

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, August 28, 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, August 28, 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. PRESENTATION AND RECOGNITION ITEMS

4.1. Welcome new district staff.

The superintendent introduced and welcomed the new hires to the district.

4.2. Congressman Tom Kean Correspondence (*Attachment: Kean Correspondence to Summer Environmental Club 8 23 23*)

Dr. Gregory Hobaugh noted that the elementary school students from the environmental club led by Lynn Hughes participated in a food pantry. He also talked about his goals and the challenges that he was having during his work years.

4.3. Superintendent's Report

4.3.1. 2023-2024 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	53	-	-	-	53
K	2	42	-	-	-	42
1	2	24	-	-	-	24
2	2	32	-	-	-	32
3	2	35	-	-	-	35
4	2	27	-	-	-	27
Elementary School Total						213
5	1	32	-	-	-	32
6	2	34	-	-	-	34
7	2	38	1	-	-	39
8	2	36	-	-	-	36
Middle School Total						141
District Total	22	353	1	-	-	354

4.3.2. Staff Attendance for July 2023 (*Attachment: July 2023 Staff Attendance*)

4.3.3. 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
July	07/06	07/31	07/05	07/11								
August	08/01	08/10	08/01	08/02								
Sept												
Oct												
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												
* Investigation is in progress												

4.3.4. Superintendent Update

4.3.4.1. Proposed District Goals

The superintendent proposed his district goals and the board discussed the benefits of the superintendent’s choice of goals to the school district.

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Erik Peterson <i>(Attachment: Peterson Correspondence)</i>	6/30/23	School Funding
Sherry Kerr <i>(Attachment: Kerr S. Correspondence 8 16 23)</i>	8/16/23	Kindergarten Summer Assessments
Jessica Taveras <i>(Attachment: Taveras Correspondence 8 21 23)</i>	8/21/23	Questions
Marilyn Andrade <i>(Attachment: Andrade Correspondence 8 21 23)</i>	8/21/23	1st Grade / Class Size

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.
Ms. Judy Lagreca noted that the food pantry was an idea of the middle school students.

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

- 7.1. June 5, 2023 Work Session Minutes *(Attachment: 6 5 23 Work Session Minutes Signed)*.
 - 7.2. June 12, 2023 Regular Session Minutes *(Attachment: 6 12 23 Regular Session Minutes Signed)*.
- The Board President** calls for a motion and a second to approve 7.1-7.2.:

Name:	Motion: <i>Robert Imhoff</i>		Second: <i>Karyn Gove</i>	
	Yes	No	Abstain	Absent
Benjamin Bolger	X			
Erin Delgado	X (7.2.)		X (7.1.)	
Karyn Gove	X			
Robert Imhoff	X			
Michael McCasland	X			
Colleen Poles	X			
Cynthia Sharkey	X			

Motion passes 6-0-1-0 (7.1) and Motion passes 7-0-0-0 (7.2)

8. REPORTS TO THE BOARD

- 8.1. Board President’s Report
 - 8.1.1. Board of Education Self-Evaluation
 - 8.1.2. Board of Education Goals

The board discussed the Board Goals. The proposed goals are:
 - *student achievement*

- *audit of board policies.*

The board president informed the board that she joined the school staff meeting in connection with building the relations between the board, teachers, and parents. Ms. Cynthia Sharkey also noted that student achievement is the right choice as a new goal.

8.1.3. Sustainability Committee Update

8.1.4. Negotiations Committee Update

Mr. Robert Imhoff announced that the advocacy group meeting will be held on September 28 and the State Aid loss is on the agenda. He also noted that there are two scheduled negotiation meetings.

9. ACTION ITEMS

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

9.1.1. Motion to approve 2023-2024 Elementary School and Middle School Student Handbooks and 2023-2024 Elementary School Code of Conduct. (*Attachments: HBES & HBMS Handbooks and ES Code of Conduct*)

9.1.2. Motion to approve the following field trips:

Location	Grade	Cost	Cost Incurred By
McCarter Theater	8th	\$53.00	Parents/Guardians
TISCO Complex	4th	N/A	Parents/Guardians
Trident Corporation (Custom Alloy)	4th	N/A	Parents/Guardians
Veterans' Memorial Park	4th	N/A	Parents/Guardians

9.2. Human Resources - Personnel, Management & Community Relations

9.2.1. Motion to accept the resignation of Alexander Hufford, part-time Physical Education teacher, effective September 20, 2023. (*Attachment: Hufford Resignation*)

9.2.2. Motion to approve the employment of Jenna Pudimott as full-time First Grade Teacher for the High Bridge School District at a level of MA Step 1 at an annual salary of \$65,760.00 for the 2023-24 school year based on the 2021-2024 negotiated agreement, effective August 28, 2023.

