

**HIGH BRIDGE BOARD OF EDUCATION
REORGANIZATIONAL MEETING MINUTES
Tuesday, January 2, 2024**

1. OPENING OF MEETING - 6:30 PM - *The meeting began at 6:30 p.m.*

Karolina Cywa, 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 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: Tuesday, January 2, 2024

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. OFFICIAL RESULTS OF ANNUAL SCHOOL BOARD ELECTION

(Attachment: Election Results November 2023)

Name	# Votes	Term
Erin Delgado	825	3-year term
Cynthia Sharkey	803	3-year term

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)

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

Benjamin Bolger - *Present*

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*

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

Trustee	Expiration of Term
Benjamin Bolger	2024
Erin Delgado	2026
Karyn Gove	2025
Robert Imhoff	2024
Colleen Poles	2024
Michael McCasland	2025
Cindy Sharkey	2026

7. ELECTION FOR OFFICE OF PRESIDENT

7.1. Acting Board Secretary calls for nominations from the floor for the office of President

Mr. Robert Imhoff nominated Ms. Cindy Sharkey.

Ms. Cindy Sharkey nominated Ms. Karyn Gove.

***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.*

Ms. Cindy Sharkey declined the nomination.

Acting Board Secretary conducts election for the office of President

Name:	Candidate 1 <i>Cindy Sharkey</i>	Candidate 2 <i>Karyn Gove</i>	Candidate 3	Abstain	Absent
Benjamin Bolger		YES			
Erin Delgado		YES			
Karyn Gove		YES			
Robert Imhoff		YES			
Colleen Poles		YES			
Michael McCasland		YES			
Cindy Sharkey		YES			

Ms. Karyn Gove has been elected High Bridge Board of Education President 7-0-0-0.

7.2. The 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

Ms. Cindy Sharkey nominated Erin Delgado. No other nominations were presented.

President conducts election for the office of Vice President

Name:	Candidate 1 <i>Erin Delgado</i>	Candidate 2	Candidate 3	Abstain	Absent
Benjamin Bolger	YES				
Erin Delgado	YES				
Karyn Gove	YES				
Robert Imhoff	NO				
Colleen Poles	YES				
Michael McCasland	YES				
Cindy Sharkey	YES				

Ms. Erin Delgado has been elected High Bridge Board of Education Vice President 6-1-0-0.

9. ORGANIZATIONAL BUSINESS

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

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

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

The Board President appoints **Karyn Gove** as the delegate and **Cindy Sharkey** as the alternate delegate for the New Jersey School Boards Association.

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

The Board President appoints **Gregory Hobough** as the district representative for the 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 2024 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 Karolina Cywa, 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 Karolina Cywa 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 Karolina Cywa 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.

The Board President calls for a motion and a second to approve 9.1. - 9.8.:

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

Motion passes 7-0-0-0

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR WORK SESSION MINUTES
Tuesday, January 2, 2024**

10. PRESENTATION & RECOGNITION ITEMS

10.1. Superintendent’s Report

10.1.1. Superintendent Update

REVIEW OF OFFICIAL CORRESPONDENCE

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

11. REPORTS TO THE BOARD

11.1. Board President’s Report

11.1.1. Policy Audit

11.1.2. Student Achievement

11.1.3. Shared Services Committee Update - Karyn Gove

11.1.4. Negotiations Committee Update

11.1.5. School Security Committee Update

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

Mr. Robert Imhoff informed the board that the next negotiation meeting is scheduled for January 17th, 2024. He also updated the board on the security recommendations for both schools. He noted that the Hunterdon County School Boards Association virtual meeting is scheduled for January 25th, 2024.

The board discussed the student’s achievement goal and the progress in achieving it.

12. ACTION ITEMS

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

12.2. Human Resources - Personnel, Management & Community Relations

12.2.1. Uniform State Memorandum of Agreement Between Education & Law Enforcement Officials (2023 Revisions). *(Attachment: Uniform State Memorandum of Agreement Between Education & Law Enforcement Officials (2023 Revisions))*

12.2.2. Course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Courtney Bursztyn	EDTC 33570 Researching and Analyzing Educational Technology	Rowan University	Mar-May, 2024	\$2,352.72
Courtney Bursztyn	EDTC 33531 Coding & Logical Thinking to Support Learning	Rowan University	Jan - Mar, 2024	\$2,352.72

12.3. Educational Resources - Finance and Facilities

12.3.1. Payment of Bills

12.3.2. Financial Report

12.3.3. Line Item Transfers for December 2023

13. PUBLIC COMMENTS

This period of time provides an opportunity for the public to comment 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

14. BOARD OF EDUCATION MEMBER'S COMMENTS

15. EXECUTIVE/CLOSED SESSION

The Board President calls for a motion at 7:07 p.m. Cindy Sharkey and a second Erin Delgado unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Grievance Level IV (*Attachment: Grievance Level IV*)

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

The Board President calls for a motion at 8:19 p.m. Benjamin Bolger and a second Erin Delgado unanimously approved to reconvene the public session.

17. ADJOURNMENT

The Board President calls for a motion at 8:23 p.m. Cindy Sharkey and a second Micheal McCasland unanimously approved to adjourn the meeting.

Respectfully submitted



Karolina Cywa

School Business Administrator/Board Secretary