

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
Monday, June 12, 2023**

**1. OPENING OF MEETING - 6:30 PM**

**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, June 12, 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

Erin Delgado

Karyn Gove

Robert Imhoff

Michael McCasland

Colleen Poles

Cynthia Sharkey

Additional Members Present:           Dr. Gregory Hobaugh, Superintendent  
  Karolina Cywa, SBA / Board Secretary

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1. Motion to recognize** fourth grader Chloe Zuniga for placing second in the Warren County Consortium for Student Enrichment’s Young Writers’ Competition 2023 with her personal narrative, “I Was Born To...”

**4.2. Motion to recognize** the 2022-23 High Bridge Youth Historians:

1st Place:       Noah Florez for his research on Taylor Wharton

2nd Place:       Parker Lido for her research on Taylor Wharton

                          Tyler Mayer for his research on the High Bridge Railroad

3rd Place: Jackson Walck for his research on the High Bridge Reformed Church

Honorable Mention: Casey Kelly for her research on the Solitude House  
 Chloe Zuniga for her research on the Solitude House

**4.3. Motion to recognize** Lauren Richardson for her years of dedication to the district and to wish her well in retirement. *(Attachment: Richardson Retirement Resolution)*

**Board President** calls for a motion and a second to approve 4.1-4.3.:

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

**4.4. Superintendent’s Report**

**4.4.1. 2022-23 Enrollment**

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	64	-	-	-	64
K	2	24	-	-	-	24
1	2	33	-	-	-	33
2	2	33	-	-	-	33
3	2	28	-	-	-	28
4	2	32	-	-	-	32
<b>Elementary School Total</b>						<b>214</b>
5	2	34	-	-	-	34
6	2	39	1	-		40
7	2	32	-	-	-	32
8	2	40	1	-	-	41
<b>Middle School Total</b>						<b>147</b>
<b>District Total</b>	<b>23</b>	<b>354</b>	<b>2</b>	<b>-</b>		<b>361</b>

**4.4.2. 2022-23 Projected 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
<b>Elementary School Total</b>						<b>218</b>
5	1	32	-	-	-	32
6	2	34	-	-	-	34
7	2	39	1	-	-	40
8	2	32	-	-	-	32
<b>Middle School Total</b>						<b>138</b>
<b>District Total</b>	<b>21</b>	<b>354</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>355</b>

4.4.3. Staff Attendance for May 2023 (*Attachment: May 2023 Staff Attendance*)

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

	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
Month	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	05/18	05/16	05/04	05/16					1			
June			06/05	06/07								1

\* Investigation is in progress

4.5. Superintendent Update

4.6. School Business Administrator’s Report

5. REVIEW OF OFFICIAL CORRESPONDENCE

Name                      Date                      Subject

6. 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.

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

7.1. May 1, 2023 Work Session Minutes (*Attachment 5 1 23 Work Session Minutes Signed*)

7.2. May 8, 2023 Regular Session Minutes (*Attachment 5 8 23 Regular Session Minutes Signed*)

Board President calls for a motion and a second to approve 7:1-7:2.

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

8. REPORTS TO THE BOARD

8.1. Board President’s Report

8.1.1. School Security Committee Update

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

8.1.3. Sustainability Committee Update

9. HIB REPORTS

WHEREAS, N.J.S.A. 18A:37-15(e) requires that at the next board of education meeting following its receipt of a HIB report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent’s decision.

The Superintendent shall inform the parties of the Board’s determination in writing, as well as their right to appeal the determination to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than 90 days after the issuance of the board’s

decision; or to file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the “Law Against Discrimination,” P.L.1945, c.169 (C.10:5-1 et seq.)

- 9.1. **Board President** calls for a motion and a second to affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Investigation Report 2022-23 ES04 (*Attachment: 22-23 ES04 Redacted*).
- 9.2. **Board President** calls for a motion and a second to affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Investigation Report 2022-23 MS08 (*Attachment: 22-23 MS08 Redacted*).

