



<b>Elementary School Total</b>						<b>212</b>
5	2	37	-	-	-	37
6	2	37	1	-	1	39
7	2	28	-	-	-	28
8	2	40	1	-	-	41
<b>Middle School Total</b>						<b>145</b>
<b>District Total</b>	<b>23</b>	<b>354</b>	<b>2</b>	<b>-</b>	<b>1</b>	<b>357</b>

4.2.2. Staff Attendance for July 2022 (*Attachment: July 2022 Staff Attendance*)

4.2.3. 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												
Oct												
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												

\* Investigation is in progress

4.2.4. Superintendent Update

4.2.4.1. QSAC Results (*Attachment: 2021 QSAC Results*)

4.2.4.2. Proposed District Goals (*Attachment: HB District Goals 2022 2023*)

4.2.5. School Business Administrator’s Report

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Kaitlin Polnik <i>(Attachment: Polnik Resignation)</i>	07/15/22	Notice of Resignation
Heather Goldschmitt <i>(Attachment: Goldschmitt Resignation)</i>	07/21/22	Notice of Resignation
Jemma Buccine (Schraeder) <i>(Attachment: Buccine Resignation)</i>	07/26/22	Notice of Resignation

Stacey Hubbard

08/10/22

Notice of Resignation

*(Attachment: Hubbard Resignation)*

**6. 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.

**7. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

**7.1.** July 11, 202 Regular Meeting Minutes *(Attachment: 7 11 22 Regular Session Minutes)*

**Board President** calls for a motion and a second to approve 7.1.:

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

**8. REPORTS TO THE BOARD**

**8.1.** Board President’s Report

**8.1.1.** Board of Education Self Evaluation

**8.1.2.** Board of Education Goals

**8.1.3.** Shared Services Committee Update - Karyn Gove

**8.2. Motion to approve** a Resolution Opposing the Proposed Increases to the School Employees Health Benefits Program

WHEREAS, the School Employees Health Benefits Program (SEHBP), governed by *N.J.S.A.* 52:14-17.46 et seq., offers medical, prescription drug, and dental coverage to participating school district employees, retirees, and eligible dependents; and

WHEREAS, all SEHBP plans are self-funded, meaning that the money paid out for benefits comes directly from an SEHBP fund supplied by participating local employers and member premiums; and

WHEREAS, the Division of Pensions and Benefits is responsible for the daily administrative activities of the SEHPB, the School Employees Health Benefits Commission is the executive organization responsible for overseeing the SEHBP; and

WHEREAS, the School Employees Health Benefits Commission, comprised of state officials, union representatives and a representative of the New Jersey School Boards Association, annually considers the calendar year premium levels for the Local Education Employee Group of

the SEHBP based on recommendations found in the Rate Setting Recommendation Analysis of the Local Education Employee Group; and

WHEREAS, the School Employees' Health Benefits Plan Design Committee has the responsibility for and authority over the various plans and components of the plans, including for medical benefits, prescription benefits, dental, vision, and any other health care benefits, offered and administered by the SEHBP; and

WHEREAS, existing law requires three members of the School Employees' Health Benefits Plan Design Committee to be appointed by the Governor as representatives of public employers (i.e., local school districts) whose employees are enrolled in the program, but currently all such representatives are state-level appointees;

WHEREAS, the recommended rate changes for medical and prescription drug coverage for the Active 2023 Local Education Employer Group is 15.1%, which includes a 15.3% increase for active employees enrolled in NJ DIRECT 10/15 and a 14.9% increase for active employees enrolled in the NJ Educators Health Plan (NJEHP); and

WHEREAS, such proposed exorbitant rate increases will fall upon the local property taxpayer, as well as school employees, at a time where there is record inflation; and

WHEREAS, since employees enrolled the NJEHP pay a percentage of salary toward their health benefits per P.L.2020, c.44, commonly referred to as "Chapter 44", any increase in NJEHP premiums will fall almost entirely upon local boards of education, placing a severe strain on their budgets; and

