

**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION / REGULAR MONTHLY MEETING MINUTES  
Monday, July 17, 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, July 17, 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 - Acting Board President*

Robert Imhoff - *Absent*

Michael McCasland - *Present*

Colleen Poles - *Absent*

Cynthia Sharkey - *Absent*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

**4. PRESENTATION AND RECOGNITION ITEMS**

**4.1. Superintendent's Report**

**4.1.1.** Staff Attendance for June 2023 (*Attachment: June 2023 Staff Attendance*)

**4.1.2.** Staff Attendance for 2022-2023 School Year (*Attachment: 2022-2023 Staff Attendance*)

**4.1.3.** Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and Security Drills

	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
Month	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed

June	06/13	06/14	06/05	06/07							1	1
July	07/06		07/05	07/11								
August												
Sept												
Oct												
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												
* Investigation is in progress												

**4.1.4. Superintendent Update**

*Dr. Hobaugh gave an update to the Board which included:*

- *The school is still required to do drills even though there are no students in the building.*
- *November 6th the district has scheduled the parent-teacher conference so the board meeting might be postponed or rescheduled.*
- *the new Attendance Law but there is still no guidance from the State.*
- *A professional day for social-emotional training for preschool teachers is scheduled in August.*
- *The summer cleaning is progressing well.*

**4.1.5. Public Hearing**

**4.1.5.1.** The Board President requests a motion *at 6:43 p.m. Erin Delgado, a second Michael McCasland unanimously approved* to open a Public Hearing.

In accordance with the Anti-Bullying Bill of Rights Act (ABR) (P.L. 2010, c.122), a public hearing is being held to report all incidents of violence, vandalism, harassment, intimidation, and bullying for the reporting period January 1 through June 30, 2023. This information is also being reported to the New Jersey Department of Education (NJDOE) through the Student Safety Data System (SSDS) and the Harassment, Intimidation and Bullying-Investigations, Trainings & Programs report (HIB-ITP). (*Attachment: SSDS 2022-2023 Period 2 Report*)

*Dr. Hobaugh gave a brief overview of the HIB incidents.*

**4.1.5.2. Public Comments**

*No comments*

**4.1.5.3.** The Board President requests a motion *at 6:50 p.m. Benjamin Bolger, a second Erin Delgado unanimously approved to* close the Public Hearing and reconvene regular business.

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Richard Kolton	06/14/2023	Graduation

*(Attachment: Kolton Correspondence 6 14 23)*

**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. *Mr. Rayfield noted that the HIB should cover incidents on the way to school and back home. He pointed out that he did not agree with the HIB decision and he intends to appeal.*

**7. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

**7.1.** June 5, 2023 Work Session Minutes *(Attachment: 6 5 23 Work Session Minutes Signed)*

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

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

*The adoption of minutes was moved to the August 28th, 2023 meeting since the quorum was not met.*

**8. REPORTS TO THE BOARD**

**8.1.** Board President’s Report

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

## 9. HIB REPORTS

9.1. **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 7:03 p.m. Erin Delgado* and a second *Benjamin Bolger* **unanimously approved to affirm**, reject, or modify, by voice vote, the superintendent's decision in HIB Investigation Report 2022-2023MS09 (*Attachment: 2022-23 MS09 Redacted*).

## 10. ACTION ITEMS

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

10.1.1. **Motion to approve** the following resolution supporting a strong anti-idling policy and broad education of the public about the impacts of idling.

**WHEREAS**, emissions from gasoline and diesel-powered vehicles contribute significantly to air pollution, including greenhouse gasses, ozone formation, fine particulates; and

**WHEREAS**, numerous scientific studies have found links between exposure to fine particles and health effects including premature death, and increased incidents of asthma, allergies, and other breathing disorders; and

**WHEREAS**, the United States Environmental Protection Agency has classified diesel exhaust as likely to be carcinogenic to humans; and

**WHEREAS**, vehicle idling occurs in locations (e.g. school grounds, parking lots, distribution centers, strip malls, construction sites, business centers, etc.) where New Jerseyans can be exposed to concentrated sources of air pollutant emissions; and

**WHEREAS**, asthma is a significant public health concern in New Jersey, especially among children (up to 25% of New Jersey's school-age children are asthmatic) and the elderly; and

**WHEREAS**, the reduction of fine-particle emissions from diesel engines could also prevent 16,000 new asthma cases annually and save \$770 million to \$10 billion in health care and related costs in the State; and

**WHEREAS**, for every gallon of gasoline used, the average car produces about 20 pounds of carbon dioxide (CO<sub>2</sub>), the largest contributor to greenhouse climate change, with one-third of greenhouse gas emissions coming from the transportation sector; and

