

**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
Monday, November 13, 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, November 13, 2023

Time: 6:30 pm

No formal action will be taken.

2. PLEDGE OF ALLEGIANCE

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

Benjamin Bolger - *Absent*

Erin Delgado - *Absent*

Karyn Gove - *Present*

Robert Imhoff - *Present*

Michael McCasland - *Absent*

Colleen Poles - *Present*

Cynthia Sharkey - *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

4. PRESENTATION AND RECOGNITION ITEMS

4.1. NJSLA Test Scores presented by Dr. Gregory Hobaugh and Mr. Richard Kolton.

Dr. Gregory Hobaugh and Mr. Richard Kolton presented data on the 2022-23 NJSLA test results. Dr. Gregory Hobaugh noted that the schools are required by law to present the data to the board and the public.

Dr. Gregory Hobaugh presented 3rd and 4th-grade ELA and Math data. Mr. Richard Kolton presented 5th through 8th grade ELA, Math, and Science data. High Bridge students were compared to the state averages.

The superintendent noted that the goal is to be at a higher level than the state grade level. He talked about how the school is going to improve over the next few years by continuing to focus on improving skills. Mr. Richard Kolton noted that he is looking for a big score boost. Mr. Richard Kolton noted that tests are based on the student's learning standards. Dr. Gregory Hobaguh added that there should be better score results in the future since the district put some strategies in place for social and emotional relationships. Ms. Colleen Poles asked if there was a mentoring program offered that the students could sign up for. Dr. Gregory Hobaguh replied that this can be something that the school can explore.

4.2. Superintendent's Report

4.2.1. Superintendent Update

The superintendent gave an update to the Board which included:

- *a roundtable meeting with staff*
- *the sustainability award*
- *the safety community*
- *the Halloween parade and Veterans Day*

Dr. Gregory Hobaguh informed the board that there is no HIB case at this time.

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Coleen Conroy	October 18, 2023	Invitation for BOE

(Attachment: Student Leadership Invite for BOE 10 18 23)

6. REPORTS TO THE BOARD

6.1. Board President's Report

6.1.1. High Bridge Tree Lighting

6.1.2. Policy Audit *(Attachments: HB Policy Audit Summary, HB Regulation Audit Summary, & Policy Audit 0000 Bylaws)*

6.1.2.1. Policy 143.1 - Board Member Appointment (Abolish, N/A to High Bridge)

6.1.2.2. Policy 0164.6 - Remote Public Board Meetings During a Declared Emergency (Missing)

6.1.2.3. Policy 0165 - Voting (Needs Updating)

6.1.2.4. Policy 0167 - Public Participation in Board Meetings (Needs Updating)

6.1.2.5. Policy 0169 - Board Members Use of Electronic Mail/Internet (Missing)

6.1.3. Student Achievement

6.1.4. Shared Services Committee Update - Karyn Gove

6.1.5. Negotiations Committee Update

6.1.6. School Security Committee Update

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

The board president and the board discussed the board items. Mr. Robert Imhoff gave an update on the school board meeting and school security.

The board and the superintendent talked about the policies that need updating.

7. ACTION ITEMS

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

7.1.1. Policy updates: (Attachment: P 5112 Entrance Age)

7.1.1.1. P 5112 – Entrance Age

7.1.2. Class trips and transportation:

Location	Grade	Cost	Cost Incurred By
Turtle Back Zoo, West Orange, NJ	1st	\$30.00	Parents / Guardians
Mayo Performing Arts Center, Morristown, NJ	3rd	\$24.00	Parents / Guardians
Washington DC	8th	\$450.00 per Student Transportation \$2,700.00	Parents / Guardians responsible for the Student portion. BOE to pay for transportation costs.