WHEREAS, the proposed premium increase for most active employees will take thousands more out of their paychecks annually and lead to huge costs for local school districts that will translate into higher property tax bills for struggling families; and

NOW, THEREFORE, BE IT RESOLVED, by the High Bridge Board of Education in the county of Hunterdon call upon the School Employees Health Benefits Commission to reconsider the rate increase and strike a rate increase that is appropriate in the current economic conditions; and

BE IT FURTHER RESOLVED, that the High Bridge Board of Education in the county of Hunterdon urge the Legislature to adopt legislation expanding the composition of the School Employees Health Benefits Commission and the School Employees' Health Benefits Plan Design Committee to include additional representatives from local school district management; and

BE IT FURTHER RESOLVED, that the High Bridge Board of Education in the county of Hunterdon urge the Legislature and executive branch to examine the impact that "Chapter 44" has had on school district budgets and to adopt legislation that will reverse any of its negative consequences and provide relief to those districts; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Governor Murphy, State Treasurer Muoio, Senate President Scutari, Assembly Speaker Coughlin, Senator Michael J. Doherty, Assemblyman John DiMario, and the New Jersey School Boards Association.

**Board President** calls for a motion and a second to approve 8.2.:

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

## 9. ACTION ITEMS

### 9.1. Student Achievement - Curriculum, Instruction, Technology & Policy

- 9.1.1. **Motion to approve** 2022-2023 Elementary School and Middle School Student Handbooks and 2022-2023 Elementary School Code of Conduct. (*Attachments: HBES & HBMS Handbooks and ES Code of Conduct*)
- 9.1.2. **Motion to approve** the district Professional Development Plans for the 2022-23 school year. (*Attachments: 2022-23 ES Professional Development Plan & 2022-23 MS Professional Development Plan*)
- 9.1.3. **Motion to approve** the district Mentoring Plan for the 2022-23 school year. (*Attachment: Mentoring Plan 2022-23*)
- 9.1.4. **Motion to approve** revised policy and regulation. (*Attachments: Policy 2415.04 Title I - District Wide Parent & Family Engagement (Revised), Policy 2415.50 High Bridge Schools Title I School Parent & Family Engagement and R 5200 Attendance - Revised*)
  - 9.1.4.1. P 2415.04 - Title I - District Wide Parent & Family Engagement (Revised)
  - 9.1.4.2. P 2415.50 - School Title I School Parent & Family Engagement (New)
  - 9.1.4.3. R 5200 - Attendance

### 9.2. Human Resources - Personnel, Management & Community Relations

- 9.2.1. **Motion to accept** the resignation of Stacey Hubbard, part time Special Education teacher, effective October 10, 2022.
- 9.2.2. **Motion to accept** the resignation of Jemma Buccine (Schraeder), full time Middle School Mathematics teacher, effective on or about September 26, 2022.
- 9.2.3. **Motion to accept** the resignation of Heather Goldschmitt, part time Special Education teacher, effective on or about September 21, 2022.
- 9.2.4. **Motion to accept** the resignation of Kaitlin Polnik, part time Learning Disabilities Teacher Consultant, effective immediately.
- 9.2.5. **Motion to approve** Coleen Conroy for an additional 2 days of summer pay at the rate of \$207.30 per day.
- 9.2.6. **Motion to approve** Marian Racco as substitute nurse, pending confirmation/receipt of necessary certification and background check.
- 9.2.7. **Motion to approve** the employment of Janis Clark as Elementary School Nurse for the 2022-2023 school year at a level of BA Step 1 at an annual salary of \$60,615.00, pending receipt of employment paperwork and required background check, effective August 29, 2022.