**WHEREAS**, petroleum-based gasoline and diesel fuel are nonrenewable fuels and should be used wisely and not wasted; and

**WHEREAS**, idling is not generally beneficial to a vehicle’s engine because it wears engine parts; and

**WHEREAS**, idling more than 10 seconds uses more fuel and emits more pollutants than turning an engine off and on again; and

**WHEREAS**, current state law prohibits the idling of vehicles for more than three minutes, and studies have shown that an anti-idling policy will save fuel, prolong engine life, and improve air quality; and

**WHEREAS**, the Elementary School Environmental Club has been working with the Go Hunterdon agency, the High Bridge Environmental Commission, and the High Bridge Police to create an anti-idling awareness campaign.

**NOW THEREFORE, BE IT RESOLVED** by the High Bridge Board of Education in the County of Hunterdon and the State of New Jersey that we support the adoption of a strong anti-idling policy by encouraging any gasoline or diesel-powered motor vehicle to turn off their engines immediately at schools and off-site school related events to minimize exposure of children to vehicle emissions; and supporting broad education of the public about the health, environmental and economic impacts of idling and ways to reduce idling

- 10.1.2. Motion to authorize** the Superintendent in conjunction with the Business Administrator/Board Secretary to approve line item transfers as necessary between board meetings and such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting, pursuant to N.J.S.A. 18A:22-8.1
- 10.1.3. Motion to approve** Multidimensional Principal Performance Rubric (MPPR) as the district observation tool for Principals for the 2023-2024 school year.
- 10.1.4. Motion to approve** Multidimensional Leader Performance Rubric (MLPR) as the district observation tool for the Director of Special Services, Facilities Manager and Business Administrator for the 2023-2024 school year.
- 10.1.5. Motion to approve** Danielson 2013 as the district observation tool for teachers for the 2023-2024 school year.
- 10.2. Human Resources - Personnel, Management & Community Relations**
  - 10.2.1. Motion to rescind** the following paraprofessionals for PEAK Level 1 Training for ERI classrooms at the contracted rate of \$19.00 per hour for twelve (12) hours, not to exceed \$228.00, to be funded through the IDEA Grant.
    - Bhavna Sharma
    - Aimee Markey
  - 10.2.2. Motion to approve** the following paraprofessionals 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
    - Bhavna Sharme
    - Aimee Markey
    - TBD
    - TBD

- 10.2.3. Motion to approve** updated staffing for 2023-2024 Extended School Year. (*Attachment: ESY 2023-24 Staffing*)
- 10.2.4. Motion to approve** Melissa Betz, Katie Franks, and Megan Gulevski for SEL/ Morning Meeting curriculum updates and enhancements at the contracted hourly rate of \$32.00 for a total of 210 hours, not to exceed a combined amount of \$6,720.00 (70 hours each / \$2,240.00 each) to be funded by Title IV Grant Funds. (*Attachment: 2023-24 SEL Proposal*)
- 10.2.5. Motion to approve** the following staff members as Teachers in Charge at the contracted rate of \$115.00 per day, on an as-needed basis.
  - Melissa Betz
  - Katherine Franks
  - Megan Gulevski
  - Alyssa Oliver
  - Danielle Weber
- 10.2.6. Motion to approve** the following staff members to share the Middle School Central Detention stipend position for 2 hours per week at \$32.00 per hour for 38 weeks, not to exceed \$2,432.00 total.
  - Katherine Franks
  - Judy LaGreca
  - Sharon Tryon
  - Kayla Turner
  - Danielle Weber
- 10.2.7. Motion to approve** the following staff members for co-curricular/Title Grant-funded activities:

<b>Co-Curricular Position</b>	<b>Rate</b>	<b>Total Hours</b>	<b>Total Compensation</b>	<b>Staff Member(s)</b>
Art Club - MS		10	\$320.00	TBD
Athletic Director	Contracted Rate	75	\$2,400.00	Jerry Tolomeo
Boys' Baseball Coach	Contracted Rate		\$1,264.00	TBD
Boys' Basketball Coach	Contracted Rate		\$2,183.00	TBD
Cheerleading Coach	Contracted Rate		\$1,264.00	TBD
Cross Country Coach	Contracted Rate		\$1,264.00	TBD
Drama Club	\$32.00	45	\$1,440.00	Jeff Thompson
Drama Club	\$32.00	45	\$1,440.00	Courtney Bursztyn
ES Band	\$32.00	6	\$192.00	Jeff Thompson
ES Choir	\$32.00	6	\$192.00	Courtney Bursztyn
Environmental Club - ES Fall	\$32.00	11	\$352.00	Lynn Hughes
Environmental Club - ES Fall	\$32.00	11	\$352.00	Michele Gomez

