

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, September 18, 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, September 18, 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 & RECOGNITION ITEMS

4.1. Superintendent's Report

4.1.1. 2023-2024 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	52	-	-	-	52
K	2	43	-	-	-	43
1	2	24	-	-	-	24
2	2	32	-	-	-	32

3	2	33	-	-	-	33
4	2	27	-	-	-	27
Elementary School Total						211
5	1	32	-	-	-	32
6	2	34	-	-	-	34
7	2	38	1	-	-	39
8	2	36	-	-	-	36
Middle School Total						141
District Total	22	351	1	-	-	352

4.1.2. Staff Attendance for August 2023 (*Attachment: August 2023 Staff Attendance*)

4.1.3. 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	07/06	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												
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												

* Investigation is in progress

4.1.4. Superintendent Update

The superintendent gave an update to the Board which included:

- *back to school night*
- *High Bridge K-12 reunion*
- *roof repair*

The superintendent thanked PTO and Ms. Conroy for preparing the niece event which gave graduates the opportunity to come back to school and reunite.

5. REVIEW OF OFFICIAL CORRESPONDENCE

Name Date Subject

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. Aysla Oliver, an employee of High Bridge School District, talked about her position and the reasons why she should go to the workshop.

Ms. Jessica Tavarez voiced again regarding the number of students in one classroom.

Mr. Rober Imhoff questioned the number of students in the classrooms and staff shortages.

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

7.1. July 17, 2023 Regular Session Meeting Minutes (*Attachment: 7 17 23 Work/Regular Session Minutes - Signed*)

7.2. August 21, 2023 Regular Session Meeting Minutes (*Attachment: 8 21 23 Regular Session Minutes - Signed*)

Board President calls for a motion and a second to approve 7.1.-7.2:

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

Motion passes 4-0-3-0 (7.1) and Motion passes 6-0-1-0 (7.2)

8. REPORTS TO THE BOARD

8.1. Board President’s Report

8.1.1. High Bridge Board of Education Goals

8.1.2. Negotiations Committee Update

8.1.3. School Security Committee Update

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

The board president advised the superintendent to join the upcoming county meeting. She noted that the meeting is important since there will be a lot of officials. She noted that the next week the board will be working on their goal, student achievement.

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 6:50 p.m. Robert Imhoff* and a second *Karyn Gove* to **affirm**, reject, or modify, by voice vote, the superintendent’s decision in HIB Investigation Report 2023-2024 MS01 (*Attachment: 2023-24 MS01 Redacted*).

10. ACTION ITEMS

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

10.1.1. Motion to approve High Bridge School District goals for 2023-24. (*Attachment: HB District Goals 2023-2024*)

10.1.2. Motion to approve High Bridge Board of Education goals for 2023-2024 (*Attachment: HBBOE Goals 2023-2024*)

10.1.3. Motion to approve the following field trips:

Location	Grade	Cost	Cost Incurred By
Raritan River for Environmental Club	4th	N/A	N/A
Duke Farms	4th	Transportation TBD	Parents / Guardians
Michael Fowler Presentation - CTMS	8th	\$162.00 for transportation	BOE
Various (<i>Attachment: 23-24 Vocational Class Trips</i>)	Vocational Class	TBD	BOE - Transportation Costs Parent / Guardian All Other Costs
Solitude House Museum	7th	N/A	N/A