- 9.2.8. Motion to approve** the employment of Alexander Hufford as part time middle school Physical Education Teacher for the 2022-2023 school year at a level of BA Step 1 at an annual salary of \$48,492.00, effective August 29, 2022.
- 9.2.9. Motion to approve** the employment of Victoria Anthony as Middle School Mathematics Teacher for the 2022-2023 school year at a level of BA Step 10 at an annual salary of \$71,905.00 , prorated based on start date, pending receipt of employment paperwork and required background check, effective on or about October 11, 2022.
- 9.2.10. Motion to approve** shared services contract between High Bridge School District and the Hunterdon County Vocational School District for the purpose of sharing the professional services of a special education teacher. (*Attachments: HB HCVSD Shared Services Contract - Spec Ed & Detailed Cost Statement - Spec Ed - Miller*)
- 9.2.11. Motion to approve** the employment of Amy Miller as Middle School Special Education Teacher for the 2022-2023 school year at a level of BA Step 2 at an annual salary of \$61,115.00, prorated based on start date, pending receipt of employment paperwork and required background check, effective on or about October 17, 2022.
- 9.2.12. Motion to approve** Christopher Ronkowitz, Judy Pellegrino, John (Jack) Cahill and Edward Bellinger as substitute custodians for the 2022-23 school year at a rate of \$17.00 per hour.
- 9.2.13. Motion to approve** Lisa Kerr and Sherry Kerr to conduct Kindergarten Assessments at the contracted rate of \$32.00 per hour not to exceed 10 hours each for a total of \$320.00 per person.
- 9.2.14. Motion to approve** 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.
- 9.2.15. Motion to approve** Heather Piell as substitute advisor for Enrichment Camp for a total of 24 hours at the contracted rate of \$32.00 per hour not to exceed \$768.00, to be funded by ESSR grant funds.
- 9.2.16. Motion to approve** 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.
- 9.2.17. Motion to approve** Melissa Betz and Lauren Richardson to provide training to district new hires at the contracted rate of \$32.00 per hour not to exceed 4 hours each, for a total of \$128.00 per person.
- 9.2.18. Motion to approve** Kayla Oakes, Judy LaGreca, Nicole Locorotondo, and Sharon Tryon to share the Middle School Central Detention stipend position for 2 hours per week at \$32.00 per hour for 38 weeks, not to exceed \$2,432.00 total.
- 9.2.19. Motion to approve** the attached co-curricular and athletic advisors and compensation for the 2022-2023 school year, dependent on state and health department guidelines on sports and co-curricular groups. (*Attachment: 2022-23 Co-Curricular Positions*)
- 9.2.20. Motion to approve** the attached staff and compensation from Title Funds for the 2022-2023 school year, dependent on state and health department guidelines. (*Attachment: 2022-23 Title Fund Positions*)

- 9.2.21. **Motion to approve** Megan Gulevski, Katie Franks, Melissa Betz, and Danielle Weber as teachers in charge at the contracted rate of \$115.00 per day.
- 9.2.22. **Motion to approve** Michael Doerwang as mentor to Alexander Hufford. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
- 9.2.23. **Motion to approve** Carley Marookian as mentor to Maurica Hash. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
- 9.2.24. **Motion to approve** Rachel Katzenberger as a volunteer middle school volleyball coach.
- 9.2.25. **Motion to approve** the following part time employees for hours above their contracted time necessary to attend scheduled inservice days on 8/29, 8/30, 8/31, 9/1, 9/2, 9/23, 10/10, 11/16, 12/14, 1/20, and 2/22 at the contracted rate of \$32.00 per hour not to exceed 4 hours per inservice day, per staff member.