**10. ACTION ITEMS**

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

**10.1.1. Motion to approve** the list of eighth-grade students eligible for promotion to ninth grade. (*Attachment: HBMS Class of 2023*)

**10.1.1.1. Motion to approve** the following class trips and transportation:

Grade	Location	Cost	Incurred By
4	Custom Alloy	N/A	N/A

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

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

**10.2.2. Motion to approve** the following staff members for Summer Enrichment / Academic Camps to be funded by ESSR funds.

Staff Name	Camp	Rate	Hours	Total
Carley Marookian	Story Theater	\$32/hr	16	\$512
Amy Miller	Team Topper Grade 1-2	\$32/hr	88	\$2,816
Andrew Ziray	Team Topper Grade 3-4	\$32/hr	88	\$2,816
Heather Balliet	Paraprofessional	\$19/hr	48	\$912

**10.2.3. Motion to approve** movement on the salary guide effective September 1, 2023 for Judy LaGreca from BA Step 16 to BA+15 Step 16, at an annual salary of \$85,955 based on the 2023-2024 Guide in accordance with the 2021-2024 Agreement between the HBBOE and HBEA.

**10.2.4. Motion to approve** the employment of Carol Przewozny as full-time Special Education Teacher for the High Bridge School District at a level of MA+30 Step 15 at an annual salary of \$89,340.00 for the 2023-24 school year based on the 2021-2024 negotiated agreement, effective August 28, 2023.

**10.2.5. Motion to approve** Diane Charneski (Wanko) and Caryn Rinehart as payroll processors at an annual stipend rate of \$15,000.00 each.

**10.2.6. Motion to approve** Philip Apsley as substitute custodian, effective May 19, 2023, at the hourly rate of \$17.00 per hour.

- 10.2.7. Motion to approve** Carl Katzenberger & Timothy Loughney for the stipend position of Lead Building Custodians for the 2023-24 school year, at a rate of \$500.00 per month, effective July 1, 2023.
- 10.2.8. Motion to approve** Michael Doerwang for the stipend position of Maintenance Support, at \$80 per day, not to exceed 180 days, effective August 28, 2023.
- 10.2.9. Motion to approve** the following staff members for PEAK Level 1 Training for ERI classrooms at the contracted rate of \$32.00 per hour for twelve (12) hours, not to exceed \$384.00, to be funded through the IDEA Grant.
  - Emma Alparone
  - Heidi Johnston
  - Marisa Monaco
  - Jana Brown
- 10.2.10. Motion to approve** the following paraprofessionals for PEAK Level 1 Training for ERI classrooms at the contracted rate of \$19.00 per hour for twelve (12) hours, not to exceed \$228.00, to be funded through the IDEA Grant.
  - Bhavna Sharma
  - Aimee Markey
- 10.2.11. Motion to approve** Lisa Waseleski as a substitute nurse for 2023-24 school year at a daily rate of \$150.00.
- 10.2.12. Motion to approve** the Superintendent to appoint staff during the months of July and August, 2023, subject to ratification by the Board of Education at its regular meeting in August, 2023.
- 10.2.13. Motion to approve** the following appointments/reappointments for the 2023-2024 school year:

Board Secretary	Karolina Cywa
Affirmative Action Officer	Richard Kolton
Chief Equity Officer	Richard Kolton
Gender Equity Officer	Emma Alparone
504 Committee Coordinator	Emma Alparone
Homeless Liaison	Katherine Franks
Liaison to DCPD	Katherine Franks
Title IX Coordinator	Emma Alparone
Basic Skills Contact Person	Emma Alparone
Purchasing Agency Compliance Officer for Affirmative Action (PACO)	Karolina Cywa
Right to Know Officer	Carl Katzenberger - MS Timothy Loughney - ES
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Carl Katzenberger - MS Timothy Loughney - ES
Safety Committee Coordinator	Gregory Hobough
Toxic Hazard Preparedness Officer	Carl Katzenberger - MS Timothy Loughney - ES

