HIGH BRIDGE BOARD OF EDUCATION REGULAR SESSION MEETING MINUTES Monday, January 10, 2022

1. OPENING OF MEETING - 6:30 PM Meeting began at 6:30 pm virtual on Google Meet 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: Monday, January 10, 2022

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. OATH OF OFFICE TO NEW BOARD MEMBER

The Board Secretary will issue the oath of office to the newly elected Board Member (Attachments: Oath of Office, Code of Ethics, Ethics Acknowledgement of Receipt)

John Jennings Board Secretary issued the oath of office to Mia Baldwin at 7:15 PM

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

ROLL CALL by John Jennings, SBA / Board Secretary

Mia Baldwin Present

Ben Bolger Present

Erin Delgado Present

Karyn Gove Present

Robert Imhoff Present

Colleen Poles Present

Cindy Sharkey Present

Note: Mia Baldwin entered the meeting at 6:50 pm

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent

John Jennings, SBA / Board Secretary

Both Present

5. PRESENTATION & RECOGNITION ITEMS

5.1. Superintendent's Report

5.1.1. State of NJ Executive Department Proclamation of January 2022 as School Board Recognition Month (Attachment: State of New Jersey Executive Department Proclamation) Greg Hobaugh read the proclamation and noted that Board Members are uncompensated and thanked the Board for their Service. Cindy Sharkey thanked the Board Members for their service and noted the importance of maintaining Certified

Board Status which is one of the Board's Goals for the current year. Other items discussed include:

- Remote instruction/learning Very difficult to have in person and virtual instruction at the same time. Goal is to keep the schools open safely
- Health Department update on quarantine change to 5 days

2021-2022 Enrollment 5.1.2.

5.1.2. 20 Grade	Sections	District Enrollment	Choice	Tuition	Out-of- District	Total Enrollment	
PS	4	49	-	-	_	49	
	2	31	-	₩X	-	31	
K	2	34	-	-	-	34	
1	2	27	-	-	_	27	
2	2	32	_	-	-	32	
3	2	34	-	-	-	34	
4 2 34 - Elementary School Total							
5	2	37	1	-		38	
	2	28	_	-	-	28	
6	2	39		-	-	39	
7			_	1	-	35	
8	2	34				140	
Middle School		245	1	1		347	
District Total	22	345	1	1			

Staff Attendance for December 2021 (Attachment: December 2021 Staff Attendance) 5.1.3.

Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and 5.1.4. Security Drills

		Dri	ity Dril		,	Suspe	nsion	S		H	(B	
			HBMS		HBES HBMS			HBES		HBMS		
	H	BES						Out	Investigated	Affirmed	Investigated	Affirmed
Month	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	74114	8	
July	07/07	07/28	N/A	N/A								
August	08/02	08/03	N/A	N/A								
Sept	09/13	09/17	09/09	09/15						1		
Oct	10/14	10/27	10/05	10/08			1					
Nov	11/01	11/30	11/02	11/09					1	1		
Dec	12/01	12/6	12/01	12/02			1		1			
Jan			01/06									
Feb												
March											1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
April												
May												

June	* Investigation is in progress
	IIIVestigation 1 C

Superintendent Update 5.1.5.

Public Hearing 5.1.5.1.

Board President requests at 6:40 pm Karyn Gove, and a second Robert 5.1.5.1.1. Imhoff, unanimously approved, a motion to open 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, and harassment, intimidation and bullying for the reporting period September 1 through December 31, 2021. 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, Training & Programs report (HIB-ITP). (Attachment: SSDS 2021-22 Period 1 Report) Greg Hobaugh reviewed the report with the Board noting there are two reporting periods, July 1, 2021 through December 31, 2021 and January 1, 2022 through June 30, 2022. He noted the mandatory training that staff has to take every year regarding HIB.

Public Comments No Public Comments 5.1.5.1.2.

Board President requests a motion at 6:45 pm Karyn Gove, and a second 5.1.5.1.3. Colleen Poles, unanimously approved, to close Public Hearing and reconvene regular

Board President calls for a motion and a second to approve the submission of Period 1 HIB-ITP:

oard President calls for a mode Motion: <i>Robert Imhoff</i>		Second: Karyn Gove				
	Yes	No	Abstain	Absent		
Name:	103			X		
Mia Baldwin						
Ben Bolger	X					
Erin Delgado	X					
Karyn Gove	X					
Robert Imhoff	X					
Colleen Poles	X					
Cindy Sharkey	X					

Motion passes 6-0-0-1

Business Administrator Report 5.1.6.