Thea Anaston	Lauren DiLanno
Heather Goldschmitt	Stacey Hubbard
Alex Hufford	Alison Manley
Kathryn Miller	Heather Piell
mMelissa Volturo	Kim Ziegler

**9.2.26. Motion to approve** course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Courtney Bursztyn	Leading for Effective Educational Technology	Rowan University	Sept.-Oct., 2022	\$2,055.00
Courtney Bursztyn	Learning through Gamification	Rowan University	Nov.-Dec., 2022	\$2,055.00
Tanya Cavallo	Child Study Basis	New Jersey City University	Sept.-Dec., 2022	\$2,402.10
Tanya Cavallo	Early Childhood Curriculums & Programs	New Jersey City University	Sept.-Dec., 2022	\$2,402.10
Kim Sandorff	Prologue to Contemporary Educational Practice	Centenary University	Aug.-Oct.,2022	\$1,969.50
Maurica Hash	Collaborative Practices	Centenary University	Aug.-Dec., 2022	\$2,008.50
Kayla Oakes	Approach Instruction for Special Education	Centenary University	Aug.-Dec., 2022	\$2,008.50

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

- 9.3.1. **Motion to accept** a donation from the Hunterdon Huskies of 4 cheer mats, valued at approximately \$1,400.00, to be used by our middle school physical education classes and cheerleading team.
- 9.3.2. **Motion to approve** the recycling of unserviceable technology (*Technology recycling August 2022*).
- 9.3.3. **Payment of Bills**

**Audit of Invoices**

**Approve** revised June 30, 2022 bill list: (*Attachment: 6 30 22 revised bill list*)

Check Register	June 15 - June 30	\$ 373,356.39
Payroll	June 17	\$ 220,564.05
Payroll	June 30	<u>\$ 89,552.81</u>

Total	\$ 683,473.25
-------	---------------

**Approve** August 29, 2022 bill list: (*Attachment: 8 29 22 bill list*)

Check Register	July 1 - Aug 29	\$ 542,035.82
Payroll	July 15	\$ 40,614.10
Payroll	July 29	\$ 51,018.00
Payroll	August 15	<u>\$ 51,126.94</u>
	Total	\$ 684,794.86

**Payment of Bills Cafeteria account:**

Maschio's	August 09	<u>\$ 7,612.18</u>
		\$ 7,612.18

**9.3.4. Financial Reports** (*Attachment: June Treasurers and Board Secretary Signed*)

**Report of the Board Secretary and Treasurer's Report for June 2022.**

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the months of June 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 months of June 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.

August 29, 2022

*Karolina Cywa*

Business Administrator

**9.3.5. Line Item Transfers for July 2022** (*Attachment: June Transfer Report*)

**Resolved**, that the Board of Education approve the budget transfers as listed in the Attachment.

**9.3.6. Motion to approve** the tuition rates for 2022-2023 at the following:

Emotionally Disabled/Autistic \$25,000

**9.3.7. Motion to approve** Grant Applicant Payment Policy (*Attachment: Grant Process 22-23*)

**9.3.8. Motion to approve** contract between Prestige Lawn & Landscape Inc. and the High Bridge School District for the services of snow removal for the 2022-2023 school year. (*Attachments: Prestige Lawn & Landscape Inc. Snow Removal Agreement 22-23 - HBMS and Prestige Lawn & Landscape Inc. Snow Removal Agreement 22-23 - HBES*)

**9.3.9. Motion to approve** the trucking delivery agreement with Maschio’s for USDA Commodities (*Attachment: High Bridge Maschio’s Trucking Delivery*)

**9.3.10. Approval of Professional Services – Motion to approve** the following appointments:

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:

**9.3.10.1.** FKA Architects, Oakland, New Jersey, is appointed for architectural services from July 1, 2022 - June 30, 2023 at the following rates:

- Principal \$ 175/hour
- Associate \$145/hour
- Project Manager \$110/hour
- Job Captain \$100/hour
- CAD Draftsperson \$80/hour
- Clerical \$60/hour

**9.3.10.2.** R&L DataCenter, Inc., Borough of Bloomsbury, New Jersey, is appointed for payroll services from July 1, 2022 - June 30, 2023 at the following rates:

- Payroll \$ 498/per payroll
- W2 preparation \$150 plus \$7.50 per each W2 prepared
- 1099 preparation \$150 plus \$7.5 per each 1099 prepared
- Programming \$150/hour as needed
- Training \$125/hour as needed