Attendance Officer	Gregory Hobaugh
School Insurance Agent / Risk Management Consultant	Brown and Brown
Official Websites	Njschooljobs.com educationjobsnj.com
School Auditor	Nisivoccia, LLP
FSA Provider	Healthequity
Treasurer of School Monies	Judy Favino
Ancillary Insurance Agency of Record	Brown and Brown
Integrated Pest Management Officer	Carl Katzenberger - MS Timothy Loughney - ES
Temporary Purchasing Agent	Karolina Cywa
Air Quality Designee	Carl Katzenberger - MS Timothy Loughney - ES
Safety & Health Designee	Gregory Hobaugh
Custodian of Records (OPRA)	Karolina Cywa
Chemical Hygiene Officer	Carl Katzenberger - MS Timothy Loughney - ES
Substance Awareness Coordinator	Gregory Hobaugh
Anti-bullying Specialist – Elementary School	Megan Gulevski
Anti-bullying Specialist – Middle School	Katherine Franks
Anti-bullying Coordinator	Gregory Hobaugh
School Safety Specialist	Gregory Hobaugh

**10.2.14. Motion to approve the contract** between High Bridge School District and HCESC for Karolina Cywa to provide School Business Administrator services, pending county approval. (*Attachment: HCESC\_High Bridge BA SERVICES 2023-24*)

**10.2.15. Motion to approve the contract** between High Bridge School District and independent contractor, Katie Provel, Speech Therapist, to provide Speech/Language evaluation services for the ESY program from July 5, 2023 through August 10, 2023. (*Attachment: Provel Contract ESY 2023-2024*)

### 10.3. Educational Resources - Finance and Facilities

**10.3.1. Motion to approve the following travel expenditure for workshops:**

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Caryn Rinehart	NJDOE Criminal History Record Training	06/13/23	N/A	N/A	N/A	N/A
Emma Alparone	Interview-Informed Synthesized Contingency Analysis (IISCA) Online Training	06/01-30/23	\$650	N/A	N/A	\$650

**10.3.2. Payment of Bills**

**Audit of Invoices** (*Attachment: 6 12 23 bill list*)

**Approve** invoices for Current Expenses in the following amounts:

Check Register	May 9 - June 12	\$ 503,939.68
Payroll	May 15	\$ 253,305.33
Payroll	May 31	\$ 254,371.00
Payroll	June 9	<u>\$ 252,578.86</u>
	Total	\$ 1,264,194.87

**Payment of Bills Cafeteria account:**

<b>Vendor</b>	<b>Date</b>	<b>Check #</b>	<b>Amount</b>
Service Plus, Inc	May 22	1550	\$ 433.90
Service Plus, Inc	June 06	1550	\$ 5,321.90
Maschio's	May 22	1549	<u>\$ 9,806.28</u>
			\$15,562.08

**10.3.3. Financial Reports** (*Attachments: Revised January, February, March Treasurer Reports Signed*)

**Motion to accept** the revised Treasurer's Report for January, February, and March 2023.

**10.3.4. Financial Reports** (*Attachments: April 2023 Board Secretary Signed - Fund 10, 20, 40 and April 2023 Treasurer's Report Signed*)

**Report of the Board Secretary and Treasurer's Report for April 2023**

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the months of April 2023 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 April 2023, 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.

June 12, 2023

*Karolina Cywa*

Karolina Cywa

Business Administrator

**10.3.5. Line Item Transfers for May 2023** (*Attachment: May 2023 Transfer Report Signed*)

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

**10.3.6. Motion to approve** the allocation of 21 - 22 Extraordinary Aid as listed in the attachment (*Attachment: 21 - 22 EX Aid Allocations*)

**10.3.7. ADOPTION OF K-8 CURRICULUM** (*Attachment: 2023-2024 District Textbook List*)  
Approval to adopt the existing courses of study, course guides, curriculum and textbooks for Pre-K-8 of the High Bridge Public Schools.

**10.3.8. ADOPTION OF BY-LAWS & POLICIES**  
Approval to adopt the existing by-laws and policies of the High Bridge Board of Education established for its own operation and the operation of the school district, including the administrative regulations developed to implement policies, be adopted for the life of the 2023 - 2024 Board of Education.