9.2.3. Motion to approve Tricia Morris as a mentor to Jenna Pudimott. The mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.

9.2.4. Motion to approve Katherine Franks for 6.5 hours of School Behavioral Threat Assessment & Management Training, at the contracted rate of \$32 per hour for a total of \$208.00, to be paid through ESSR funds.

9.2.5. Motion to approve Coleen Conroy for up to twenty (20) days of summer pay at the rate of \$213.52 per day.

9.2.6. Motion to approve Valerie Palmer for up to twenty (20) days of summer pay at the rate of \$190.50 per day.

9.2.7. Motion to approve Lisa Kerr and Sherry Kerr to conduct a Kindergarten Playdate/Meet and Greet at the contracted rate of \$32.00 per hour not to exceed 2 hours each for a total of \$64.00 per person.

- 9.2.8. Motion to approve** Katie Franks to provide mandated Suicide Prevention Training for district new hires at the contracted rate of \$32.00 per hour not to exceed 4 hours, for a total of \$128.00.
- 9.2.9. Motion to approve** Preschool Instructional Coach, Alyssa Oliver, for thirty (30) hours of summer pay at the hourly rate of \$32.00, for a total of \$960.00 to be funded through PEA Grant.
- 9.2.10. Motion to approve** Caryn Rinehart as Acting Board Secretary, to serve on an emergency basis only, from this date until the next reorganization meeting in January 2024 at an hourly rate of \$27.53.
- 9.2.11. Motion to approve** Rachel Katzenberger as a volunteer middle school volleyball coach for the 2023-24 school year.
- 9.2.12. Motion to approve** the following staff members for co-curricular/Title Grant-funded activities:

Co-Curricular Position	Rate	Total Hours	Total Compensation	Staff Member(s)
HBMS TV Production	\$32.00	60	\$1,920.00	Christina Harding
MS TREP\$ Advisor	\$32.00	14	\$448.00	Kayla Turner
ES Writing Support	\$32.00	65	\$2,080.00	Jana Brown
ES Writing Support	\$32.00	65	\$2,080.00	Amy Miller
Cross Country Coach			\$1,264.00	Philip Apsley
Boys Baseball Coach			\$1, 264.00	Christian Bollin
ES Homework Assistance	\$32.00	65	\$2,080.00	Kim Sandorff

- 9.2.13. Motion to approve** the following part-time employees for hours above their contracted time necessary to attend scheduled in-service days on August 28, 2023, August 29, 2023, August 30, 2023, September 1, 2023, September 29, 2023, October 9, 2023, November 15, 2023, December 14, 2023, January 19, 2024, February 29, 2024 at the contracted rate of \$32.00 per hour not to exceed 4 hours per in-service day, per staff member.

Thea Anaston	Heather Balliet
Anna Dieterly	Lauren DiLanno
Alex Hufford	Alison Manley
Kathryn Miller	Alyssa Oliver
Melissa Volturo	Kim Ziegler
Andrew Ziray	

- 9.2.14. Motion to approve** course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Kim Sandorff	GED 622 - Collaborative Teaching Concepts	Centenary University	Aug - Oct 2023	\$2,068.95
Amy Miller	GED 601 - Nature & Needs of Individuals with Disabilities	Centenary University	Aug - Dec 2023	\$2,110.95
Maurica Hash	GED 625 - Current Issues in Special Education	Centenary University	Aug - Dec 2023	\$2,100.95
Judy LaGreca*	GED 615 - Collaborative	Centenary University	Aug - Dec 2023	\$2,110.95

	Practices			
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*This request replaces the tuition reimbursement request for course GED 699 - Special Topics in Special Education previously approved at the July 17, 2023 meeting, due to the cancellation of the original class.

