

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING MINUTES
Monday, May 8, 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 8, 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, arrived at 6:38 p.m.*

Erin Delgado - *Present*

Karyn Gove - *Present*

Robert Imhoff - *Present*

Michael McCasland - *Absent*

Colleen Poles - *Present*

Cynthia Sharkey - *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

4. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 6:31 p.m. Robert Imhoff and a second **Erin Delgado** *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:\

- Personnel

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.

5. RECONVENE PUBLIC SESSION

Board President calls for a motion at 6:54 p.m. Karyn Gove and a second **Colleen Delgado** *unanimously approved* to reconvene the public session.

6. PRESENTATION ITEMS

6.1. Superintendent’s Report

6.1.1. 2022-2023 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	63	-	-	-	63
K	2	24	-	-	-	24
1	2	33	-	-	-	33
2	2	33	-	-	-	33
3	2	28	-	-	-	28
4	2	32	-	-	-	32
Elementary School Total						213
5	2	34	-	-	-	34
6	2	39	1	-	-	40
7	2	31	-	-	-	31
8	2	40	1	-	-	41
Middle School Total						146
District Total	23	352	2	-		359

6.1.2. Projected 2023-2024 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	56	-	-	-	56
K	2	44	-	-	-	44
1	1	24	-	-	-	24
2	2	33	-	-	-	33
3	2	33	-	-	-	33
4	2	28	-	-	-	28
Elementary School Total						218
5	1	32	-	-	-	32
6	2	34	-	-	-	34
7	2	39	1	-	-	40
8	2	31	-	-	-	31
Middle School Total						137

District Total	21	354	1	-	-	355
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6.1.3. Staff Attendance for April 2023 (*Attachment: April 2023 Staff Attendance*)

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

Month	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed
July	07/26	07/28	N/A	N/A								
August	08/03	08/04	N/A	N/A								
Sept	09/09	09/08	09/07	09/08						1		
Oct	10/06	10/14	10/12	10/14					1		1	1
Nov	11/03	11/23	11/03	11/21							1	
Dec	12/19	12/20	12/01	12/16							1	
Jan	01/04	01/30	01/04	01/18							1	
Feb	02/06	02/27	02/018	02/14		1						
March	03/29	03/30	03/06	03/16			1		1		1	1
April	04/04	04/26	04/18	04/19		1		1				
May			05/04/									
June												
* Investigation is in progress												

6.1.5. Superintendent Update

The Superintendent reviewed the following with the Board:

- Teachers Appreciation Day, snacks were sponsored by PTO;
- 5th grade Camp Bearne trip;
- 3rd and 4th grades testing ELA and Science; finished this week;
- Middle School grades will be tested next week;
- Explained the budget process to help the community understand the procedure.

6.2. School Business Administrator’s Report.

7. 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 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>		

Renee Delia 4/30/23 Concerned Parent

(Attachment: Delia Correspondence 4 30 23)

Emma Alparone 05/01/23 Response to BOE National Principal’s Day Message

(Attachment: Alparone Response 5 1 23)

Jessica Tavares 05/02/23 Student Safety

(Attachment: Tavares Correspondence 5 2 23)

Ms. Cindy Sharkey wished all staff a wonderful appreciation week; she also noted that the Board appreciates what the staff does every day.

8. 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.

No comments.

9. ADOPTION OF MINUTES FROM PREVIOUS MEETING

9.1. April 17, 2023 Work Session Minutes *(Attachment: 4 17 23 Work Session Meeting Minutes Signed)*

9.2. April 24, 2023 Regular Meeting Minutes *(Attachment: 4 24 23 Regular Session Minutes Signed)*

Board President calls for a motion and a second to approve 9.1.-9.2.:

Name:	Motion: Karyn Gove		Second: Colleen Delgado	
	Yes	No	Abstain	Absent
Benjamin Bolger	X 9.1.			X 9.2.
Erin Delgado	X 9.2.			X 9.1.
Karyn Gove	X			
Robert Imhoff	X			
Michael McCasland				X
Colleen Poles	X			
Cynthia Sharkey	X			

Motion passes 5-0-0-2 (9.1) and Motion passes 5-0-0-2 (9.2)

10. REPORTS TO THE BOARD

10.1. Board President’s Report

10.1.1.1. Appoint School Security Committee

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

10.1.1.3. Sustainability Committee Update

The Board President said that the superintendent and the board members need to complete their portion of the evaluation for the next meeting.