Environmental Club - ES Spring	\$32.00	11	\$352.00	Lynn Hughes
Environmental Club - ES Spring	\$32.00	11	\$352.00	Michele Gomez
Environmental Club - MS Fall	\$32.00	11	\$352.00	Kayla Turner
Environmental Club - MS Fall	\$32.00	11	\$352.00	Coleen Conroy
Environmental Club - MS Spring	\$32.00	11	\$352.00	Kayla Turner
Environmental Club - MS Spring	\$32.00	11	\$352.00	Coleen Conroy
Girls' Basketball Coach	Contacted Rate		\$2,620.00	Carl Katzenberger
Girls' Softball Coach	Contacted Rate		\$1,517.00	Carl Katzenberger
Girls' Volleyball Coach	Contacted Rate		\$1,517.00	Carl Katzenberger
HBMS TV Production	\$32.00	60	\$1,920.00	Jeff Thompson
HBMS TV Production	\$32.00	60	\$1,920.00	TBD
Homework Assistance - MS SE	\$32.00	20	\$640.00	Sharon Tryon
Homework Club - MS GE	\$32.00	20	\$640.00	Nicole Locorotondo
Jazz Band - MS	\$32.00	30	\$960.00	Jeff Thompson
MS TREP\$ Coordinator	\$32.00	14	\$448.00	Coleen Conroy
MS TREP\$ Advisors	\$32.00	14	\$448.00	Melissa Betz
MS TREP\$ Advisors	\$32.00	14	\$448.00	TBD
Show Choir - MS	\$32.00	30	\$960.00	TBD
Student Leadership			\$1,187.00	Carl Katzenberger
Student Leadership			\$1,187.00	Coleen Conroy
Student Leadership			\$1,187.00	Michael Doerwang
Unified Club Advisor	\$32.00	18	\$576.00	Jana Brown
Unified Club Advisor	\$32.00	18	\$576.00	Heidi Johnston
Video Club Advisor Fall - ES	\$32.00	14	\$448.00	Carley Marookian
Video Club Advisor Fall - ES	\$32.00	14	\$448.00	TBD

Video Club Advisor Spring - ES	\$32.00	14	\$448.00	Carley Marookian
Video Club Advisor Spring - ES	\$32.00	14	\$448.00	Courtney Bursztyn
Yearbook - ES	\$32.00	20	\$640.00	Courtney Bursztyn
Yearbook - ES	\$32.00	20	\$640.00	Caryn Rinehart
Yearbook - MS	\$32.00	25	\$800.00	Katie Franks
Yearbook - MS	\$32.00	25	\$800.00	Danielle Weber
Homebound Instructor / Tutor	\$35.42	As needed		TBD
HB Tree Lighting	\$32.00	4	\$128.00	Jeff Thompson
MS Mathematics Support	\$32.00	65	\$2,080.00	Melissa Betz
MS Mathematics Support	\$32.00	65	\$2,080.00	Michael Doerwang
MS Writing Support	\$32.00	65	\$2,080.00	Danielle Weber
MS Writing Support	\$32.00	65	\$2,080.00	Christina Harding
ES Homework Assistance	\$32.00	65	\$2,080.00	Marisa Monaco
ES Homework Assistance	\$32.00	65	\$2,080.00	TBD
ES Mathematics Support	\$32.00	65	\$2,080.00	Jana Brown
ES Mathematics Support	\$32.00	65	\$2,080.00	Lauren DiLanno
ES Writing Support	\$32.00	65	\$2,080.00	TBD
ES Writing Support	\$32.00	65	\$2,080.00	TBD

**10.2.8. Motion to approve course reimbursement for:**

Staff	Course	College/University	Semester	Tuition
Judy LaGreca	GED 699-Special Topics in Special Education	Centenary University	Aug - Dec 2023	\$2,110.95
Tanya Cavallo	ECE 624-Introduction to Early Childhood Special Education: Establishing a Positive Urban Educational Environments	New Jersey City University	Sept-Dec 2023	\$2,402.10
Tanya Cavallo	ECE 656-Building Meaningful Curriculum/Developmentally Appropriate Practice in Mathematics and Science	New Jersey City University	Sept-Dec 2023	\$2,402.10
Julia Monge	GED 601-Nature & Needs of Individuals with Disabilities	Centenary University	Aug-Dec 2023	\$2,068.95
Julia Monge	GED 697-Educational Research	Centenary University	Aug-Dec 2023	\$2,068.95
Kayla Turner	GED 615-Collaborative	Centenary University	Aug-Dec 2023	\$2,110.95



