

**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
Monday, August 21, 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, August 21, 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- *Absent*

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 AND RECOGNITION ITEMS**

**4.1. Superintendent's Report**

**4.1.1. Superintendent Update**

**4.1.1.1. Proposed District Goals**

*Dr. Hobaugh gave an update to the Board which included:*

- *hiring a new first-grade teacher*
- *attending training for school security*
- *thanking summer teachers for their hard work over the summer and the custodians for preparing the buildings for the upcoming school.*
- *proposing to change the November 7th board meeting date*

- *proposing the district goals.*

**4.1.2. School Business Administrator’s Report**

*The Board Secretary/Business Administrator updated the Board on the 2022-2023 audit that is scheduled for the first week of September.*

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Erik Peterson <i>(Attachment: Peterson Correspondence)</i>	6/30/23	School Funding
Sherry Kerr <i>(Kerr S. Correspondence 8 16 23)</i>	8/16/23	Kindergarten Summer Assessments

**6. REPORTS TO THE BOARD**

**6.1. Board President’s Report**

**6.1.1. Board of Education Self-Evaluation**

*The Board President thanked Ms. Gove for running the July 17th meeting. Ms. Sharkey announced her achievement of being certified as a board member. The board decided that November 20th will be a new meeting date.*

**6.1.2. Board of Education Goals**

*The board president asked the board members to propose the board goals.*

**6.1.3. Sustainability Committee Update**

*No update. Cynthia thanked Mr. Alan Schwartz for coming to the board meetings. Mr. Robert Imhoff informed the board that some of the scheduled training would be available at the convention and he advised to look at the schedule. He noted that NJSBA updated its website to be shared with all schools across the state.*

**6.1.4. Negotiations Committee Update**

*Mr. Robert Imhoff noted that a welcome negotiation meeting will be scheduled soon.*

**7. ACTION ITEMS**

**7.1. Student Achievement - Curriculum, Instruction, Technology & Policy**

**7.1.1.** 2023-2024 Elementary School and Middle School Student Handbooks and 2023-2024 Elementary School Code of Conduct. *(Attachments: HBES & HBMS Handbooks and ES Code of Conduct)*

**7.1.2.** Field trips:

<b>Location</b>	<b>Grade</b>	<b>Cost</b>	<b>Cost Incurred By</b>
McCarter Theater	8th	\$53.00	Parents/Guardians
TISCO Complex	4th	N/A	Parents/Guardians
Trident Corporation (Custom Alloy)	4th	N/A	Parents/Guardians
Veterans’ Memorial Park	4th	N/A	Parents/Guardians

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

- 7.2.1. Resignation of Alexander Hufford, part-time Physical Education teacher, effective September 20, 2023. (*Attachment: Hufford Resignation*)
- 7.2.2. Employment of Jenna Pudimott as full-time First Grade Teacher for the High Bridge School District at a level of MA Step 1 at an annual salary of \$65,760.00 for the 2023-24 school year based on the 2021-2024 negotiated agreement, effective August 28, 2023.
- 7.2.3. Tricia Morris as a mentor to Jenna Pudimott. The mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
- 7.2.4. Katherine Franks for 6.5 hours of School Behavioral Threat Assessment & Management Training, at the contracted rate of \$32 per hour for a total of \$208.00, to be paid through ESSR funds.
- 7.2.5. Coleen Conroy for up to twenty (20) days of summer pay at the rate of \$213.52 per day as per the employment contract.
- 7.2.6. Valerie Palmer for up to twenty (20) days of summer pay at the rate of \$190.50 per day as per the employment contract.
- 7.2.7. Lisa Kerr and Sherry Kerr to conduct a Kindergarten Playdate/Meet and Greet at the contracted rate of \$32.00 per hour not to exceed 2 hours each for a total of \$64.00 per person.
- 7.2.8. Katie Franks to provide mandated Suicide Prevention Training for district new hires at the contracted rate of \$32.00 per hour not to exceed 4 hours, for a total of \$128.00.
- 7.2.9. Caryn Rinehart as Acting Board Secretary, to serve on an emergency basis only, from this date until the next reorganization meeting in January 2024 at an hourly rate of \$27.53.
- 7.2.10. Following staff members for co-curricular/Title Grant funded activities:

