

**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
Monday, May 1, 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, May 1, 2023

Time: 6:30 pm

No formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL by Karolina Cywa, SBA / Board Secretary

Benjamin Bolger - *Present, arrived at 6:41 p.m.*

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 ITEMS

4.1. Board President calls for a motion at 6:31 p.m., Karyn Gove and a second Erin Delgado unanimously approved to recognize the Sekula Family for their generous donation in the amount of \$6,500.00 which was used for improvements to the middle school basketball hoops.

Dr. Hobaugh thanked the Sekula family for the generous gift. He also gave a background of the donation and handed them a recognition plaque.

Mr. and Ms. Sekula were students in the Elementary and Middle Schools and are happy that they are part of a community.

4.2. Superintendent’s Report

4.2.1. Superintendent Update

4.2.1.1. American Legion Contest Awards sponsored by the local Herbert Cawley Post #188.

George Diem Safety Essay Contest

- Lila Kovacsofsky - First Place
- Julia Maravetz -Second Place
- Havana Delgado - Third Place

American Legion 2023 Coloring Contest - Local Level

- Parker Lido - First Place
- Caitlyn Ramsey - Second Place
- Luna Sarmiento - Third Place

American Legion 2023 Coloring Contest - County Level

- Parker Lido - First Place

Dr. Hobaugh recognized the winners of the American Legion Contest. Laila Kovacsofsky who took first place, won \$150.00 and Havana Delgado who took third place, won \$30.00.

The Board President said “Great job girls”.

Dr. Hobaugh gave an update on the HIB Report and State testing that has started this week. He mentioned that the health community was created.

Dr. Hobaugh noted that last week was Administrative Assistant’s Day. He pointed out that the administration team is not only loyal but has a long history with the school. He recognized all the staff as really great people. He thanked Ms. Conroy and Ms. Palmer for bringing a lot of positive energy to the school. He pointed out that Ms. Rinehart is not only an assistant to the superintendent but she also supports all offices.

Dr. Hobaugh noted that the boiler project is on track and is scheduled to start in June.

4.2.1.2. HIB Grade Report for High Bridge School District 2021-2022 (*Attachment: Official HIB Grade Report 2021-2022 District*)

4.3. School Business Administrator’s Report.

The Business Administrator informed the Board that the Stabilization Aide application was submitted and now we are waiting for approval.

May 4th, 2023 were going live with RFP for the food services since our 5-year contract is going to expire June 30th.

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Marilyn Andrade	4/45/23	First Grade Backfill
<i>(Attachment: Andrade Correspondence 4 25 23)</i>		
Courtney Duryea	4 25 23	Concerns from the 4/24 Meeting
<i>(Attachment: Duryea Correspondence 4 25 23)</i>		
Jen Darman	4/26/23	Reconsider Reducing Sections
<i>(Attachment: Darman Correspondence 4 26 23)</i>		
Samantha Richards	4/27/23	Maternity Leave
<i>(Attachment: Richards Maternity Leave 4 27 23)</i>		

The Board President thanked virtual attendees for joining the meeting. She also scheduled all self-evaluations for the board and superintendent.

6. REPORTS TO THE BOARD

6.1. Board President’s Report

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

Mr. Robert Imhoff noted:

- The new president was selected.
- A county-level meeting will be held in the summer to discuss new year’s topics.
- Ms. Sharkey was recognized as a Master Board Member.
- Next year’s meeting schedule will be announced over the summer.

6.1.1.2. Sustainability Committee Update

Ms. Karyn Gove gave an update on the delegate assembly that is scheduled for next week. She said that there is no agenda yet.

7. HIB REPORTS

Nothing to report at this time.