10.2. Human Resources - Personnel, Management & Community Relations

- 10.2.1. Motion to approve** Lisa Kerr and Sherry Kerr for five (5) hours each of Kindergarten Entry Assessment (KEA) GOLD training at the contracted rate of \$32.00 per hour for a total of \$160.00 each.
- 10.2.2. Motion to approve** Megan Gulevski 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.
- 10.2.3. Motion to approve** the resignation of Alison Manley as a part-time special education teacher effective October 27, 2023. *(Attachment: Manley Resignation 8 30 23)*
- 10.2.4. Motion to approve** Jerry Morrison as a substitute custodian for the 2023-24 school year at a rate of \$17.00 per hour, pending receipt of paperwork and background check.
- 10.2.5. Motion to approve** Amy Miller for 2 hours in-service at Hunterdon County Vocational School District at the contracted rate of \$32.00 billed to HCVSD.
- 10.2.6. Motion to approve** maternity leave for Heather Balliet beginning on/or about December 18, 2023 with a tentative return date of March 18, 2024. She will utilize sick days, followed by unpaid days in accordance with FMLA. *(Attachment: Balliet Maternity Leave Request)*
- 10.2.7. Motion to approve** Nicole Locorotondo as a Home Instruction/Tutor for the 2023-24 school year on an as-needed basis at the contracted rate of \$35.42 per hour.
- 10.2.8. Motion to approve** course reimbursement for:

Staff	Course	College/University	Semester	Tuition
a. Maurica Hash*	GED 602 - Ethical Issues	Centenary University	Aug - Dec 2023	\$2,185.95
b. Amy Miller**	GED 607 - Assessment Instruction in Special Ed	Centenary University	June - Aug 2023	\$1,969.50

*This request replaces the tuition reimbursement request for course GED 625 - Current Issues in Special Education previously approved at the August 28, 2023 meeting, due to the cancellation of the original class.

**This request replaces the tuition reimbursement request for course GED 604 - Behavior Management previously approved at the June 13, 2023 meeting, due to the cancellation of the original class.

10.3. Educational Resources - Finance and Facilities

- 10.3.1. Motion to approve** the acceptance of the 2023-2024 Unified Champion Schools Grant awarded to High Bridge Middle School by Special Olympics in the amount of \$1,000. *(Attachment: SONJ UCS Award 23-24)*
- 10.3.2. Motion to approve** the contract with Work Family Connection. *(Attachment: Use and Occupancy 2023 - 2024 Work Family Connection Contract)*
- 10.3.3. Motion to approve** Horizon 2023 Stand Alone Vision contracts *(Attachment: 2023 AncillaryVision 008508E-020, 2023 AncillaryVision 008508E-025)*
- 10.3.4. Payment of Bills**
Audit of Invoices
Approve September 18, 2023 bill list: *(Attachment: 9 18 23 bill list)*
 Check Register August 30 - September 18 \$ 110,613.16

Payroll	August 31	\$ 43,401.51
Payroll	September 15	<u>\$ 253,795.99</u>
	Total	\$ 407,810.66

Payment of Bills Cafeteria account:

James Gecek	July 31, 2023	\$ 10.35
Lowes	September 9, 2023	\$ 135.88
Kelley Burgess	September 7, 2023	\$ 4.80
Richard E. Yard	August 24, 2023	\$ 508.11
Chef's Corner	July 31, 2023	\$ 1,390.00
Chef's Corner	September 8, 2023,	\$15,685.00
Maschio's	July 17, 2023 (revised date)	<u>\$ 4,248.30</u>
		\$ 21,982.44

10.3.5. Line Item Transfers for August 2023 (*Attachment: August 2023 Transfer Report-Signed*)

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

10.3.6. Motion to approve Travel Expenditure for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage Tolls, Etc.	Total
a. Alyssa Oliver	NJSBA Workshop	Oct 24, 2023	N/A	N/A	N/A
b. Alyssa Oliver	Preschool Instructional Coach Seminar	Sept. 25-29, 2023	N/A	\$374.12	\$374.12
c. Caryn Rinehart	Strauss Esmay NJFLA & FMLA Professional Development Program	Oct 16, 2023	\$145.00	\$79.38	\$224.38
d. Diane Charneski	Strauss Esmay NJFLA & FMLA Professional Development Program	Oct 16, 2023	\$145.00	\$79.38	\$224.38
e. Heather Balliet	Wilson Reading System Professional Learning - Virtual	Sept 12-14, 2023	\$650.00	N/A	\$650.00
f. Megan Gulevski	NJ School Counseling Conference	Oct 13, 2023	\$149.00	N/A	\$149.00
g. Caryn Rinehart	Hunterdon County Payroll/Personnel Roundtable	Sept 22, 1:00-2:30	N/A	N/A	N/A
h. Diane Charneski	Hunterdon County Payroll/Personnel Roundtable	Sept 22, 1:00-2:30	N/A	N/A	N/A

