

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, April 25, 2022**

1. OPENING OF MEETING - 6:30 PM *(meeting began at 6:30 pm)*

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 on Google Meet. 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 April 25, 2022

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

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

Benjamin Bolger *Present*

Erin Delgado *Absent*

Robert Imhoff *Present*

Colleen Poles *Present*

Karyn Gove *Present*

Cindy Sharkey *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent *Present*

John Jennings, SBA / Board Secretary *Present*

4. NJSBA Training Session - Gwen Thorton - Gwen Thorton NJSBA representative presented the Board's role in curriculum to the High Bridge Board of Education.

5. PUBLIC HEARING AND 2022-2023 BUDGET PRESENTATION

Board President calls for a motion *at 7:08 pm Karyn Gove* and a second *Robert Imhoff, unanimously approved*, to hold a public hearing for the Superintendent and School Business Administrator to present the 2022-2023 proposed budget and answer questions from the public. *(Attachment: 22-23 Budget Presentation)*

5.1. Gregory Hobaugh and John Jennings Budget presentation

John Jennings Business Administrator and Greg Hobaugh, Superintendent reviewed the budget presentation with the Board and Public.

6. PUBLIC COMMENTS RELATING TO BUDGET PRESENTATION:

This period of time provides an opportunity for the public to speak on the Budget Presentation 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.

**Please note that you can email comments directly to Cindy Sharkey: csharkey@hbschools.org

Sally Ward, High Bridge Resident asked about what was in the Special Revenue section of the Budget? John Jennings noted that it was for PEA Expansion Aid (preschool), Title and IDEA funding.

7. ACTION ITEM - FINAL BUDGET APPROVAL

BE IT RESOLVED that the Board of Education hereby approves the following resolution approving the 2022-2023 Final Budget:

General Operating Expense	\$8,529,629
Special Revenue	\$1,257,375
Repayment of Debt	<u>\$536,000</u>
Total Expenditures:	\$10,323,004

BE IT FURTHER RESOLVED that the following final budget includes:

Budgeted Fund Balance Fund	\$362,026
Withdrawal from Capital Reserve Fund	\$150,000
Local Tax Levy-General Fund	\$6,832,983
New Jersey State Aid Fund	\$1,173,420
Miscellaneous Revenues	\$11,200
Special Revenues Grants	\$1,257,375
Debt Service Aid –Type II	\$78,912
Local Tax Levy-Debt Service	<u>\$457,088</u>
Total Revenues	\$10,323,004

BE IT FURTHER RESOLVED, that the High Bridge Board of Education acknowledges that the 2022-2023 budget as described above results in a General Fund Tax Levy in the amount of \$6,832,983 and Debt Service Tax Levy in the amount of \$457,088 payable as follows:

August	2022	\$2,165,333.75
November	2022	\$1,708,245.75
February	2023	\$1,708,245.75
May	2023	<u>\$1,708,245.75</u>
Total	22-23	\$7,290,071.00

BE IT FURTHER RESOLVED THAT, various facility improvement needs have been identified and

WHEREAS, the facility needs identified are eligible to be funded with Capital Reserve, and as such are required to be in the Long Range Facility Plan,

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital projects and the withdrawal of \$150,000 from the Capital Reserve account to provide funding for the following projects/equipment for the 2022-2023 school year:

Middle School Paving Project **\$150,000**

BE IT FURTHER RESOLVED, that the budget was advertised in the Hunterdon County Democrat in accordance with the form suggested by the State Department of Education and according to law; and

NOW, THEREFORE, BE IT RESOLVED, the High Bridge Board of Education submits a true copy of the minutes of this board meeting with the budget application to the Executive County Superintendent of Schools, at which the need for the unused spending authority to be included in the base budget was formally introduced and discussed in public.

WHEREAS, the High Bridge Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 for all staff and board members.

BE IT FURTHER RESOLVED, the Board of Education accepts and approves the Preschool Expansion Aid Application for the 2022-2023 school year in the amount of \$842,340 plus carryover of school year 2020-2021 of \$185,931 included in Fund 20 in the 2022-2023 budget.

Board President calls for a motion and a second, to approve the above resolution approving the 2022-2023 Final Budget.