**10.3.9. BANK ACCOUNT SIGNATURES**  
Approval to authorize the following signatures on checks from the accounts maintained by the Board of Education:

Account	Signatures
Current (General Fund)	President or Vice President, Board Secretary & Treasurer (3)
Capital Reserve	President or Vice President, Board Secretary & Treasurer (3)
Maintenance Reserve	President or Vice President, Board Secretary & Treasurer (3)
Agency	President, Board Secretary, Treasurer (1)
Food Service	President, Board Secretary, Treasurer (1)
Payroll Account	President, Board Secretary or Treasurer (1)
Unemployment	President, Board Secretary or Treasurer (1)
Student Activity	Board Secretary, Elem. Or Middle School Principal (2)
FSA	President, Board Secretary, Treasurer (1)

**10.3.10. BANK DEPOSITORY**  
BE IT RESOLVED that Peapack-Gladstone Bank, Califon, New Jersey, be designated as the depository of record for the High Bridge Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the Current (General Fund) Checking Account are signed by at least one of the following:

President or Vice-President and countersigned by the Board Secretary and countersigned by the Treasurer of School Funds.

**10.3.11. NEWSPAPERS AND LEGAL ADVERTISEMENTS**  
**RESOLVED**, that the Board of Education designate the Hunterdon County Democrat, The Review, Star-Ledger, Courier News, and The Express-Times, all of which circulate

in the school district, as official newspapers for legal advertising, and be it further RESOLVED, that the Business Administrator/Board Secretary is authorized to select an appropriate newspaper for each legal advertisement.

**10.3.12. RENEWAL OF COOPERATIVE AGREEMENTS WITH HCESC & ESCNJ**

RESOLVED, that the High Bridge Board of Education authorizes the School Business Administrator to renew cooperative pricing agreements with Hunterdon County Educational Services Commission and Educational Services Commission of New Jersey.

**10.3.13. AWARD OF A FOOD SERVICE MANAGEMENT COMPANY (FSMC) CONTRACT**

Maschio’s Food Services Inc. and Nu-Way Concessionaires, Inc. were the vendors that requested the Food Service RFP but only Maschio’s Food Services was the vendor that responded to the Food Service RFP. The bid response was opened on Wednesday, May 31 at 3:25 p.m. at the Business Office in the Elementary School. Karolina Cywa and Diane Wanko/Charneski were present.

**BE IT RESOLVED THAT** the High Bridge Board of Education, upon the recommendation of the Superintendent, hereby award and approve the contract with Maschio’s Food Services, Inc. for the 2023-2024 school year:

Yearly Management Fee: \$9,000.00 payable in 10 (10) monthly installments of \$900.00 Guarantees a “No-Cost Operation”

**BE IT FURTHER RESOLVED,** That the total cost of contract is \$114,773.65

ESTABLISH SCHOOL LUNCH AND MILK PRICES FOR THE 2023 - 2024 SCHOOL YEAR:

Student Breakfast	\$1.75
Student Lunch	\$3.30
Student Entree Only	\$2.55
Adult Breakfast	\$2.25
Adult Lunch	\$4.20
Pizza Slice	\$2.55
Milk	\$0.70

**10.3.14. SCHOOL FUNDS INVESTOR**

Approval to designate School Funds Investor as Karolina Cywa, Board Secretary/Business Administrator pursuant to 17:12B-241.

**10.3.15. CHART OF ACCOUNTS**

BE IT RESOLVED that the High Bridge Board of Education adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for 2023 - 2024 School Year.

**10.3.16. Motion to approve** the following resolution authorizing state contract purchases:

WHEREAS, Title 18A:18A-10 provides that, a board of education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the High Bridge School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the High Bridge School District desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED, that the High Bridge School District Board of Education does hereby authorize Karolina Cywa, the district purchasing agent to make a purchase of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

**10.3.17. Motion to authorize** the renewal of bonds for School Business Administrator and Treasurer of School Monies in the amounts required by statute.

**10.3.18. Motion to authorize** the Business Administrator/Board Secretary to issue “Not to exceed” purchase orders up to \$10,000 for the 2023 - 2024 school year.