10.3.7. USE OF FACILITIES

Motion to approve the following use of facilities request:

Organization	Dates	Day / Times	Location
HBYP-Youth Basketball	11/14/23 - 3/16/24	M-F 6:30 pm - 8:30 pm Saturdays, 8:00 am - 4:00 pm	ES & MS Gym
HB Cub Scout Pack 149	10/05/23 - 6/06/24	Thursdays, 5:30 pm - 8:00 pm	ES - Art Room

The Board discussed the items 10.3.1. and 10.3.6.

The Board President calls for a motion and a second to approve 10.1-10.3.7.:

Motion: Karn Gove		Second: Benjamin Bolger		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	X			
Erin Delgado	X			
Karyn Gove	X	X(10.3.6.a.)		
Robert Imhoff	X	X(10.3.6.a.)		
Michael McCasland	X	X(10.3.6.a.)		
Colleen Poles	X	X(10.3.6.a.)		
Cynthia Sharkey	X	X(10.3.6.a.)		

Motion passes 7-0-0-0, except Motion 10.3.6.a. does not pass 2-5-0-0

The Board President calls for a motion at 7:15 p.m. Benjamin Bolger and a second Erin Delgado to invalidate the vote 10.1-10.3.7.

The Board President calls for a motion and a second to approve 10.1-10.3.7.:

Motion: Erin Delgado		Second: Benjamin Bolger		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	X			
Erin Delgado	X			
Karyn Gove	X	X(10.3.6.a.)		
Robert Imhoff	X	X(10.3.6.a.)		
Michael McCasland	X	X(10.3.6.a.)		
Colleen Poles	X	X(10.3.6.a.)		
Cynthia Sharkey	X	X(10.3.6.a.)		

Motion passes 7-0-0-0, except Motion 10.3.6.a. does not pass 2-5-0-0

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 7:04 p.m. Robert Imhoff and a second **Erin Delgado** *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Parental Appeal of HIB (*Attachment: 22-23 MS09 Redacted*)
- 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.

13. RECONVENE PUBLIC SESSION

The Board President calls for a motion at 7:15 p.m. Erin Delgado and a second **Benjamin Bolger** *unanimously approved* to reconvene the public session.

14. ACTION ITEM

- 14.1.1. The Board President** calls for a motion **at 7:18 p.m. Colleen Poles** and a **second Benjamin Bolger** to *affirm*, reject, or modify, by voice vote, the Board’s original decision in HIB Investigation Report 2022-2023 MS09.
- 14.1.2. Motion to approve** the Executive Minutes
 - 14.1.2.1.** July 17, 2023 Executive Session Meeting Minutes (*Attachment: 7 17 23 Executive Session Minutes - Signed*)
 - 14.1.2.2.** August 21, 2023 Executive Session Meeting Minutes (*Attachment: 8 21 23 Executive Session Minutes - Signed*)

Board President calls for a motion and a second to approve 14.1.2.1.-14.1.2.2:

Name:	Motion: Erin Delgado		Second: Benjamin Bolger	
	Yes	No	Abstain	Absent
Benjamin Bolger	X (14.1.2.1.)		X (14.1.2.2.)	
Erin Delgado	X			
Karyn Gove	X			
Robert Imhoff	X (14.1.2.2.)		X (14.1.2.1.)	
Michael McCasland	X			
Colleen Poles	X (14.1.2.2.)		X (14.1.2.1.)	
Cynthia Sharkey	X (14.1.2.2.)		X (14.1.2.1.)	

The board talked about the passing new fund fixing resolution and the pros and cons of having a Spanish teacher. Ms. Erin Delgado offered to work on the resolution.

15. ADJOURNMENT

The Board President calls for a motion at 7:56 p.m. Erin Delgado and a second Michael McCasland unanimously approved to adjourn the meeting.

Respectfully submitted

Karolina Cywa

Karolina Cywa

School Business Administrator/Board Secretary