Presentation on 2020-2021 Audit by Andrew Kucinski of Nisivoccia (Attachment 2021 Board Presentation)

Andrew Kucinski reviewed the audit results with the Board. He thanked the District and specifically the Business Office for their cooperation during the Audit. He noted that there were no Audit findings and that this is a significant accomplishment and that the District should be commended for maintaining strong internal controls. Cindy Sharkey asked Greg Hobaugh and John Jennings if we implement management suggestions received from the Auditor. Greg noted that the District does review and implement Audit suggestions.

REVIEW OF OFFICIAL CORRESPONDENCE 6.

Name Laurel Gecek	<u>Date</u> 1/05/22	Subject Virtual Learning for Students Quarantining (Attachment: Gecek Email 1 05 22)
		(Attachment: Gecek Email 1 03 22)

Tracy Morales

1/05/22

Possible Virtual Option

(Attachment: Morales Email 1 05 22)

PUBLIC COMMENTS 7.

This period of time provides an opportunity for the public to speak 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. Comments should be addressed to the Board. Nicole Cahill, Elementary School Nurse commented that the new COVID protocols that just came out are complicated and confusing and that the 5 day updated quarantine guideline may not be the case in certain circumstances given the numerous scenarios/stipulations. She suggested that anyone who has a question to please contact the school nurse(s). Cindy Sharky thanked the nurses for their service during the pandemic.

ADOPTION OF MINUTES FROM PREVIOUS MEETING 8.

- December 13, 2021 Regular Meeting Minutes (Attachment: 12 13 21 Regular Session Minutes) 8.1.
- January 4, 2022 Reorganization Meeting Minutes (Attachment: 1 4 22 Reorganization Meeting 8.2. Minutes)

Board President calls for a motion and a second to approve 8.1 & 8.2:

Motion: Erin Delgado		Second: Karyn Gove					
	Yes	No	Abstain	Absent			
Name:	100		X				
Mia Baldwin							
Ben Bolger	8.2		8.1				
Erin Delgado	X						
Karyn Gove	X						
Robert Imhoff	X						
Colleen Poles	X						
Cindy Sharkey	X						

Motion 8.1 passes 5-0-2-0

Motion 8.2 passes 6-0-1-0

REPORTS TO THE BOARD 9.

- Board President's Report Cindy Sharkey reviewed the schedule for the 3 Board Training 9.1. Programs with Gwen Thorton (NJSBA Representative) which will be on Feb 7, March 14 and April 25th Board Meetings. She noted the Jan 27, Hunterdon County Meeting will be held virtual with the topic being on Academics. Cindy also appointed the Negotiations Committee with Robert Imhoff being the Chair with Erin Delgado and Cindy Sharkey as the other members.
 - Hunterdon County School Boards Association Meeting Update Robert Imhoff Robert 9.1.1. Imhoff noted the January 20th Somerset County Meeting is being held both virtual and in-person. He noted that NJSBA President Larry Feinsod would be retiring effective July 1, 2022.

HIB REPORTS 10.

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.).

10.1. Board President calls for a motion at 7:20 pm Karyn Gove and a second Robert Imhoff, unanimously approved, to affirm, reject, or modify, by voice vote, the superintendent's decision in HIB Report 2021-22 ES04 (Attachment: 21-22 ES04 Redacted).

11. ACTION ITEMS

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

11.1.1. Motion to approve the following class trips and transportation:

1.1.	Motion to approve the following		Cost Incurred By
Grade	Location	Cost	
8	Voorhees High School Freshman	\$130.00	HBBOE
	Orientation	(Bus)	
	YMCA Camp Bernie	\$120/Student	ESSR III Grant Fund
5-8	Y MCA Camp Berne	2 ~	' D. Istiana

11.2. Human Resources - Personnel, Management & Community Relations

11.2.1. Motion to approve 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...

necessary t	o attend scheduled misery	nee days on 1=1	
Name	Total Hours	Hourly Rate	Total
Heather Piell	2.25 (.75 per day)	\$32	\$72.00
Heather Flen	2.23 (175 per 3)		MC Haified Club

- 11.2.2. Motion to approve the resignation of Maria Nardone as MS Unified Club Advisor.
- 11.2.3. Motion to approve the resignation of Christine Roling as ES Yearbook Co-Advisor and approve Courtney Bursztyn as sole advisor for the 2021-22 school year at a compensation rate of \$1,280.00.
- 11.2.4. Motion to approve the resignation of Middle School Physical Education teacher, Madison Conroy, effective Wednesday, February 23, 2022. (Attachment: M. Conroy Resignation)
- 11.2.5. Motion to approve movement on the salary guide as of February 1, 2022 for Courtney Bursztyn 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.
- 11.2.6. Motion to approve 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.
- 11.2.7. Motion to approve Jack Cahill as a substitute custodian at a rate of \$17.00 per hour.
- 11.2.8. Motion to approve Nicole Cahill and Lynn Gresko as school nurses to be compensated for hours outside of contracted day at the rate of \$32.00 per hour for the purpose of contact tracing.
- **11.2.9. Motion to approve** the reimbursement of \$36 to Kayla Oakes for the difference of first registered class versus actual course taken.