8. ACTION ITEMS

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

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

Grade	Location	Cost	Incurred By
7 & 8	South Branch River	N/A	N/A

8.2. Human Resources - Personnel, Management & Community Relations

- 8.2.1.** Tenured certificated staff members for the 2023-2024 school year. (Attachment: 2023-2024 All Staff Reappointments)
- 8.2.2.** Certificated staff members earning tenure during the 2023-2024 school year. (Attachment: 2023-2024 All Staff Reappointments)
- 8.2.3.** Non-tenured certificated staff members for the 2023-2024 school year. (Attachment: 2023-2024 All Staff Reappointments)
- 8.2.4.** Custodial staff, for the 2023-2024 school year. (Attachment: 2023-2024 All Staff Reappointments)
- 8.2.5.** Cafeteria aides for the 2023-2024 school year. (Attachment: 2023-2024 All Staff Reappointments)
- 8.2.6.** Support staff non-association members for the 2023-2024 school Year. (Attachment: 2023-2024 All Staff Reappointments)
- 8.2.7.** Administrative staff members for the 2023-2024 school year. (Attachment: 2023-2024 All Staff Reappointments)
- 8.2.8.** Treasurer of School Monies for the 2023-2024 school year. (Attachment: 2023-2024 All Staff Reappointments)
- 8.2.9.** Staffing for 2023-2024 Extended School Year. (Attachment: ESY 2023-24 Staffing)
- 8.2.10.** Maternity leave for Samantha Richards beginning on/or about September 18, 2023, with a tentative return date of January 2, 2024. She will utilize sick days followed by unpaid days in accordance with FMLA.

- 8.2.11. Maternity leave for Courtney Bursztyn beginning on/or about August 28, 2023, with a tentative return date of January 9, 2024. She will utilize sick days followed by unpaid days in accordance with FMLA.
- 8.2.12. Lynn Hughes and TBD as certified chaperones for the Elementary School Spring Concert on May 25, 2023, at the contracted event rate of \$72.53 each.
- 8.2.13. Lauren Iverson and Soma Das as 1:1 paraprofessionals, in accordance with student IEPs, for the Elementary School Spring Concert on May 25, 2023, at the contracted hourly rate of \$19.00 for 1.5 hours, not to exceed \$28.50 each.
- 8.2.14. Jana Brown and TBD as certified chaperones for the Middle School Spring Concert on May 16, 2023, at the contracted event rate of \$72.53 each.
- 8.2.15. Brooke McAlister as a 1:1 paraprofessional, in accordance with student IEPs, for the Middle School Spring Concert on May 16, 2023, at the contracted hourly rate of \$19.00 for 1.5 hours, not to exceed \$28.50.

8.3. Educational Resources - Finance and Facilities

8.3.1. Motion to approve the following use of facilities request:

Organization	Dates	Day / Times	Location
High Bridge Education Assoc. Spring Fling - Activities/BBQ	05/12/2023	Friday, 5-8pm	ES–Playground/Blacktop (if rain–All Purpose Rm)

8.3.2. WITHDRAW FROM CAPITAL RESERVE FOR THE PHONE SYSTEM UPGRADE

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital project and the withdrawal of \$64,448.04 from the Capital Reserve account, in accordance with 6A:23A 14.1 (h) 3, to provide funding for the upgrade of phone system for the District:

- \$35,448.04 - ePlus Technology, Inc. (HCEC-CAT-22-01)
- \$29,000 - CISCO (AR3227 & NJ PA #21-TELE-01506)

The Superintendent pointed out that the contract with the current phone system provider expired and the software is not supported anymore. He noted that the server is outdated and needs to be replaced. The schools will be getting a new cloud-based system which is recommended by the technology department from HCEC. He also noted that the bid is not required because it is a State-approved contract.

8.3.3. WITHDRAW FROM CAPITAL RESERVE FOR THE “ADDITIONAL CAMERA INSTALLATION”

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital project and the withdrawal of \$2,164.52 from the Capital Reserve account, in accordance with 6A:23A 14.1 (h) 3, to provide funding for the additional camera installation:

- \$2,164.52 - Sonitrol

Dr. Hobaugh noted that an additional camera is needed.

- 8.3.4. Payment of Bills
- 8.3.5. Financial Reports
- 8.3.6. Line Item Transfers

9. NEW BUSINESS

10. 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.

Ms. Cortney Duryea gave a very emotional speech regarding combining first-grade students and her worries about her daughter's future.

Ms. Jen Dorman, the mother of incoming students of first grade and 8th grade, expressed her disappointment regarding increasing the first-grade class sizes. She asked the Board to reconsider the decision.

Ms. Marilyn Andrade asked the Board to revisit the decision of combining the first-grade classes. She pointed out that the children already went through Covid and she asked to reinstate two sections of the first grade.

11. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 7:13 p.m. Erin Delgado and a second Karyn Gove unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Personnel
- Executive Session Minute
- Superintendent Evaluation

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.

12. RECONVENE PUBLIC SESSION

Board President calls for a motion at 9:07 p.m. Karyn Gove and a second Colleen Poles unanimously approved to reconvene the public session.

13. ADJOURNMENT

Board President calls for a motion at 9:08 p.m. Robert Imhoff and a second Benjamin Bolger unanimously approved to adjourn the meeting.

Respectfully submitted



Karolina Cywa

School Business Administrator/Board Secretary