	Practices			
Amy Miller	GED 604-Behavior Management	Centenary University	June-Aug 2023	\$1,969.50

**10.2.9. Motion to approve** the High Bridge School District 2023-2024 Chapter 27 Emergency Virtual or Remote Instruction Plan. (*Attachment: 23-24 Chapter 27 Emergency Virtual or Remote Instruction Programs*)  
*Dr. Gregory Hobaugh noted that these programs need to be submitted by July 31st.*

**10.2.10. USE OF FACILITIES**

**Motion to approve** the following use of facilities request:

Organization	Dates	Time	Location
High Bridge PTO Tour of School for 50th Anniversary, last Grad HS Class	9/15/23	4:00 pm - 7:00 pm	MS
HBAA Hunterdon Huskies Cheer Practice	9/01/23 - 11/11/23 Monday - Friday (occasional Saturdays) Sat, 10/21	5:00 pm - 8:00 pm	ES/MS Gym, Multi-Purpose Rm

**10.2.11. STUDENT RECORDS**

BE IT RESOLVED that the Board of Education authorizes certified school personnel to collect and maintain pupil records as required by N.J.A.C. 6A:32-7.1 – 6A:32-8.3 and Board of Education Policy 8330 “Student Records”.

**10.3. Educational Resources - Finance and Facilities**

**10.3.1. Motion to approve** the following travel expenditure for workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Other	Mileage	Total
Gregory Hobaugh	Hunterdon County Superintendent’s Conference	October 5-6, 2023	\$225.00	\$1.50 (Toll)	\$31.87	\$258.37

**10.3.2. Payment of Bills**

**Audit of Invoices** (*Attachment: 6 30 23 bill list*)

**Approve** invoices for Current Expenses in the following amounts:

Check Register	June 13 - June 30	\$ 137,680.36
Payroll	June 14	\$ 218,304.91
Payroll	June 30	\$ 39,756.56
	Total	\$ 395,741.83

**Payment of Bills Cafeteria account:**

Vendor	Date	Check #	Amount
Maschio’s	June 15	1601	\$ 13,714.48
			\$ 13,714.48

**Payment of Bills Unemployment account:**

<b>Vendor</b>	<b>Date</b>	<b>Check #</b>	<b>Amount</b>
NJDOL	June 29	2401	\$ <u>16.59</u>
			\$ 16.59

**10.3.3. Line Item Transfers for June 2023** (*Attachment: June 2023 Transfer Report Signed*)  
**Resolved**, that the Board of Education approve the budget transfers as listed in the Attachment.

**10.3.4. Financial Reports** (*Attachments: May 2023 Board Secretary Signed - Fund 10, 20, 40 and May 2023 Treasurer’s Report Signed*)

**Report of the Board Secretary and Treasurer’s Report for May 2023**

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of May 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 May 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.

July 14, 2023

*Karolina Cywa*

Karolina Cywa  
 Business Administrator

**The Board President** calls for a motion and a second to approve 10.1-10.3.4:

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

*Motion passes 4-0-0-3*

**11. NEW BUSINESS**

*The superintendent updated the Board on the process of hiring the 1st-grade teacher. The district received 22 applications and is in the process of interviewing now.*

**12. 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.

*Mr. Raygield asked for an explanation of the HIB process and the board voting.*

**13. EXECUTIVE/CLOSED SESSION**

**The Board President calls for a motion at 7:25 p.m. Benjamin Bolger and a second Erin Delgado unanimously approved,** in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Personnel
- Security
- 

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.

**14. RECONVENE PUBLIC SESSION**

**The Board President calls for a motion at 8:09 p.m. Benjamin Bolger and a second Erin Delgado unanimously approved** to reconvene the public session.

**15. ACTION ITEM**

**15.1.1. Motion to approve** June 5, 2023, Executive Session Minutes (*Attachment: 6 5 23 Executive Session Minutes Signed*).

**The Board President** calls for a motion and a second to approve 15.1.1.:

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

*The adoption of minutes was moved to the August 28th, 2023 meeting since the quorum was not met.*

**16. ADJOURNMENT**

**The Board President calls for a motion at 8:11 p.m. Michael McCasland and a second Erin Delgado unanimously approved** to adjourn the meeting.

Respectfully submitted,



Karolina Cywa  
School Business Administrator/Board Secretary