11.2.10. Motion to approve the contract of Gregory A. Hobaugh, Ed.D., Superintendent of Schools

RESOLVED: Upon approval by the County Executive Superintendent and in accordance with N.J.A.C. 6A:23A-3.1, the Board of Education approves a five year contract of employment for Gregory Hobaugh, Ed.D., effective July 1, 2022 through June 30, 2027. The Superintendent's annual salary for the 2022-2023 school year is established at \$156,952.50. (*Attachment: G Hobaugh 22-27*)

11.3. Educational Resources - Finance and Facilities

11.3.1. Payment of Bills

Audit of Invoices (Attachment: 1 10 22 bill list)

Approve invoices for Current Expenses in the following amounts:

Check Register	Dec. 14-Jan. 10	\$ 213,087.91
	December 15	\$ 253,082.16
Payroll	December 22	\$ 257,846.76
Payroll		\$ 724,016.83
	Total	Ψ 72 1,010.00

- 11.3.2. Motion to accept a 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.
- 11.3.3. Financial Reports (Attachments: December Board Secretary and Treasurer Reports Signed)

Report of the Board Secretary and Treasurer's Report for December 2021

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of December 2021 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 month of December 2021, 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.

January 10, 2022

John Jennings Business Administrator 11.3.4. Motion to approve Line Item Transfers for December 2021 (Attachment: December Transfer Report)

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

11.3.5. ACCEPTANCE OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR)

Motion to approve, upon recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, the Board accepts and approves the 2020-2021 Audit and the ACFR for the fiscal year ended June 30, 2021 (Note the name of the report was changed from CAFR) (Attachments; (High Bridge 2021 Audit DRAFT (1) and High Bridge 2021 Management Report DRAFT)

11.3.6. Motion to re-establish the Negotiations Committee

11.3.7. Motion to approve Travel Expenditure for Workshops:

~	Workshop	Date	Registration Fee	Mileage	Other	Total
Member Steven Weber	NJSBGA	3/21-	\$300.00	\$95.95	\$14.50 Tolls	707
	Conference / Expo	3/23/22			\$166.66 Hotel	

11.3.8. Use of Facilities

Motion to approve the following use of facilities request:

Organization	Dates	Day / Times	Location
HBYB - Pictures	1/28/22	6:00-8:30pm	MS Cafe
HBYB - Pictures	1/29/22	8:30am-2:30pm	MS Cafe
HB PTO - Kids Night Out	1/21/22, 2/3/22,	6:30-8:30 pm	MS Gym
IID I 10 - Rids Hight Out	2/25/22, 3/11/22		MS Cafe

Board President calls for a motion and a second to approve 11.1-11.3.8:

Motion: Robert Imhoff		Second: Erin Delgado				
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 6-0-1-0

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. 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. *No Public Comments*

13. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 7:30 pm Erin Delgado 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.

RECONVENE PUBLIC SESSION 14.

Board President calls for a motion at 7:35 pm Karyn Gove and a second Robert Imhoff, unanimously approved, to reconvene public session.

John Jennings moved the reconvene public session from 15 in the agenda to 14 in the Minutes to correct the ordering.

ACTION ITEM 15.

Motion to approve the Executive Minutes

- December 13 2021 Regular Session Executive Minutes (Attachment 12 13 21 Regular 15.1.1. Session Minutes)
- January 4, 2022 Reorganization Meeting Executive Minutes (Attachment 1 4 22 15.1.2. Reorganization Meeting Executive Session Minutes)

Board President calls for a motion and a second to approve 15.1.1 & 15.1.2

Motion: Karyn Gove		Second: Colleen Poles		
Name:	Yes	No	Abstain	Absent
Mia Baldwin			X	
Ben Bolger	15.1.2		15.1.1	
Erin Delgado	X			
Karyn Gove	X			
Robert Imhoff	X			
Colleen Poles	X			
Cindy Sharkey	X			

Motion 15.1.1 passes 5-0-2-0

Motion 15.1.2 passes 6-0-1-0

Greg Hobough asked if the February meeting would be held in person? Cindy Sharkey stated yes if school is being held in-person. Greg Hobaugh noted it is his 9th year in the District and its great to see students grow over time.

ADJOURNMENT 16.

Board President calls for a motion at 7:45 pm Erin Delgado and a second Karyn Gove, unanimously approved, to adjourn the meeting.

Respectfully Submitted,

John Jennings

Business Administrator/Board Secretary