

**HIGH BRIDGE BOARD OF EDUCATION
REORGANIZATIONAL MEETING MINUTES
Tuesday, January 4, 2022**

1. OPENING OF MEETING - 6:30 PM *Meeting began at 6:32 pm*

John Jennings, Board Secretary, will preside over the meeting until which time a board president is elected.

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 on Google Meet due to current restrictions for COVID-19. Email comments directly to Cindy Sharkey: csharkey@hbschools.org. Please mute your microphone to reduce feedback and notify the board if you intend to record this meeting. The High Bridge Board of Education follows these standard procedures for remote meetings.

Date: Tuesday January 4, 2022

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. OFFICIAL RESULTS OF ANNUAL SCHOOL BOARD ELECTION

(Attachment: Election Results 2021)

Name	# Votes	Term
Colleen Poles	786	3 year term
Mia Baldwin	830	3 year term
Ben Bolger - Write In	106	3 year term

John Jennings noted the election results and congratulated the new board members

4. OATH OF OFFICE TO NEW BOARD MEMBERS

The Board Secretary will issue the oath of office to the newly elected Board members.

(Attachments: Oath of Office, Code of Ethics, Ethics Acknowledgement of Receipt)

John Jennings witnessed Colleen Poles and Ben Bolger read the oath of office

5. ROLL CALL by John Jennings, SBA / Board Secretary

Mia Baldwin <i>Absent</i>	Ben Bolger <i>Present</i>
Erin Delgado <i>Present</i>	Karyn Gove <i>Present</i>
Robert Imhoff <i>Present</i>	Colleen Poles <i>Present</i>
Cindy Sharkey <i>Present</i>	

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

John Jennings, SBA / Board Secretary *Present*

6. HIGH BRIDGE BOARD OF EDUCATION TRUSTEES AND EXPIRATION OF TERMS OF OFFICE:

Trustee	Expiration of Term
Mia Baldwin	2024

Ben Bolger	2024
Erin Delgado	2023
Karyn Gove	2022
Robert Imhoff	2022
Colleen Poles	2024
Cindy Sharkey	2023

John Jennings noted the expiration of terms.

7. ELECTION FOR OFFICE OF PRESIDENT

7.1. Board Secretary calls for nominations from the floor for the office of President
Erin Delgado nominates Cindy Sharkey for School Board President. No other nominations were presented. John Jennings called for a motion to close the nominations, Karyn Gove motioned, Colleen Poles seconded the motion, unanimously approved.

***Note: Any member may place a member's name in nomination; a second is not required (per NJSBA). Elections for each office will be conducted by roll call vote when the nominations for that office are closed. The candidate receiving the votes of a majority of board members present and voting will be elected to office. In the event no candidate receives a majority of the votes cast, a second election shall be conducted between the two candidates receiving the highest number of votes.*

Board Secretary conducts election for the office of President

Name:	Candidate 1	Candidate 2	Candidate 3	Abstain	Absent
Mia Baldwin					X
Ben Bolger	X				
Erin Delgado	X				
Karyn Gove	X				
Robert Imhoff	X				
Colleen Poles	X				
Cindy Sharkey	X				

Cindy Sharkey elected High Bridge Board of Education, School Board President 6-0-0-1

7.2. Board Secretary turns the meeting over to the newly elected President

8. ELECTION FOR OFFICE OF VICE PRESIDENT

8.1. President calls for nominations from the floor for the office of Vice President
Erin Delgado nominates Karyn Gove for School Board Vice President. No other nominations were presented and the nomination process closed.

President conducts election for the office of Vice President

Name:	Candidate 1	Candidate 2	Candidate 3	Abstain	Absent
Mia Baldwin					X
Ben Bolger	X				
Erin Delgado	X				
Karyn Gove	X				

Robert Imhoff	X				
Colleen Poles	X				
Cindy Sharkey	X				

Karyn Gove elected High Bridge Board of Education School Board Vice President 6-0-0-1

9. ORGANIZATIONAL BUSINESS

9.1. APPOINTMENT OF DELEGATE AND ALTERNATE DELEGATE FOR HUNTERDON COUNTY SCHOOL BOARDS ASSOCIATION

Board President appoints *Robert Imhoff* as the delegate and *Cindy Sharkey* as the alternate delegate for Hunterdon County School Boards Association.