**10.3.19. Motion for Authorization to Pay Bills (P.L. 1982, C. 196)**

RESOLVED, that the High Bridge Board of Education appoint Karolina Cywa, Business Administrator/Board Secretary as the individual responsible for approval and payment of bills for June 30, 2023 and the 2023 - 2024 school year, and be it further

RESOLVED, that all bills paid must be reviewed and approved by the Board of Education in accordance with Board Policy #6470, Payment Procedures and be it further

RESOLVED, that the High Bridge Board of Education authorize Karolina Cywa, 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.

**10.3.20. Electronic Payment Resolution**

WHEREAS, the Electronic Funds Transfer & Claimant Certification – Local Finance Notice 2018-13 allows for EFT payment technology.

NOW, THEREFORE, BE IT RESOLVED that the School Business Administrator may approve pay claims electronically. Furthermore, let it be resolved that the School Business Administrator shall ensure that controls are in place and adhered to.

**10.3.21. Motion to accept** E-rate funding in the amount of \$10,206.22 for the 2022-2023 School Year.

**10.3.22. USE OF FACILITIES**

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

<b>Organization</b>	<b>Dates</b>	<b>Time</b>	<b>Location</b>
High Bridge Pickleball Club	Start: June 13, 2023 Year-round, weekdays/weekends	4:00pm - 8:00pm	MS - outside
Hunterdon Huskies (HBAA) - Cheer Choreo	8/07 - 8/10/23 8/14 - 8/17/23	8:00am - 6:00pm	ES - Multi-Purpose Room

Borough of High Bridge Bike Race	8/12/2023	11:00am - 7:00pm	ES - Parking lot
----------------------------------	-----------	------------------	------------------

- 10.3.23. TRANSFERS TO MAINTENANCE RESERVE AND CAPITAL RESERVE**  
**WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41** permit a Board of Education to establish and/or deposit into certain reserve accounts at year end,  
 And  
**WHEREAS,** the aforementioned statutes authorize procedures, under the authority of The Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and  
**WHEREAS,** the High Bridge Board of Education wishes to transfer an amount not to exceed \$93,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Maintenance Reserve account and an amount not to exceed \$1,000,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and  
**WHEREAS,** the High Bridge Board of Education has determined that a total amount not to exceed \$1,093,000 is available for such purpose of such transfers;  
**NOW THEREFORE BE IT RESOLVED** by the High Bridge Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.
- 10.3.24. Motion to authorize** the Superintendent to submit an Alternate Method of Compliance request to the Hunterdon County Executive Superintendent that will allow the use of classrooms for preschool that have toilet rooms outside of the classroom.
- 10.3.25. APPROVE HIGH BRIDGE SCHOOL DISTRICT PLANS & PROCEDURES**  
 BE IT RESOLVED that the High Bridge Board of Education approves the following plans and procedures for the 2023-2024 school year.
- 10.3.25.1.** Purchasing Manual (*Attachment: High Bridge Purchasing Manual 23-24*)
  - 10.3.25.2.** Professional Development Plans (*Attachment: 2023-2024 ES Professional Development Plan & 2023-2024 MS Professional Development Plan*)
  - 10.3.25.3.** High Bridge School District Mentoring Plan (*Attachment: 2023-2024 District Mentoring Plan*)
- 10.3.26. Motion to approve** acceptance of funds of Sustainable Jersey for School Grant funded by the PSEG Foundation in the amount of \$2,000.
- 10.3.27. Motion to approve** acceptance of funds of the Supplemental Stabilization Aid in the amount of \$228,823.00 to be appropriated in 2023 - 2024.
- 10.3.28. Motion to authorize** the Superintendent and Business Administrator to digitally submit the 2022 - 2023 Extraordinary Aid Application and accept the award upon the subsequent approval of the NJ State DOE.

- 10.3.29. Motion to approve** the digital submission of the 2023 - 2024 ESEA Grants for the following amounts:

Title IA	\$21,361
Title IIA	\$5,042
Title III	\$919
Title IVA	\$10,000

And accept the grand award upon subsequent approval of the NJ State DOE.