Motion: <i>Karyn Gove</i>		Second: <i>Robert Imhoff</i>		
Name:	Yes	No	Abstain	Absent

Ben Bolger	X			
Erin Delgado				X
Karyn Gove	X			
Robert Imhoff	X			
Colleen Poles	X			
Cindy Sharkey	X			

Motion passes 5-0-0-1

8. **Board President** calls for a motion *at 7:46 pm Karyn Gove* and a second *Benjamin Bolger, unanimously approved*, to close the public hearing for the Superintendent and School Business Administrator to present the 2022-2023 proposed budget and answer questions from the public.

9. **PRESENTATION & RECOGNITION ITEM**

9.1. **Superintendent's Report**

9.1.1. 2021-2022 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	49	-	-	-	49
K	2	33	-	-	-	33
1	2	32	-	-	1	33
2	2	26	-	-	-	26
3	2	33	-	-	-	33
4	2	34	-	-	-	34
Elementary School Total						208
5	2	37	1	-	1	39
6	2	27	-	-	1	28
7	2	39	-	-	-	39
8	2	33	-	1	-	34
Middle School Total						140
District Total	22	343	1	1	3	348

9.1.2. Staff Attendance for March 2022 (*Attachment: March 2022 Staff Attendance*)

9.1.3. 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
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	01/13	01/31	01/06	01/19							
Feb	02/02	2/11	02/02	02/08							
March	03/07	03/25	03/02	03/04					1		1
April	04/01	04/14	04/01	04/08			1				
May											
June											
* Investigation is in progress											

9.1.4. Superintendent Update

Greg Hobaugh, Superintendent reviewed the following with the Board:

- *Middle School Student Testing*
- *Sports in full swing*

Collen Poles asked if you have to apply for PEA Expansion Aid every year? John Jennings noted that the enrollment and program information is submitted in October and the Budget is Submitted in February each year.

10. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Barbara Mann <i>(Attachment: Mann Retirement 3 30 22)</i>	March 30, 2022	Notice of Retirement
Linda DeMarzo <i>(Attachment: DeMarzo Correspondence 3 21 22)</i>	March 21, 2022	School Budget
Jennifer Drake <i>(Attachment: Lock In Proposal)</i>	April 7, 2022	8th Lock In

11. PUBLIC COMMENTS

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. *No Public Comments*

12. ADOPTION OF MINUTES FROM PREVIOUS MEETING

12.1. March 21, 2022 Regular Session Minutes *(Attachment: 3 21 22 Regular Session Minutes)*

12.2. April 11, 2022 Work Session Minutes *(Attachment: 4 11 22 Work Session Minutes)*

Board President calls for a motion and a second to approve 12.1. - 12.2:

Motion: Karyn Gove		Second: Robert Imhoff		
Name:	Yes	No	Abstain	Absent
Ben Bolger	X			
Erin Delgado				X
Karyn Gove	X			
Robert Imhoff	X			
Colleen Poles	X			

Cindy Sharkey	X			
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Motion passes 5-0-0-1

13. REPORTS TO THE BOARD

13.1. Board President's Report

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

Cindy Sharkey noted next month will be when the Superintendent's evaluation is to be completed. She set Mid-May as the expected timetable for the Superintendent to complete his portion of the evaluation. Robert Imhoff gave a brief update noting the next Hunterdon County Meeting is the last of the school year in which new officers will be voted/approved. He also noted that Gwen Thorton will be presenting her Curriculum Presentation. Karyn Gove commented that she would be speaking with Gwen Thorton regarding shared services, specifically a county-wide pool of shared services.

14. 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.)

- 14.1. Board President** calls for a motion *at 8:00 pm Karyn Gove* and a second *Robert Imhoff, unanimously approved*, to *affirm*, reject, or modify, by voice vote, the superintendent's decision in HIB Investigation Report 2021-22 MS02 (*Attachment: 2021-22 MS02 Redacted*).