<b>Co-Curricular Position</b>	<b>Rate</b>	<b>Total Hours</b>	<b>Total Compensation</b>	<b>Staff Member(s)</b>
HBMS TV Production	\$32.00	60	\$1,920.00	Christina Harding
MS TREP\$ Advisor	\$32.00	14	\$448.00	Kayla Turner
ES Writing Support	\$32.00	65	\$2,080.00	Jana Brown
ES Writing Support	\$32.00	65	\$2,080.00	Amy Miller
Cross Country Coach			\$1,264.00	Philip Apsley
Boys Baseball Coach			\$1,264.00	Christian Bollin
ES Homework Assistance	\$32.00	65	\$2,080.00	Kim Sandorff

- 7.2.11. Following part-time employees for hours above their contracted time necessary to attend scheduled in-service days on August 28, 2023, August 29, 2023, August 30, 2023, August 31, 2023, September 1, 2023, September 29, 2023, October 9, 2023, November 16, 2023, December 14, 2023, January 19, 2024, February 29, 2024 at the contracted rate of \$32.00 per hour not to exceed 4 hours per in-service day, per staff member.

Thea Anaston	Heather Balliet
Anna Dieterly	Lauren DiLanno
Alex Hufford	Alison Manley
Kathryn Miller	Alyssa Oliver

Melissa Volturo	Kim Ziegler
Andrew Ziray	

**7.2.12.** Tuition reimbursement for:

Staff	Course	College/University	Semester	Tuition
Kim Sandorff	GED 622 - Collaborative Teaching Concepts	Centenary University	Aug - Oct, 2023	\$2,068.95
Amy Miller	GED 601 - Nature & Needs of Individuals with Disabilities	Centenary University	Aug - Dec, 2023	\$2,110.95
Maurica Hash	GED 625 - Current Issues in Special Education	Centenary University	Aug - Dec, 2023	\$2,100.95

**7.3. Educational Resources - Finance and Facilities**

**7.3.1.** Travel expenditure for workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage Tolls, Etc.	Total
Gregory Hobaugh	NJSBA Workshop	Oct 23-26, 2023	\$550	Hotel - \$354.00 Mileage - \$128.78 Tolls - \$6.40 Parking - \$15.00 Transportation - \$30.00 Meal Allowance - \$241.50	\$1,340.68
Robert Imhoff	NJSBA Workshop	Oct 23-26, 2023	\$550	Hotel - \$378 Mileage - \$128.78 Tolls - \$6.40 Parking - \$15.00 Transportation - \$30.00 Meal Allowance - \$241.50	\$1,364.68
Michael McCasland	NJSBA Workshop	Oct 23-26, 2023	\$550	Hotel - \$354.00 Mileage - \$128.78 Tolls - \$6.40 Parking - \$15.00 Transportation - \$30.00 Meal Allowance - \$241.50	\$1,340.68
Colleen Poles	NJSBA Workshop	Oct 23-26, 2023	\$550	Mileage - \$128.78 Tolls - \$6.40 Parking - \$15.00 Meal Allowance - \$69.00	\$784.18

**7.3.2.** Payment of Bills

**7.3.3.** Financial Reports

**7.3.4.** Line Item Transfers for July 2022

**7.3.5.** Grant Applicant Payment Policy (*Attachment: Grant Process 23 - 24*)

**7.3.6.** Repair of the Valcom 5120 Sound System at \$13,448.00.

**7.3.7. HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION  
TRANSPORTATION**

WHEREAS, the High Bridge Board of Education desires to transport special education, non-public, public, and vocational school students to specific destinations; and

WHEREAS, the Hunterdon County Educational Services Commission hereinafter referred to as HCESC offers coordinated transportation services; and

WHEREAS, the HCESC will organize and schedule routes to achieve the maximum cost-effectiveness:

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus an administration fee of 5.5% for member districts and 8.5% for non-member districts as presented to the High Bridge Board of Education as calculated by the billing formula adopted by the HCESC’s Board of Education. Said formula shall be based on a route cost divided by the student mile allocated to each participating district.

