cynthia Sharkey - *Present*

Additional Members Present: Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

4. EXECUTIVE/CLOSED SESSION

The Board President calls for a motion at 6:31 p.m. Erin Delgado and a second Robert Imhoff 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.

Nicholas Celso III, Ed.D., J.D. the board attorney joined the meeting at 6:35 p.m.

Nicholas Celso III, Ed.D., J.D. the board attorney left the meeting at 7:00 p.m.

5. RECONVENE PUBLIC SESSION

The Board President calls for a motion at 7:03 p.m. Erin Delgado and a second Collen Poles unanimously approved to reconvene the public session.

6. PRESENTATION & RECOGNITION ITEMS

6.1. Superintendent’s Report

The superintendent updated the board on the first community meeting. He thanked the High Bridge Township Police Department for helping a student find a lost item with a metal detector.

6.1.1. 2023-2024 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	51	-	-	-	51
K	2	43	-	-	-	43
1	2	24	-	-	-	24
2	2	32	-	-	-	32
3	2	33	-	-	-	33
4	2	27	-	-	-	27
Elementary School Total						210
5	1	32	-	-	-	32
6	2	34	-	-	-	34
7	2	39	1	-	-	40
8	2	35	-	-	-	35
Middle School Total						141
District Total	21	350	1	-	-	351

6.1.2. Staff Attendance for September 2023 (Attachment: September 2023 Staff Attendance)

6.1.3. 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	07/06	07/31	07/05	07/11								
August	08/01	08/10	08/01	08/02								
Sept	09/06	09/14	09/06	09/14							1	
Oct	10/13		10/03	10/05								

Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												
* Investigation is in progress												

6.1.4. Superintendent Update

7. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Samantha Henrick	10/04/23	Maternity Leave <i>(Attachment: Henrick Correspondence 10 4 23)</i>
Kevin Jones	10/13/23	Resignation <i>(Attachment: Jones Resignation 10 13 23)</i>

8. 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.

9. BOARD OF EDUCATION MEMBER’S COMMENTS

10. ADOPTION OF MINUTES FROM PREVIOUS MEETING

- 10.1.** August 28, 2023 Regular Session Meeting Minutes *(Attachment: 8 28 23 Regular Session Meeting Minutes Signed)*
- 10.2.** September 11, 2023 Work Session Meeting Minutes *(Attachment: 9 11 23 Work Session Meeting Minutes Signed)*
- 10.3.** September 18, 2023 Regular Session Meeting Minutes *(Attachment: 9 18 23 Regular Session Meeting Minutes Signed)*

Mr. Robert Imhoff noted that the board member comments can't be under public comments. He suggested adding a board of education member's comments section.

The Board President calls for a motion and a second to approve 10.1. - 10.2. and amend 10.3.:

Motion: Karyn Gove		Second: Colleen Poles		
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 7-0-0-0

11. ADOPTION OF RESOLUTION

11.1. Motion to approve the following resolution related to the removal of reading materials from the High Bridge School District. (*Attachment: The Mystery of Mr. Dodge Committee Recommendations*)

WHEREAS, the High Bridge School District Board of Education (“the Board”) has received public complaints relating to High Bridge School reading materials in accordance with Policy 9130; and

WHEREAS, the public complaints have been submitted to the Board and the Superintendent has appointed a committee of professional staff members and community representatives to review the challenged material; and

THEREFORE, BE IT RESOLVED that the Board is affirming the established committee’s recommendations by affirming their report attached; and

BE IT FURTHER RESOLVED that the Board is not removing the book “The Mystery of Mr. Dodge” by M.J. Cosson from the High Bridge School District independent reading library due to the reasons included in the attached committee report; and

BE IT FURTHER RESOLVED, the Board President, Superintendent, School Business Administrator/Board Secretary, and Board Counsel are hereby authorized to execute any and all documents and to take any and all actions necessary to complete and realize the intent and purpose of this resolution.

The Board President calls for a motion and a second to approve 11.1.:

Motion: Karyn Gove		Second: Robert Imhoff		
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 7-0-0-0

12. REPORTS TO THE BOARD

12.1. Board President’s Report

- 12.1.1. Policy Audit
- 12.1.2. Student Achievement
- 12.1.3. Shared Services Committee Update - Karyn Gove
- 12.1.4. Negotiations Committee Update
- 12.1.5. School Security Committee Update
- 12.1.6. Hunterdon County School Boards Association Meeting Update - Robert Imhoff

13. ACTION ITEMS

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

- 13.1.1. **Motion to approve** the 2023-2024 Nursing Services Plan (*Attachment: 23-24 Nursing Services Plan*).
- 13.1.2. **Motion to approve** the submission of the NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2022-2023 school year. (*Attachment: HIB Self Assessment ES - 2023, HIB Self Assessment MS - 2023*)
- 13.1.3. **Motion to approve** the 2023-2024 School Safety and Security Plan and the submission of the School Safety and Security Plan Annual Review Statement of Assurance. (*Attachments: SS&SP 2023-2024 and SS&SP 2023-24 SOA*)
- 13.1.4. **Motion to approve** the following class trips and transportation:

Location	Grade	Cost	Cost Incurred By
Clinton Township Middle School - Harrison Dillard Presentation	6 & 7	\$288.00 for transportation	High Bridge BOE
West Portal Pumpkin Patch	K	\$22.00	Parents / Guardians
RVCC Planetarium	6	\$20.00	Parents / Guardians

- 13.1.5. Motion to approve** revised and/or new policies and regulations. (*Attachments: Alert 231 Policy Recommendations, Alert 231 Regulations Recommendations*)
- | | | |
|-------------------|---------------|---|
| 13.1.5.1. | P 1524 | School Leadership Councils (Abolished) |
| 13.1.5.2. | P & R 1642.01 | Sick Leave (New) |
| 13.1.5.3. | P 2270 | Religion in the Schools (Revised) |
| 13.1.5.4. | P & R 2419 | School Threat Assessment Teams (M) (New) |
| 13.1.5.5. | P 3161 | Examination for Cause (Revised) |
| 13.1.5.6. | P & R 3212 | Attendance (M) (Revised) |
| 13.1.5.7. | P 3324 | Right of Privacy (Revised) |
| 13.1.5.8. | P & R 3432 | Sick Leave (Abolished) |
| 13.1.5.9. | P 4161 | Examination for Cause (Revised) |
| 13.1.5.10. | P & R 4212 | Attendance (M) (Revised) |
| 13.1.5.11. | P 4324 | Right of Privacy (Revised) |
| 13.1.5.12. | P & R 4432 | Sick Leave (Abolished) |
| 13.1.5.13. | P & R 5111 | Eligibility of Resident/Nonresident Students (M) (Revised) |
| 13.1.5.14. | P & R 5116 | Education of Homeless Children and Youths (Revised) |
| 13.1.5.15. | P & R 5460.02 | Bridge Year Pilot Program (M) (Abolished) |
| 13.1.5.16. | P 6361 | Relations With Vendors for Abbott Districts (Abolished) |
| 13.1.5.17. | P 8500 | Food Services (M) (Revised) |
| 13.1.5.18. | P 8540 | School Nutrition Programs (M) (Abolished) |
| 13.1.5.19. | P 8550 | Meal Charges/Outstanding Food Service Bill (M)
(Abolished) |
- 13.2. Human Resources - Personnel, Management & Community Relations**
- 13.2.1. Motion to approve** Elizabeth Kouriatis as Middle School Art Club Advisor for the 2023-24 school year for ten (10) hours at the contracted rate of \$32.00 per hour, not to exceed \$320.00.
- 13.2.2. Motion to approve** Courtney Bursztyn as Show Choir Director for 18 hours at the contracted rate of \$32.00 per hour not to exceed \$576.00.
- 13.2.3. Motion to rescind** Kayla Turner as Middle School Environmental Club Spring Session Advisor.
- 13.2.4. Motion to approve** reimbursement to Caryn Rinehart in the amount of \$30.00 for New Jersey Notary Public application filing and \$27.62 for the required notary stamp, for a total reimbursement of \$57.62.
- 13.2.5. Motion to approve** Jana Brown, Coleen Conroy, Michael Doerwang, and Carl Katzenberger as chaperones for Student Leadership Dance on October 6, 2023, at the contracted rate of \$72.53.
- 13.2.6. Motion to approve** Katie Franks, Megan Gulevski, and Melissa Betz as advisors for the emPOWERing Girls program for ten (10) hours each, at the contracted rate of \$32.00 per hour, for a total not to exceed \$320.00 each to be funded by Title IV grant monies.
- 13.2.7. Motion to approve** Emma Alparone as BCBA for home instruction at the contracted rate of \$35.42 per hour, not to exceed 100 hours, or a total of \$3,542.00.

13.2.8. Motion to approve Ayssa Oliver as Community & Parent Involvement Specialist (CPIS) / Parent Liaison for the 2023-23 school year, compensated by a \$3500.00 stipend, funded through the PEA Grant.