15. ACTION ITEMS

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

- 15.1.1. Motion to approve** the revised 2021-2022 School Calendar. (*Attachment: 2021-22 School Calendar Revised 4/25*)

- 15.1.2. Motion to approve** the following class trips and transportation:

Grade	Location	Cost	Incurred By
1	Turtle Back Zoo	\$1,000.00 Total	ESSR Grant Funds
2	Echo Hill	\$405.00 Total	ESSR Grant Funds
3	Waterloo Village	\$901.00 Total	ESSR Grant Funds
4	Duke Farms	\$325.00 Total	ESSR Grant Funds
4	Main Street, High Bridge Tisco Property	\$0.00	N/A
4 Environmental Club	Raritan River (Behind Gronsky's)	\$0.00	Parents will transport their children
7 / 8	Raritan River (Behind Gronsky's)	\$0.00	N/A
8	Washington, DC	\$450.00 per student	Parents/Guardians

- 15.2. Human Resources - Personnel, Management & Community Relations**

- 15.2.1. **Motion to approve** maternity leave for Christina Harding beginning on/or about June 1, 2022 with a tentative return date of December 15, 2022. She will utilize sick days followed by unpaid days in accordance with FMLA. (*Attachment: Harding Maternity 3 25 22*)
- 15.2.2. **Motion to approve**, with best wishes, the retirement of preschool teacher Barbara Mann, effective July 1, 2022. (*Attachment: Mann Retirement 3 30 22*)
- 15.2.3. **Motion to approve** Judith Pellegrino as a black seal substitute custodian at a rate of \$17.00 per hour.
- 15.2.4. **Motion to approve** Christopher Ronkowitz as a substitute nurse at a per diem rate of \$150.00.
- 15.2.5. **Motion to approve** Centenary University students Desiree Harrington, Jenna Baranek, Andrew Rusnak, and Emma Jones to observe our special education program in an elementary school setting for two (2) days for a total of four (4) hours each.
- 15.2.6. **Motion to approve** Heather Valenta as Business Office Consultant at a rate of \$75 not to exceed 20 hours hours for a total of \$1,500.
- 15.2.7. **Motion to approve** course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Judy LaGreca	Family, Society & Children with Special Needs	Centenary University	May - June, 2022	\$1,877.85

- 15.2.8. **Motion to approve** the following staff members as chaperones for the 8th grade trip to Washington, DC.

Name	Date	Event	Rate
Gregory Hobaugh	May 25-27,2022	Washington DC	\$125/night = \$375
Richard Kolton	May 25-27,2022	Washington DC	\$125/night = \$375
Coleen Conroy	May 25-27,2022	Washington DC	\$115/night = \$345
Carl Katzenberger	May 25-27,2022	Washington DC	\$115/night = \$345
Jemma Buccine	May 25-27,2022	Washington DC	\$115/night = \$345
TBD	May 25-27,2022	Washington DC	\$115/night = \$345
Katy Morello - Nurse	May 25-27,2022	Washington DC	\$150/day = \$450 \$150/night = \$450

15.3. Educational Resources - Finance and Facilities

- 15.3.1. **Motion to approve** the acceptance of the 2021-2022 Unified Champion Schools Grant awarded to High Bridge Middle School by Special Olympics in an amount up to \$1,500. (*Attachment: High Bridge Unified Grant*)

- 15.3.2. **Motion to approve** the following use of facilities request:

Organization	Event	Dates	Times	Location
Hope for All Learners	Inclusion Skateboarding Class	Saturdays only, April 23 through June 11, 2022.	2:00-4:00 pm	ES Blacktop
High Bridge Education Assoc	Spring Fling	May 20, 2022	5:30pm-8:30 pm	ES Playground and blacktop

High Bridge Environmental Commission	High Bridge Historic Trees Hike	May 14, 2022	9:00 am - 1:00 pm	ES Main Parking Lot & Main Driveway
Lock-in Committee	8th Grade Lock-in	June 10, 2022	5pm-1am	MS gym, cafeteria, & restrooms
High Bridge Events Committee	HB Soap Box Derby	June 3, 2022	5:00-8:00 pm	ES Parking Lot

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

Staff/Bd Member	Workshop	Date	Registration Fee	Other	Mileage	Total
Joan Murray	Language Disorders vs Language Differences for English Language Learners - Virtual	May 13, 2022	\$279.00		N/A	\$279.00
Melissa Patane	Governor's Educator of the Year Luncheon	May 6, 2022	\$48.00		N/A	\$48.00
Spencer Fader	Governor's Educator of the Year Luncheon	May 6, 2022	\$48.00		N/A	\$48.00
Lisa Fallon	Governor's Educator of the Year Luncheon	May 6, 2022	\$48.00		N/A	\$48.00
John Jennings	CDK Year-End Closing Training (Accounting & Personnel)	May 3, 2022	N/A		N/A	N/A
Caryn Rinehart	CDK Year-End Closing Training (Accounting & Personnel)	May 3, 2022	N/A		N/A	N/A
Gregory Hobaugh	NJAPSA Spring Leadership Conference	May 18-20, 2022	N/A	\$200.00 Hotel \$147.50 Meal Allowance	\$98.70	\$446.20