**9.3.10.3.** Phoenix Advisors, LLC, Bordentown, New Jersey, is appointed for Continuing Disclosure and Municipal Advisor Services from July 1, 2022 - June 30, 2023 at the following rates:

- Base fee \$1,100
- Set up charge \$450
- Event Filing \$250

**9.3.10.4.** Nisivoccia, Mt. Arlington, New Jersey is appointed for auditing and accounting services from July 1, 2021 - June 30, 2022 with billing rates as follows:

Estimated Annual Audit Services \$26,000

**9.3.10.5.** Hunterdon County Educational Services Commission, Califon, NJ is appointed for Public School Services from July 1, 2022 through June 30, 2023. (*Attachment: HCESC 22-23 Rates*)

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.

**9.3.11. WARREN COUNTY SPECIAL SERVICES TRANSPORTATION**

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

WHEREAS, the Warren County Special Services School District hereinafter referred to as WCSSSD offers coordinated transportation services; and

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

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus a 4% administration fee as presented to the Hunterdon County, High Bridge Public School Board of Education as calculated by the billing formulas adopted by the WCSSSD’s Board of Education. (*Attachment: WCSSSD 22-23 Contract*)

**9.3.12. Motion to approve** a 60 months lease (State Contract Number A412258) with Pitney Bowes Meter Services at \$95.00 monthly effective September 1, 2022.

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

WHEREAS, the High Bridge Board of Education desires to transport special education, non-public, or their own public 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 a 5.5% administration fee as presented to the Hunterdon County, High Bridge Public School Board of Education as calculated by the billing formulas adopted by the HCESC’s Board of Education. (*Attachment: HCESC 22-23 Contract*)

**9.3.14. USE OF FACILITIES**

**Motion to approve the following use of facilities request:**

<b>Organization</b>	<b>Dates</b>	<b>Day / Times</b>	<b>Location</b>
High Bridge PTO	9/09/22 Rain Date 9/16/22	Friday, 5pm - 9pm	ES - Outside Blacktop
High Bridge PTO	9/06/22, 10/18, 11/15, 12/13, 1/17/23, 2/21, 3/21, 4/18, 5/16, 6/06	7pm- 8pm	ES - Library
Girls on the Run	9/12 - 11/18/22	4:15pm - 5:30pm	ES - Art Room & Blacktop/Playground
Hunterdon Huskies	9/06/22 - 11/11/22	Weekdays MS 6pm-8pm	MS Gym & Cafeteria ES Gym

		Weekdays ES 4pm-8pm & Saturdays	
St. Joseph Church	9/11/22-5/07/23	Sundays, 8:30am-11:00am	ES - 7 Classrooms & Library
High Bridge Youth Basketball	11/14/22 - 3/11/23	Weekday 6:30pm-8:30pm Saturday 8:00am-4:00pm	ES & MS Gyms
Adult Intermediate/Advanced PickUp Volleyball	09/2022 - 05/2023	Mondays, 7pm-8:45pm (when BBall is not in session). 7:30pm-8:45pm (when BBall is in session).	MS Gym

**Board President** calls for a motion and a second to approve 9.1.-9.3.14.

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

**10. NEW BUSINESS**

**11. 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.

**12. EXECUTIVE/CLOSED SESSION**

**Board President** calls for a motion \_\_\_\_\_ and a second \_\_\_\_\_, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Outside Services Contracts
- 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.

**13. RECONVENE PUBLIC SESSION**

**Board President calls for a motion** \_\_\_\_\_ and a second \_\_\_\_\_ to reconvene public session.

**14. ACTION ITEM**

**Motion to approve** the Executive Minutes

**14.1.1.** July 13, 2023 Executive Session Minutes (*Attachment: 7 13 22 Executive Session Minutes*)

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

**15. ADJOURNMENT**

**Board President calls for a motion** \_\_\_\_\_ and a second \_\_\_\_\_ to adjourn the meeting.