13.2.9. Motion to approve the resignation of Elementary School Health & Physical Education teacher, Kevin Jones, effective on October 17, 2023. (*Attachment: Jones Resignation 10 13 23*)

13.2.10. USE OF FACILITIES

Motion to approve the following use of facilities request:

Organization	Dates	Day / Times	Location
High Bridge PTO - Trunk or Treat (rescheduled)	10/27/23	Friday 5 pm-8 pm	ES - Blacktop & access to bathrooms
Girl Scouts - Brownie Mtg	11/06/23, 11/27, 12/18, 1/08/24, 1/22, 2/12, 3/04, 3/25, 4/08, 4/29, 5/20	3:15 pm - 4:30 pm	ES Classroom
High Bridge PTO - Kids Night Out	1/12/24, 1/26, 2/23, 3/1	Wed. & Fridays 6:30 pm - 8:45 pm	MS - Gym, Cafe & access to bathrooms
High Bridge PTO - Family Fun Night (BINGO)	3/15/24	Friday 5:30 pm - 8:45 pm	ES - Cafe

13.3. Educational Resources - Finance and Facilities

13.3.1. Motion to approve the following travel expenditure for workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Jana Brown	Community Practice of Autism	10/11/2023	N/A	N/A	N/A	N/A
Jana Brown	Community Practice of Autism	11/29/2023	N/A	18.00	N/A	\$18.00
Jana Brown	Community Practice of Autism	02/07/2024	N/A	18.00	N/A	\$18.00
Jana Brown	Community Practice of Autism	04/03/2024	N/A	18.00	N/A	\$18.00

**13.3.2. Payment of Bills
Audit of Invoices**

Approve October 16, 2023 bill list: (*Attachment: 10 16 23 Bill List*)

Check Register	September 19 - October 16	\$ 768,750.00
Payroll	September 29, 2023	\$ 245,020.87
Payroll	October 13, 2023	\$ 240,081.74
Total:		\$ 1,253,852.72

Payment of Bills Cafeteria account:

PaySchools	October 6, 2023	<u>\$ 2,680.00</u>
Total:		\$ 2,680.00

13.3.3. Line Item Transfers September 2023 (*Attachment: September 2023 Transfer Report*)
Resolved, that the Board of Education approve the budget transfers as listed in the attachment.

13.3.4. Financial Reports (*Attachments: July 2023, August 2023 Board Secretary Signed - Fund 10, 20, 40*)*

Report of the Board Secretary for July 2023 and August 2023

Resolved, that the Board of Education accept the Board Secretary’s Reports for the months of July 2023 and August 2023 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 July 2023 and August 2023, 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.

October 13, 2023

Karolina Cywa

Karolina Cywa
 Business Administrator

* preliminary - pending 2022-2023 audit adjustments.

13.3.5. Motion to approve the acceptance of a Step 2 Playhouse, valued at approximately \$100.00, for the preschool playground donated by Melissa Valente.

13.3.6. Motion to approve soft drink and coffee sales to district staff from the Pre-Vocational Autistic and Behavioral Disabilities Programs at the Elementary and Middle Schools. Profits will go back into the program to replenish the drinks, maintain Coverp Cafe, and supply additional items to be made and sold to provide student behavioral incentives and to further enhance Life Skills while expanding the program's pre-vocational activities, in preparation for Pre-Community Based Instruction (CBI) and Field Experience.

13.3.7. TRANSPORTATION - Motion to approve joint transportation agreement between the Lebanon Township School District and the High Bridge School District for the provision of Choice Student Transportation to Lebanon Township Schools for the 2023-2024 school year, at a rate of \$1,000 per student.

Provider	Route #	Student ID#	Cost	Dates
Lebanon Twp	L12	9687819701	\$1,000	23/24 School Year
Lebanon Twp	L12	1288025972	\$1,000	23/24 School Year

Board President calls for a motion and a second to approve 13.1-13.3.7.:

Motion: Robert Imhoff		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 7-0-0-0

14. 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. 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.

15. BOARD OF EDUCATION MEMBER’S COMMENTS

16. EXECUTIVE/CLOSED SESSION

The Board President calls for a motion at 7:23 p.m. Erin Delgado and a second **Colleen Poles** *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Negotiation

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.

Mr. Benjamin Bolger left the meeting at 7:25 p.m.

17. RECONVENE PUBLIC SESSION

The Board President calls for a motion at 7:32 p.m. Karyn Gove and a second Colleen Poles unanimously approved to reconvene public session.

18. ACTION ITEM

Motion to approve the Executive Minutes

18.1.1. August 28, 2023 (*Attachment: 8 28 23 Executive Regular Session Meeting Minutes Signed*)

18.1.2. September 11, 2023 (*Attachment: 9 11 23 Executive Work Session Meeting Minutes Signed*)

18.1.3. September 18, 2023 (*Attachment: 9 18 23 Executive Regular Session Meeting Minutes Signed*)

Board President calls for a motion and a second to approve 18.1.1 and 18.1.3:

Motion: Robert Imhoff		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

19. ADJOURNMENT

The Board President calls for a motion at 7:36 p.m. Erin Delgado and a second Robert Imhoff unanimously approved to adjourn the meeting.

Respectfully submitted

Karolina Cywa

Karolina Cywa

School Business Administrator/Board Secretary