9.3. Educational Resources - Finance and Facilities

9.3.1. Motion to approve the revised 2023 High Bridge Board of Education Meeting schedule. *(Attachment: 2023 HBBOE Meetings - Revised 8 28 23)*

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

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage Tolls, Etc.	Total
Gregory Hobaugh	NJSBA Workshop	Oct 23-26, 2023	\$550	Hotel - \$354.00 Mileage - \$128.78 Tolls - \$6.40 Parking - \$15.00 Transportation - \$30.00 Meal Allowance - \$241.50	\$1,340.68
Robert Imhoff	NJSBA Workshop	Oct 23-26, 2023	\$550	Hotel - \$378 Mileage - \$128.78 Tolls - \$6.40 Parking - \$15.00 Transportation - \$30.00 Meal Allowance - \$241.50	\$1,364.68
Michael McCasland	NJSBA Workshop	Oct 23-26, 2023	\$550	Hotel - \$354.00 Mileage - \$128.78 Tolls - \$6.40 Parking - \$15.00 Transportation - \$30.00 Meal Allowance - \$241.50	\$1,340.68
Colleen Poles	NJSBA Workshop	Oct 23-26, 2023	\$550	Mileage - \$128.78 Tolls - \$6.40 Parking - \$15.00 Meal Allowance - \$69.00	\$784.18

9.3.3. Payment of Bills

Audit of Invoices

Approve revised June 30, 2023 bill list: *(Attachment: 6 30 23 revised bill list)*

Check Register	June 13 - June 30	\$ 143,920.72
Payroll	June 17	\$ 218,304.91
Payroll	June 30	<u>\$ 39,756.56</u>
	Total	\$ 401,982.19

Approve August 28, 2023 bill list: *(Attachment: 8 28 23 bill list)*

Check Register	July 1 - Aug 28	\$ 895,720.17
Payroll	July 14, 2023	\$ 41,319.23

Payroll	July 31, 2023	\$ 53,275.51
Payroll	August 15, 2023	<u>\$ 53,293.43</u>
	Total	\$ 1,043,608.34

Payment of Bills Cafeteria account:

Richard E. Yard	August 24, 2023	\$ 508.11
Maschio's	June 17, 2023	<u>\$ 4,248.30</u>
		\$ 4,756.41

Payment of Bills Unemployment account:

State of New Jersey	August 16, 2023	<u>\$ 145.50</u>
		\$ 145.50

9.3.4. Financial Reports (*Attachment: June 2023 Board Secretary Signed - Fund 10, 20, 40, and June 2023 Treasurer's Report Signed*)

Report of the Board Secretary and Treasurer's Report for June 2023.

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

August 24, 2023

Karolina Cywa

Business Administrator

9.3.5. Line Item Transfers for July 2023 (*Attachment: July 2023 Transfer Report*)

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

9.3.6. Motion to approve the allocation of 22 - 23 Extraordinary Aid as listed in the attachment (*Attachment: 22 - 23 EX Aid Allocations*)

9.3.7. Motion to approve Grant Applicant Payment Policy (*Attachment: Grant Process 23 - 24*)

9.3.8. Motion to approve the repair of the Valcom 5120 Sound System in the Middle School by Johnson Controls Fire Protection LP, Rockaway, NJ at the \$13,448.00.

- 9.3.9. Motion to approve** the submission of the 2023 -2024 IDEA Grants for the following amounts:

IDEA Basic	\$ 104,186.00
IDEA Preschool	\$ 4,503.00

- 9.3.10. Motion to approve** the Trucking Delivery Agreement with Maschio’s (*Attachment: High Bridge Maschio’s Trucking Delivery*)

9.3.11. HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION TRANSPORTATION

WHEREAS, the High Bridge Board of Education desires to transport special education, non-public, public, and vocational school students to specific destinations; and WHEREAS, the Hunterdon County Educational Services Commission hereinafter referred to as HCESC offers coordinated transportation services; and WHEREAS, the HCESC will organize and schedule routes to achieve the maximum cost-effectiveness:

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus an administration fee of 5.5% for member districts and 8.5% for non-member districts as presented to the High Bridge Board of Education as calculated by the billing formula adopted by the HCESC’s Board of Education. Said formula shall be based on a route cost divided by the student mile allocated to each participating district. (*Attachment: Hunterdon County Transportation 23-24*)