- 10.3.30. Motion to approve** the appropriation of surplus (23 - 24 additional Stabilization Aid in the amount of \$228,823.00) as follows:  
 11-214-100-101-000-100 \$ 89,340.00  
 11-000-291-270-000-000 \$ 41,000.00  
 11-000-261-420-000-100 \$98,483.00
- 10.3.31. Motion to approve** Weatherproofing Technologies, Inc., Beachwood, Ohio, to restore the Middle School roof at an estimated cost of \$266,807.92 (ESCNJ 21D).
- 10.3.32. Motion to approve** 2023 - 2024 agreement with PaySchools for district-wide annual software and maintenance fee for parents and students to order and pay in advance for student lunches. Cost not to exceed \$2,680.00, using cafeteria funds.
- 10.3.33. Motion to approve** CDK Systems, Inc., Great Meadows, New Jersey, for personnel, requisitioning, and accounting software services for the 2023 - 2024 school year for a period from July 1, 2023 to June 30, 2024 at a cost of \$12,785.00.
- 10.3.34. Motion to approve** Educational Data Services, Inc. for the licensing and maintenance fee in the amount of \$1,695.00 for the 2023 - 2024 school year.
- 10.3.35. Motion to approve** Frontline Education for the IEP and Employee Evaluation Management in the amount of \$11,234.89 for the 2023 - 2024 school year.
- 10.3.36. Motion to approve** Genesis for the Student Information System Cloud Services in the amount of \$9,306.00 for the 2023 - 2024 school year.
- 10.3.37. Motion to approve** Strauss Esmay Associates, LLP for the policy alert and support system in the amount of \$4,965.00 for the 2023 - 2024 school year.
- 10.3.38. Motion to approve** NJSBA Dues in the amount of \$4,441.21 for the 2023 - 2024 school year.
- 10.3.39. 2023-2024 Anticipated contracts to be renewed, awarded, or to expire during the school year - P.L. 2015, c. 47**

Pursuant to PL 2015, Chapter 47 the High Bridge Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

Transportation	Easton Coach Hunterdon Educational Services Commission First Student Bus Company Warren County Special Services Snyder Bus Company
Restraint Training	Handle With Care
Visually Disabled Services	Commission for the Blind and Visually Impaired
Payroll Services	R&L Data
Building/Grounds support	Borough of High Bridge
Boiler Maintenance Service	Metz
Grease Trap Cleaning	Russell Reid
Bleacher, B-Ball Backstop, & Gym Divider Curtains Maintenance	Gym Door Repairs, Inc.
HVAC Maintenance Service	Metz
Electrical	Wire's Electric
Elevator Services	Morris County Elevator
Playground Maintenance	Downes Mulch
Boiler Water Services	Butler Engineering
Fire/Burglar Alarm Services	FAST Sonitrol Security
Kitchen Equipment Maintenance	Northwest Refrigeration Service Plus Kitchen Appl
Building Automation Controls Maintenance	Metz
Continuing Disclosure Agent	Phoenix Advisors
Cobra Administrator	Ameriflex
Health Benefits Provider	Horizon
Vision Benefits Provider	Guardian & Horizon
Dental Benefits Provider	Guardian
Long Term Disability Providers	Guardian & Prudential
Life Insurance Provider	Guardian
Short Term Disability Provider	Aflac
Employee Assistance Program	Aetna
403(b) Providers	AXA/Equitable, Security Benefit, Lincoln
TSA Consulting Group	Retirement Plan Administrative Services
Substitute Service	ESS Northeast LLC
Paraprofessionals	ESS Support Services LLC
Pest Management Service	Safe Schools Integrated Pest Management
Environmental Compliance Services	R. K. Occupational & Environmental Analysis, Inc. Garden State Environmental AHERA Consultants
Educational Supply Service	Educational Data Services, Inc.