*(Attachment: Hunterdon County Transportation 23-24)*

**7.3.8. Professional Services**

WHEREAS, there exists a need for auditing services, architectural services, legal services, occupational services, physical therapy services, and,

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the High Bridge Board of Education as follows:

- 7.3.8.1.** Nisivoccia, Mt. Arlington, New Jersey is appointed for auditing and accounting services from July 1, 2022 - June 30, 2023, with billing rates as follows:

Estimated Annual Audit Services	\$26,500
Implementation and testing	\$5,000

These appointments are made without competitive biddings as “Professional Services” under the provisions of N.J.S.A. 40:11-1 et. seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids. BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in The Hunterdon Democrat as required by law, within ten (20) days of its passage, stating its nature, duration, service, and amount, and that the resolution and contract are on file in the business office.

**7.3.9.** Settlement agreement. *(Attachment: Settlement Agreement & Release OAL Docket Number EDS 10562-22)*

WHEREAS, the Board is a party in a special education due process action before the Office of Administrative Law, bearing OAL Docket Number EDS 10562-22 and Agency Reference Number 2023-34999; and

WHEREAS, the parties wish to amicably resolve the pending actions without any further legal

proceedings, pursuant to the terms presented to the Board in a Settlement Agreement (“Agreement”);

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Education approves the Agreement of the within-referenced due process actions on the terms and conditions contained therein; and

BE IT FURTHER RESOLVED THAT the Board President is authorized to execute the Agreement on behalf of the Board.

**7.3.10. USE OF FACILITIES**

<b>Organization</b>	<b>Dates</b>	<b>Day / Times</b>	<b>Location</b>
Adult Pick-Up Volleyball	Sept-May 2024	Mondays/6:30-8:45 pm	MS - Gym
Adult Volleyball	Sept-May 2024	Wednesdays/6:30-8:45 pm	MS - Gym
High Bridge PTO Welcome Back/Budget Mtg.	Sept. 5, 2023	Tuesday/7:00-8:30 pm	ES - Library
High Bridge PTO Parent Mtg.	Sept. 19, 2023	Tuesday/7-8:30 pm	ES - Library
High Bridge PTO Trunk or Treat	Oct. 13, 2023	Friday/5:00-8:30 pm	ES - Blacktop (need bathroom access)
St. Joseph Church Faith Formation Classes	Sept-April 2024	Sundays/8:30-11:00 am	ES - Classroom TBD
Daisy Troop 80117 Girl Scouts	1st Monday of the month starting 10/02/23	Mondays/3:30-5:30 pm	ES - Art Room

**8. NEW BUSINESS**

*Ms. Cynthia Sharkey and Ms. Erin Delgado are both up for reelection.*

**9. 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. Lisa Kerr spoke out about the lack of space in first-grade classrooms.*

**10. EXECUTIVE/CLOSED SESSION**

**The Board President calls for a motion at 7:11 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 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.

**11. RECONVENE PUBLIC SESSION**

**The Board President calls for a motion at 8:23 p.m. Karyn Gove and a second Michael McCasland unanimously approved** to reconvene the public session.

*Ms. Cynthia Sharkey asked the other board members to think about the board goals for the next meeting.*

*Ms. Karyn Gove said that the board can audit the district bylaws and policies.*

**12. ADJOURNMENT**

**The Board President calls for a motion at 8:29 p.m. Erin Delgado and a second Karyn Gove unanimously approved to adjourn the meeting.**

Respectfully submitted,



Karolina Cywa

School Business Administrator/Board Secretary