- 9.3.12. 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, 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:

- 9.3.12.1.** Nisivoccia, Mt. Arlington, New Jersey is appointed for auditing and accounting services from July 1, 2022 - June 30, 2023, with billing rates as follows:
- | | |
|---------------------------------|----------|
| Estimated Annual Audit Services | \$26,500 |
| Implementation and testing | \$5,000 |

These appointments are made without competitive bidding as “Professional Services” under the provisions of N.J.S.A. 40:11-1 et. seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids. BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in The Hunterdon Democrat as required by law, within ten (20) days of its passage, stating its nature, duration, service, and amount, and that the resolution and contract are on file in the business office.

- 9.3.13. Motion to approve** the following settlement agreement. (*Attachment: Settlement Agreement & Release OAL Docket Number EDS 10562-22*)

WHEREAS, the Board is a party in a special education due process action before the Office of Administrative Law, bearing OAL Docket Number EDS 10562-22 and Agency Reference Number 2023-34999; and

WHEREAS, the parties wish to amicably resolve the pending actions without any further legal proceedings, pursuant to the terms presented to the Board in a Settlement Agreement (“Agreement”);
 NOW, THEREFORE, BE IT RESOLVED THAT the Board of Education approves the Agreement of the within-referenced due process actions on the terms and conditions contained therein; and
 BE IT FURTHER RESOLVED THAT the Board President is authorized to execute the Agreement on behalf of the Board.

9.3.14. USE OF FACILITIES - Motion to approve the following use of facilities request:

Organization	Dates	Day / Times	Location
Adult Pick-Up Volleyball	Sept. 25, 2023 - May 20, 2024	Mondays/6:30-8:45 pm	MS - Gym
Adult Volleyball	Sept. 27, 2023 - May 22, 2024	Wednesdays/6:30-8:45 pm	MS - Gym
High Bridge PTO Welcome Back/Budget Mtg.	Sept. 5, 2023	Tuesday/7:00-8:30 pm	ES - Library
High Bridge PTO Parent Mtg.	Sept. 19, 2023	Tuesday/7-8:30 pm	ES - Library
High Bridge PTO Trunk or Treat	Oct. 13, 2023	Friday/5:00-8:30 pm	ES - Blacktop (need bathroom access)
St. Joseph Church Faith Formation Classes	Sept - April 2024	Sundays/8:30-11:00 am	ES Classroom TBD
Daisy Troop 80117 Girl Scouts	1st Monday of the month starting 10/02/23	Mondays/3:30-5:30 pm	ES - Art Room

The Board President calls for a motion and a second to approve 9.1.-9.3.14.:

Motion: <i>Karyn Gove</i>		Second: <i>Erin Delgado</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 7-0-0-0

10. NEW BUSINESS

11. 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.

12. EXECUTIVE/CLOSED SESSION

The Board President calls for a motion at 7:36 p.m. Karyn Gove and a second **Erin Delgado** *unanimously approved* in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Personnel
- Executive Session Minutes
- 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.

Mr. Benjamin Bolger left the meeting at 7:38 p.m. during the executive session.

13. RECONVENE PUBLIC SESSION

The Board President calls for a motion at 8:26 p.m. Erin Delgado and a second **Karyn Gove** *unanimously approved* to reconvene the public session.

14. ACTION ITEM

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

14.1.2. Motion to approve June 12, 2023, Executive Session Minutes (*Attachment: 6 12 23 Executive Session Minutes Signed*).

The Board President calls for a motion and a second to approve 14.1.1.-14.1.2:

Motion: Karyn Gove		Second: Robert Imhoff		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	X			
Erin Delgado	X 14.1.2.		X 14.1.1.	
Karyn Gove	X			
Robert Imhoff	X			
Michael McCasland	X			
Colleen Poles	X			
Cynthia Sharkey	X			

Motion passes 6-0-1-0 (14.1.1.) and Motion passes 7-0-0-0 (14.1.2.)

15. ADJOURNMENT

The Board President calls for a motion *at 8:28 p.m. Erin Delgado* and a second *Colleen Poles* *unanimously approved* to adjourn the meeting.

Respectfully submitted

Karolina Cywa

Karolina Cywa

School Business Administrator/Board Secretary