The Board President appointed the School Security Committee which consists of Benjamin Bolger, Karyn Gove, and Robert Imhoff. The purpose of the School Security Committee will be to explore security options.

11. HIB REPORTS

None to Report

12. ACTION ITEMS

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

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

Grade	Location	Cost	Incurred By
7 & 8	South Branch River	N/A	N/A
Kindergarten	Main Street, High Bridge & Union Forge Park	N/A	N/A

12.2. Human Resources - Personnel, Management & Community Relations

12.2.1. Motion to reappoint tenured certificated staff members for the 2023-2024 school year. *(Attachment: Revised for 5 8 23 Regular Meeting - 2023-24 All Staff Reappointments)*

12.2.2. Motion to reappoint the certificated staff member A earning tenure during the 2023-2024 school year. *(Attachment: Revised for 5 8 23 Regular Meeting - 2023-24 All Staff Reappointments)*

12.2.3. Motion to reappoint the certificated staff member B earning tenure during the 2023-2024 school year. *(Attachment: Revised for 5 8 23 Regular Meeting - 2023-24 All Staff Reappointments)*

12.2.4. Motion to reappoint non-tenured certificated staff members for the 2023-2024 school year. *(Attachment: Revised for 5 8 23 Regular Meeting - 2023-24 All Staff Reappointments)*

12.2.5. Motion to appoint custodial staff, for the 2023-2024 school year. *(Attachment: Revised for 5 8 23 Regular Meeting - 2023-24 All Staff Reappointments)*

12.2.6. Motion to appoint cafeteria aides for the 2023-2024 school year. *(Attachment: Revised for 5 8 23 Regular Meeting - 2023-24 All Staff Reappointments)*

12.2.7. Motion to reappoint support staff non-association members for the 2023-2024 school Year. *(Attachment: Revised for 5 8 23 Regular Meeting - 2023-24 All Staff Reappointments)*

12.2.8. Motion to reappoint administrative staff members for the 2023-2024 school year. *(Attachment: Revised for 5 8 23 Regular Meeting - 2023-24 All Staff Reappointments)*

12.2.9. Motion to appoint Treasurer of School Monies for the 2023-2024 school year. *(Attachment: Revised for 5 8 23 Regular Meeting - 2023-24 All Staff Reappointments)*

12.2.10. Motion to approve staffing for 2023-2024 Extended School Year. *(Attachment: ESY 2023-24 Staffing)*

12.2.11. Motion to approve 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.

12.2.12. Motion to approve maternity leave for Courtney Bursztyrn 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.

- 12.2.13. Motion to approve** maternity leave for Marie Hoffman beginning on/or about August 28, 2023, with a tentative return date of November 20, 2023. She will utilize unpaid days in accordance with FMLA.
- 12.2.14. Motion to approve** Lynn Hughes and Megan Gulevski as certified chaperones for the Elementary School Spring Concert on May 25, 2023, at the contracted event rate of \$72.53 each.
- 12.2.15. Motion to approve** 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.
- 12.2.16. Motion to approve** Jana Brown and Judy LaGreca as certified chaperones for the Middle School Spring Concert on May 16, 2023, at the contracted event rate of \$72.53 each.
- 12.2.17. Motion to approve** Brooke McAlister as 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 each.
- 12.2.18. Motion to approve** the following staff to conduct a Kindergarten Playdate/Meet and Greet on May 18, 2023.

Staff	Rate	Hours	Total
Lisa Kerr	\$32/hr	2	\$64
Sherry Kerr	\$32/hr	2	\$64
Janis Clark	\$32/hr	2	\$64
Megan Gulevski	\$32/hr	2	\$64

- 12.2.19. Motion to approve** the following staff members for Summer Academic Camps to be funded by ESSR funds.