15.3.4. Motion to approve recycling of additional technology. *(TV Recycling 4 25 22, Technology Recycling 4 25 22)*

15.3.5. Food Service Renewal *(Attachment High Bridge Form 23)*

BE IT RESOLVED THAT the High Bridge Board of Education, upon the recommendation of the Superintendent, hereby award and approve the renewal contract with Maschio's Food Services, Inc. for the 2022-23 school year as well as the District to apply for reimbursement for meals for the summer of 2022 and the 2022-2023 school year under the Seamless Summer Option under the NJDA DFN guidelines (if renewed):
2022-2023 Yearly Management Fee: \$7,946.80
Guarantees a "No-Cost Operation"
ESTABLISH SCHOOL LUNCH AND MILK PRICES FOR THE 2022-23
SCHOOL YEAR:

Student Lunch \$3.30
 Adult Lunch \$4.20
 Student Breakfast \$1.75
 Adult Breakfast \$2.25
 Milk \$.70

15.3.6. Payment of Bills

Audit of Invoices (*Attachment: 4 25 22 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	March 22- April 25	\$ 449,161.89
Payroll	March 31	\$ 254,799.41
Payroll	April 14	<u>\$ 246,504.98</u>
	Total	\$950,466.28

Payment of Bills Cafeteria account -

Maschio's		\$ 17,357.89
Pay Schools - POS system	April 1	<u>\$ 5,028.00</u>
	Total	\$ 22,385.89

- 15.3.7. Line Item Transfers for March 2022** (*Attachment: March Transfer Report-Signed*)
Resolved, that the Board of Education approve the budget transfers as listed in the attachment.

- 15.3.8. Financial Reports** (*Attachments: March Board Secretary and Treasurer's Reports-signed*)

Report of the Board Secretary and Treasurer's Report for March 2022

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of March 2022 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 March 2022, 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.

April 25, 2022

John Jennings
 Business Administrator

- 15.3.9. Board President** calls for a motion *at 8:10 pm Robert Imhoff* and a second, *Karyn Gove unanimously approved*, to table action item 15.2.6. (*Note this was a walk in motion not included on the original agenda*)

Board President calls for a motion and a second to approve 15.1-15.3.8:

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

Note Action Item 15.2.6 was tabled per 15.3.9 and thus, not approved

All other items were approved 5-0-0-1

16. 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.*

17. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 8:10 pm Karyn Gove and a second **Benjamin Bolger** *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- 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.

Note John Jennings Business Administrator left the meeting at 8:10 pm. All notes after this time were taken by Greg Hobaugh, Superintendent.

18. RECONVENE PUBLIC SESSION

Board President calls for a motion at 8:47 pm Karyn Gove and a second **Robert Imhoff**, *unanimously approved*, to reconvene public session.

19. ADOPTION OF MINUTES FROM PREVIOUS EXECUTIVE SESSION

19.1.1. Regular Meeting Executive Session Minutes March 21, 2022 (*Attachment: 3 21 22 Executive Session Minutes*)

19.1.2. Work Session Executive Session Minutes April 11, 2022 (*Attachment: 4 11 22 Executive Session Minutes*)

Board President calls for a motion and a second to approve 19.1.1-19.1.2:

Motion: <i>Robert Imhoff</i>		Second: <i>Karyn Gove</i>		
Name:	Yes	No	Abstain	Absent
Ben Bolger	X			
Erin Delgado				X
Karyn Gove	X			

Robert Imhoff	X			
Colleen Poles	X			
Cindy Sharkey	X			

Motion passes 5-0-0-1

20. ADJOURNMENT

Board President calls for a motion at 8:51 pm Karyn Gove and a second Colleen Poles unanimously approved, to adjourn the meeting.

Respectfully Submitted,



John Jennings
Business Administrator/Board Secretary