Website Hosting	Zumu Software
Parent Notification System	School Messenger
Student Information System	Genesis Educational Services
Software, Support – Café POS System	Payschools
Email Support	Gmail

#### **10.3.40. ART TEACHER & PRESCHOOL INSTRUCTIONAL COACH SHARED SERVICES AGREEMENT**

**WHEREAS**, N.J.S.A. 40A:65-1 permits local government units to enter into shared services agreements; and

**WHEREAS**, the High Bridge Board of Education, Hunterdon County, NJ; and the Hampton Board of Education, Hunterdon County, NJ (“the parties”), have determined that it is in their mutual interest to enter into an Agreement for Shared Services (“Agreement”) for the purpose of sharing the professional services of a certified art teacher and a preschool instructional coach.

**WHEREAS**, the term of the Agreement shall be for one year, commencing on July 1, 2023, and ending on June 30, 2024, subject to annual renewal by the parties; and

**WHEREAS**, in accordance with N.J.S.A. 40A:65-5, no shared services agreement shall take effect until and unless authorized by each of the respective governing bodies of the local units; and

**WHEREAS**, the terms of the required resolution need not set forth all of the details of the Agreement, which instead may be incorporated by reference; and

**WHEREAS**, the subject Agreement between the parties is hereby incorporated by reference and shall also be included in the official minutes of this meeting of the High Bridge Board of Education;

**NOW THEREFORE, BE IT RESOLVED**, by the High Bridge Board of Education in the Borough of High Bridge, County of Hunterdon, State of New Jersey that the Board of Education hereby approves the Agreement and authorizes and directs the President of the Board to execute it on behalf of the Board. The Superintendent and Business Administrator are further authorized to implement the terms and conditions of the Agreement, subject to receipt of a certified copy of the authorizing resolution of the Hampton Board of Education and its execution of the Agreement. The Business Administrator is further directed to file a copy of this Resolution and the fully executed Agreement with the New Jersey Division of Governmental Affairs, Department of Community Affairs. (*Attachment: 23-24 Art Teacher HB Hampton Shared Services Agreement, 23-24 Preschool Instructional Coach HB Hampton Shared Services Agreement* )

#### **10.3.41. SPECIAL EDUCATION TEACHER SHARED SERVICES AGREEMENT**

**WHEREAS**, N.J.S.A. 40A:65-1 permits local government units to enter into shared services agreements; and

**WHEREAS**, the High Bridge Board of Education, Hunterdon County, NJ; and the Hunterdon County Vocational School District Board of Education, Hunterdon County, NJ (“the parties”), have determined that it is in their mutual interest to enter into an Agreement for Shared Services (“Agreement”) for the purpose of sharing the professional services of a certified special education teacher.

**WHEREAS**, the term of the Agreement shall be for one year, commencing on July 1, 2023, and ending on June 30, 2024, subject to annual renewal by the parties; and

**WHEREAS**, in accordance with N.J.S.A. 40A:65-5, no shared services agreement shall take effect until and unless authorized by each of the respective governing bodies of the local units; and

**WHEREAS**, the terms of the required resolution need not set forth all of the details of the Agreement, which instead may be incorporated by reference; and

**WHEREAS**, the subject Agreement between the parties is hereby incorporated by reference and shall also be included in the official minutes of this meeting of the High Bridge Board of Education;

**NOW THEREFORE, BE IT RESOLVED**, by the High Bridge Board of Education in the Borough of High Bridge, County of Hunterdon, State of New Jersey that the Board of Education hereby approves the Agreement and authorizes and directs the President of the Board to execute it on behalf of the Board. The Superintendent and Business Administrator are further authorized to implement the terms and conditions of the Agreement, subject to receipt of a certified copy of the authorizing resolution of the Hunterdon County Vocational School District Board of Education and its execution of the Agreement. The Business Administrator is further directed to file a copy of this Resolution and the fully executed Agreement with the New Jersey Division of Governmental Affairs, Department of Community Affairs. (*Attachment: 23-24 Special Education- HB HCVSD Shared Services Agreement*)

**10.3.42. SPEECH THERAPIST SHARED SERVICES AGREEMENT**

**WHEREAS**, N.J.S.A. 40A:65-1 permits local government units to enter into shared services agreements; and

**WHEREAS**, the High Bridge Board of Education, Hunterdon County, NJ; and the Bethlehem Township School District Board of Education, Hunterdon County, NJ (“the parties”), have determined that it is in their mutual interest to enter into an Agreement for Shared Services (“Agreement”) for the purpose of sharing the professional services of a certified special education teacher.