7.2. Human Resources - Personnel, Management & Community Relations

- 7.2.1. Maryanne Laffert as paraprofessional aide to chaperone the Middle School Student Leadership Dance on October 6, 2023, at the contracted rate of \$19.00 per hour for a total of 2 hours, not to exceed \$38.00.
- 7.2.2. Paraprofessional aide, Maryanne Laffert, for RBT training through the Autism Foundation at the contracted rate of \$19.00 per hour for up to forty (40) hours, not to exceed \$760.00, to be funded through the IDEA Grant.
- 7.2.3. Resignation of preschool teacher, Melissa Valente, effective December 18, 2023.
- 7.2.4. Employment of Daniela Cleveland as Preschool Teacher for the 2023-2024 school year at a level of MA Step 4 at a prorated annual salary of \$67,260.00, pending receipt of employment paperwork and required background check, effective on or about January 3, 2024.
- 7.2.5. Employment of Jacqueline Remaly as Preschool Teacher for the 2023-2024 school year at a level of MA+15 Step 5 at a prorated annual salary of \$69,255.00, pending receipt of employment paperwork and required background check, effective on or about November 21, 2023.
- 7.2.6. Employment of Kristin Weiland as part-time middle school physical education teacher for the 2023-2024 school year at a level of BA Step 1 at a prorated annual salary of \$49,188.00, pending receipt of employment paperwork and required background check, effective on or about November 21, 2023.
- 7.2.7. Employment of Brett Leister as elementary school physical education teacher for the 2023-2024 school year at a level of MA Step 8 at a prorated annual salary of \$73,030.00, pending receipt of employment paperwork and required background check, effective on or about January 22, 2024.

- 7.2.8.** Nicole Locorotondo as middle school cheerleading coach for the 2023-24 school year at the stipend rate of \$1,264.00.
- 7.2.9.** Maternity leave for Carley Marookian, commencing on or about January 2, 2024, with a tentative return date of May 31, 2024, in accordance with FMLA and NJFLA regulations.
- 7.2.10.** Maternity leave for Kayla Turner, commencing on or about February 20, 2024, with an anticipated return date for the start of the 2024-25 school year, in accordance with FMLA and NJFLA regulations.
- 7.2.11.** Katie Franks as Spring Environmental Club Advisor at the contracted rate of \$32.00 per hour for 11 hours, for a total not to exceed \$352.00.
- 7.2.12.** Resignation of Elementary School Principal Administrative Assistant, Valerie Palmer, effective December 22, 2023.
- 7.2.13.** Bhavna Sharma as a paraprofessional aide for TREP\$ Marketplace meetings at the contracted rate of \$19.00 per hour for four (4) hours, not to exceed \$76.00, to be funded from IDEA grant funds.
- 7.2.14.** Rosemarie Perna as a paraprofessional aide for basketball at the contracted rate of \$19.00 per hour for up to thirty-eight hours (38), not to exceed \$722.00, to be funded from IDEA grant funds.
- 7.2.15.** Temple University student, Emma Waseleski, to observe speech pathologist, Joan Murray or Kristina Kroll, for up to fifteen (15) hours between December 11, 2023, and January 15, 2024, pending proper paperwork.
- 7.2.16.** Course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Kimberly Sandorff	GED 624 - Teachers as Change Agents & Educational Researchers	Centenary University	March 4 - April 28, 2024	\$2,110.95
Kimberly Sandorff	GED 625 - Curriculum Design & Development	Centenary University	January 8 - March 3, 2024	\$2,110.95
Julia Monge	GED 618 Seminar in Research & Application in Special Education	Centenary University	January 8 - April 24, 2024	\$2,151.45

7.3. Educational Resources - Finance and Facilities

- 7.3.1.** Referee's and umpire's rates for the 2023 - 2024 school year.