Staff Name	Camp	Rate	Hours	Total
Melissa Valente	Science & Nature Literacy	\$32/hr	16	\$512
Carley Marookian	Science & Nature Literacy	\$32/hr	16	\$512
Courtney Burzstyn	Story Theater	\$32/hr	16	\$512
Carley Marookian	Science & Nature Literacy	\$32/hr	16	\$512
Lynn Huges	Environmental	\$32/hr	16	\$512
Michele Gomez	Environmental	\$32/hr	16	\$512
TBD	Team Topper Grade 1	\$32/hr	88	\$2,816
TBD	Team Topper Grade 2	\$32/hr	88	\$2,816
TBD	Team Topper Grade 3	\$32/hr	88	\$2,816
TBD	Team Topper Grade 4	\$32/hr	88	\$2,816
Nicole Locorotondo	Team Topper Grade 5	\$32/hr	88	\$2,816

Emma Alparone	ES Supervisor			\$1,000
Richard Kolton	MS Supervisor			\$1,000

12.2.20. Motion to approve the following staff members for Summer Enrichment Camps to be funded by ESSR funds.

Staff Name	Camp	Rate	Hours	Total
Melissa Betz	Ultimate Sports	\$32/hr	48	\$1,536
Alexander Hufford	Ultimate Sports	\$32/hr	48	\$1,536
Katie Franks	SEL Community & Service	\$32/hr	16	\$512
Melissa Betz	SEL Community & Service	\$32/hr	16	\$512
Katie Franks	Self-Esteem	\$32/hr	16	\$512
Melissa Betz	Self-Esteem	\$32/hr	16	\$512
Jana Brown	Arts	\$32/hr	16	\$512

12.3. Educational Resources - Finance and Facilities

12.3.1. Use of Facilities

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)

12.3.2. Motion to approve withdrawal 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. (HCESC-CAT-22-01)
- \$29,000 - CISCO (AR3227 & NJ PA #21-TELE-01506)

12.3.3. Motion to approve Nickerson NJ LLC, Union Beach, New Jersey, to replace the Elementary School restroom partitions at an estimated cost of \$79,548.39 (ESCNJ 22/23-06).

12.3.4. Motion to approve the contract between Prestige Lawn & Landscape Inc. and the High Bridge School District for the services of landscape services from April 1st, 2023 thru November 30th, 2023. (*Attachments: Prestige Lawn & Landscape Inc. Landscape Maintenance Agreement 23-24 - HBES*)

12.3.5. Motion to approve withdrawal 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

12.3.6. Payment of Bills

Audit of Invoices (*Attachment: 5 8 23 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	April 25 - May 8	\$ 74,328.99
Payroll	April 28, 2023	<u>\$ 250,434.02</u>
	Total	\$ 324,763.01

Payment of Bills Unemployment Account:

NJ Department of Labor	April 19, 2023	<u>\$ 163.78</u>
	Total	\$ 163.78

12.3.7. Line Item Transfers for April 202 (*Attachment: April 2023 Transfer Report Signed*)
Resolved, that the Board of Education approve the budget transfers as listed in the attachment.

Board President calls for a motion and a second to approve 12.1-12.3.7.:

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

Motion passes 6-0-0-1

13. NEW BUSINESS

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. 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. Jen Dorman asked about the number of kindergarteners going to the first grade.

15. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 7:38 p.m. 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
- 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.

16. RECONVENE PUBLIC SESSION

Board President calls for a motion at 7:58 p.m. Erin Delgado and a second **Benjamin Bolger** *unanimously approved* to reconvene the public session.

17. ADOPTION OF MINUTES FROM PREVIOUS EXECUTIVE SESSION

17.1.1. April 17, 2023, Executive Session Minutes (*Attachment: 4 17 23 Executive Work Session Minutes Signed*)

17.1.2. April 24, 2023, Executive Session Minutes (*Attachment: 4 24 23 Executive Session Minutes Signed*)

Board President calls for a motion and a second to approve 17.1.1.-17.1.2:

Motion: Karyn Gove		Second: Robert Imhoff		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	X 17.1.1.			X 17.1.2.
Erin Delgado	X 17.1.2.			X 17.1.1.
Karyn Gove	X			
Robert Imhoff	X			
Michael McCasland				X
Colleen Poles	X			
Cynthia Sharkey	X			

Motion passes 5-0-0-2 (17.1.1.) and Motion passes 5-0-0-2 (17.1.2)

18. ADJOURNMENT

Board President calls for a motion at 8:00 p.m. Erin Delgado and a second **Colleen Poles** *unanimously approved* to adjourn the meeting.

Respectfully submitted,



Karolina Cywa
 School Business Administrator/Board Secretary