9.2. APPOINTMENT OF DELEGATE AND ALTERNATE DELEGATE FOR NEW JERSEY SCHOOL BOARDS ASSOCIATION

Board President appoints *Karyn Gove* as the delegate and *Erin Delgado* as the alternate delegate for New Jersey School Boards Association.

9.3. APPOINTMENT OF DISTRICT REPRESENTATIVE FOR HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION

Board President appoints *Erin Delgado* as the district representative for Hunterdon County Educational Services Commission.

9.4. ADOPTION OF THE CODE OF SCHOOL ETHICS (*Attachments: Code of Ethics and Ethics Acknowledgement of Receipt*)

In accordance with Bylaw 0142 “Code of Ethics” and N.J.S.A. 18A:12-21 – 18A:12-25, the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it. **Sign and return a copy to the Board Secretary.**

9.5. PARLIAMENTARY PROCEDURES

Resolved that the Board approve the following item:

To adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2020 calendar year.

9.6. DOCTRINE OF NECESSITY

Resolved that the Board of Education accept the concept of “Doctrine of Necessity” (when the number of Board members prohibited from voting results in lack of a quorum).

9.7. Motion to approve the following resolution authorizing bid/quote thresholds:

WHEREAS the procurement Law 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;

WHEREAS 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS, 18A:18A-3 also authorizes a board of education to establish a bid threshold of \$32,000 if they do not employ a qualified purchasing agent as determined by the Department of Community Affairs, and;

WHEREAS 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% (\$4,800) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution.

NOW THEREFORE BE IT RESOLVED, that the High Bridge School District Board of Education pursuant to the statutes cited above hereby appoints John Jennings, School Business Administrator/Board Secretary as its duly authorized temporary purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the High Bridge School District, and;

BE IT FURTHER RESOLVED, that John Jennings is hereby authorized to award contracts on behalf of the High Bridge School District Board of Education that are in the aggregate less than 15% (\$4,800) of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that John Jennings is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold, and;

- 9.8. **Motion to authorize** the Business Administrator/Board Secretary to approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.
- 9.9. **Motion to re-establish** an ad hoc committee for the purpose of conducting a reevaluation of the High Bridge Board of Education’s HIB policy.

Board President calls for a motion and a second to approve 9.4. - 9.9.:

Motion: <i>Karyn Gove</i>		Second: <i>Erin Delgado</i>		
Name:	Yes	No	Abstain	Absent
Mia Baldwin				X
Ben Bolger	X			
Erin Delgado	X			
Karyn Gove	X			
Robert Imhoff	X			
Colleen Poles	X			
Cindy Sharkey	X			

Motion passes 6-0-0-1

Regular Work Session

10. PRESENTATION & RECOGNITION ITEMS

10.1. Superintendent’s Report

10.1.1. Superintendent Update

Greg Hobauth reviewed the following with the Board:

- *Discussed for the benefit of the new board members what a work session is compared to a regular session board meeting*
- *Current Covid chart is orange but is expected to move to red shortly.*

- *Noted that the District's goal is to stay open safely for staff and students but is ready to go virtual if necessary and/or mandated by the State*
 - *Suspending facility use for youth basketball and volleyball for the rest of the week and most likely next week given Covid.*
 - *Most other school districts are suspending middle school sports travel*
 - *Resignation of Part Time Physical Education teacher, required to give 60 day notice, have advertised the position*
 - *New hire to be approved at next week's regular session meeting*
 - *While CDC guidelines were changed on Dec 30th reducing the time for vaccinated people to quarantine, those did not apply to K-12 school districts who are still following NJ Department of Health Guidelines*
 - *Thursday there is a meeting of the Hunterdon County Superintendents with the County Health Department*
- Erin Delgado thanked Nicole Cahill for doing a great job with the current covid outbreak. She asked what has been the effect on staff and student attendance? Greg Hobaugh did not have the exact numbers but estimated that 6 staff were out in the elementary school and 2 were out in the middle school. He estimated that approximately 15% of the students were currently absent.*

10.1.2. Business Administrator Report

10.1.2.1. 20-21 Audit Presentation 20-21 by Nisivoccia January 10th meeting

John Jennings noted that the Auditor would be reviewing the results of the 20-21 school year audit at next week's regular session meeting. John also mentioned that he hoped that the second application for Emergency Connectivity Funding would be approved in the next week or so.

REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
<i>None</i>		

11. REPORTS TO THE BOARD

11.1. Board President's Report *No update*

11.1.1. *Hunterdon County School Boards Association Meeting Update - Robert Imhoff reminded the Board of the next two meeting dates of January 20 and January 27 which are being held both in-person and virtual.*

12. HIB REPORTS

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.).

- 12.1. Affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Report 2021-22 ES04 (*Attachment: 21-22 ES04 Redacted*).
Greg Hobough noted there was an HIB that would be voted on at next week’s regular session Board meeting.

13. ACTION ITEMS

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

- 13.1.1. The following class trips and transportation:

Grade	Location	Cost	Cost Incurred By
8	Voorhees High School Freshman Orientation	\$130.00 (Bus)	HBBOE
5-8	YMCA Camp Bernie	\$120/Student	ESSR III Grant Fund

13.2. Human Resources - Personnel, Management & Community Relations

- 13.2.1. The following employees for the hours above their contracted time necessary to attend scheduled inservice days on 12/15/21, 1/24/22, and 2/23/2022..

Name	Total Hours	Hourly Rate	Total
Heather Piell	2.25 (.75 per day)	\$32	\$72.00

- 13.2.2. The resignation of Maria Nardone as MS Unified Club Advisor.
 13.2.3. The resignation of Middle School Physical Education teacher, Madison Conroy, effective Wednesday, February 23, 2022. (*Attachment: M. Conroy Resignation*)
 13.2.4. Movement on the salary guide as of February 1, 2022 for Courtney Shiffman from BA Step 14 to BA+15 Step 14, at an annual salary of \$78,995.00 based on the 2021-2022 Guide in accordance with the 2021-2024 Agreement between the HBBOE and HBEA.
 13.2.5. The employment of Samantha Richards as a full time Special Education Teacher for the High Bridge School District at a level of MA Step 5 at an annual salary of \$65,130 (prorated), based on the 2021-2024 negotiated agreement for the 2021-2022 school year.

Greg Hobough reviewed the action items with the Board+

13.3. Educational Resources - Finance and Facilities

- 13.3.1. Payment of Bills
 13.3.2. Donation in the amount of \$1,500.00 from the McCarthy Family for the upkeep and maintenance of Ray’s Reef aquarium in the elementary school entranceway.
 13.3.3. Financial Reports
 13.3.4. Line Item Transfers for December 2021
 13.3.5. ACCEPTANCE OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFA)
(Note the name of the report was changed from CAFR)
 13.3.6. Travel Expenditure for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Steven Weber	NJSBGA Conference / Expo	3/21-3/23/22	\$300.00	\$95.95	\$14.50 Tolls \$166.66 Hotel	\$577.06

13.3.7. Use of Facilities

Organization	Dates	Day / Times	Location
HBYB - Pictures	1/28/22	6:00-8:30pm	MS Cafe

HBYPB - Pictures	1/29/22	8:30am-2:30pm	MS Cafe
HB PTO - Kids Night Out	1/21/22, 2/3/22, 2/25/22, 3/11/22	6:30-8:30 pm	MS Gym MS Cafe

Greg Hobaugh and John Jennings reviewed the action items with the Board

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. Comments may be made on any subject pertaining to High Bridge Public Schools. Comments pertaining to Public Hearings should be saved for that section of the agenda. Comments should be addressed to the Board. Kristin Evans emailed a question to Cindy Sharkey about the Districts weekly *Kristin Evans sent an email question to Cindy Sharkey regarding the District's notification to parents of Covid cases in the schools. She referenced the High Schools weekly updates and whether that is something the High Bridge School District could provide?* Greg Hobaugh stated he would reach out to Kristin Evans to discuss her question/concern.

15. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 7:08 pm 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
- Negotiations
- Superintendent Contract (*Attachment: G Hobaugh 22-27*)

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.

16. RECONVENE PUBLIC SESSION

Board President calls for a motion at 7:30 pm Erin Delgado and a second **Karyn Gove, unanimously approved**, to reconvene public session.

17. ADJOURNMENT

Board President calls for a motion at 7:32 pm Erin Delgado and a second **Robert Imhoff, unanimously approved**, to adjourn the meeting.

Respectfully Submitted,



John Jennings
Business Administrator/Board Secretary