Game	A Game	A and B Games
Soccer/Volleyball/Basketball/ Softball/Baseball	\$67.50	\$101.25

- 7.3.2.** Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Joan Murray	Practical Therapy Techniques for	10/31/23	\$279.00	N/A	N/A	\$279.00

	Persistent/Resistant Speech Sound Errors					
Carol Przewozny	Beyond Decoding: Confronting Comprehension Head On!	12/1-2, 2023 (Friday in person, Saturday, virtual)	\$295.00	\$28.86	\$21.63	\$345.49
Danielle Weber	Webinar - Overviews of New ELA Standards	12/5/23 (Virtual Live)	N/A	N/A	N/A	N/A

7.3.3. Payment of Bills

7.3.4. Financial Reports

7.3.5. Line Item Transfers

7.3.6. **TUITION STUDENTS RECEIVED**

ID#	GRADE PreK-8	Sending District	Annual Tuition	Start Date
9713282871	5th Grade	Bridgewater - Raritan School District	\$ 20,782.37 (prorated)	9/11/2023

7.3.7. **ELEMENTARY SCHOOL OUTDOOR PAVILION PROJECT**

Sealed Bid responses were opened Thursday, October 12, 2023, at 2:00 PM at the Business Office. Karolina Cywa and Michael Bieri (School Architect from FKA Architects) were present. The following are the results: (*Attachment Bid Recommendation-FKA Architect*)

<u>Company</u>	<u>Bid Amount</u>
Cypreco Industries Inc	\$302,000.00
A-Tech Concrete Co. Inc	\$309,000.00

Reject the Bid due to not enough funding.

7.3.8. Acceptance of the donation of the cardiac science power heart G5 AED from the Janet Fund grant (*Attachment: The Janet Zilinski Memorial Fund AED Transfer of Ownership and Receipt Acknowledgment*).

7.3.9. Submission of Comprehensive Maintenance Plan and M-1 Form for 2022-2025 (*Attachments: High Bridge CMP 23-24 and M-1 Form 23-24*)

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of High Bridge Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid, **NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M1 for the High Bridge Board of Education in compliance with the Department of Education requirements.

- 7.3.10.** Consulting Service Agreement with Educational Consortium for Telecommunications Savings (E-Rate) for July 1, 2023 to June 30, 2024 (*Attachment: ECTS FY 23 Service Agreement*)
- 7.3.11.** The contract between Mountain Lakes Board of Education and High Bridge Board of Education for Itinerant Services will be paid from the IDEA grant. (*Attachment: Mountain Lakes Board of Education Mainstream Support Program Agreement*)
- 7.3.12.** 23-24 Budget Calendar for the 2024-2025 budget year. (*Attachment: 22-23 Budget Calendar*)
- 7.3.13.** Carryover of the 2021-2022 funds for ESEA and IDEA Grants to 22-23 for the following amounts:
- Title IA: \$10,899
 - Title IIA: \$6,173
 - Title IV Part A: \$4,017
 - IDEA Basic: \$ 35,194
- 7.3.14.** **RESOLVED**, that the Board of Education apply for Preschool Expansion Aid for the 2024-25 school year and subsequent years upon submission of a yearly update, which will allow the District to expand its existing preschool. The Preschool Expansion Plan provides a description of how the school district will implement each component of a high-quality preschool program, as detailed in the New Jersey Administrative Code 6A:13A and in the Preschool Program Implementation Guidelines. The District's plan is for the operation of a "targeted preschool program" for "at-risk" three and four-year-olds as defined in the N.J.A.C. 6A:13A.
- BE IT FURTHER RESOLVED**, that the Board of Education authorizes the administration to execute the necessary documents.

8. 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.

9. BOARD OF EDUCATION MEMBER'S COMMENTS

10. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 8:01 p.m. Robert Imhoff and a second **Karyn Gove** *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Personnel
- Negotiations

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.

11. RECONVENE PUBLIC SESSION

The Board President called for a motion at 8:25 p.m. Colleen Poles and a second **Robert Imhoff** *unanimously approved* to reconvene the public session.

The board discussed the possibility of merging the schools and its advantages and disadvantages.

12. ADJOURNMENT

The Board President called for a motion at 9:02 p.m. Robert Imhoff and a second **Karyn Gove** *unanimously approved* to adjourn the meeting.

Respectfully submitted

Karolina Cywa

Karolina Cywa

School Business Administrator/Board Secretary