**WHEREAS**, the term of the Agreement shall be for one year, commencing on July 1, 2023, and ending on June 30, 2024, subject to annual renewal by the parties; and

**WHEREAS**, in accordance with N.J.S.A. 40A:65-5, no shared services agreement shall take effect until and unless authorized by each of the respective governing bodies of the local units; and

**WHEREAS**, the terms of the required resolution need not set forth all of the details of the Agreement, which instead may be incorporated by reference; and

**WHEREAS**, the subject Agreement between the parties is hereby incorporated by reference and shall also be included in the official minutes of this meeting of the High Bridge Board of Education;

**NOW THEREFORE, BE IT RESOLVED**, by the High Bridge Board of Education in the Borough of High Bridge, County of Hunterdon, State of New Jersey that the Board of Education hereby approves the Agreement and authorizes and directs the President of the Board to execute it on behalf of the Board. The Superintendent and Business Administrator are further authorized to implement the terms and conditions of the Agreement, subject to receipt of a certified copy of the authorizing resolution of the Bethlehem Township Board of Education and its execution of the Agreement. The Business Administrator is further directed to file a copy of this Resolution and the fully executed Agreement with the New Jersey Division of Governmental Affairs, Department of Community Affairs. (*Attachment: 23-24 Speech Therapist HB Bethlehem Shared Services Agreement*)

**10.3.43. WARREN COUNTY SPECIAL SERVICES TRANSPORTATION**

**WHEREAS**, the High Bridge Public Schools (Hunterdon County) Board of Education desires to transport students for the purpose of special education, non-public school education, 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 4.5% administration fee as presented to the High Bridge Public School (Hunterdon County) Board of Education as calculated by the billing formula adopted by the WCSSSD’s Board of Education. (*Attachment: WCSSSD 23-24 Contract*)

**10.3.44. 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, speech 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:

**10.3.44.1.** Chaudry Law LLC Iselin, New Jersey, as Negotiations Counsel from July 1, 2023 - June 30, 2024 with all services billed at the hourly rate of \$165 per hour and be conducted by the Partner.

**10.3.44.2.** The Firm of Busch Law Group, LLC, Metuchen, New Jersey, is appointed as Board Attorneys from July 1, 2023 to June 30, 2024 at the following rate:

Partners and Counsel \$	\$171 Per Hour
Associates	\$151Per Hour
Paralegals	\$100 Per Hour

**10.3.44.3.** Robin Ballard of Schenck, Price, Smith & King, LLC, Florham Park, New Jersey, is appointed as Special Counsel from July 1, 2023 to June 30, 2024 at the following rate:

Partners and Counsel	\$180 Per Hour
Associates	\$170 Per Hour

**10.3.44.4.** Advancing Opportunities, Willingboro, New Jersey, is appointed as Assistive Technology Services from July 1, 2023 to June 30, 2024 at the following rates:

AAC Support and Training	\$200 Per Hour
AT Support and Training	\$180 Per Hour
AAC Evaluation	\$1,400 Per Service
AT Evaluation	\$1,200 Per Service

**10.3.44.5.** 4M Consulting, LLC, Sparta, New Jersey, is appointed for Media Specialist services from September 1, 2023 to June 30, 2024 at the following rate:

Media Specialist Services	\$100 Per Hour (not to exceed \$4,000)
---------------------------	--

- 10.3.44.6.** ESS Northeast, LLC for substitute services. (*Attachment: Addendum to extend agreement - ESS Substitute Renewal 23-24*)
- 10.3.44.7.** ESS Support Services, LLC for paraprofessional services. (*Attachment: Addendum to extend agreement - ESS Paraprofessional Renewal 23-24*)
- 10.3.44.8.** Hunterdon County Educational Services Commission, Califon, NJ is appointed for Public School Services from July 1, 2023 to June 30, 2024. (*Attachment: HCESC 23-24 Services and Rates*)
- 10.3.44.9.** Phoenix Advisors, LLC, Bordentown, New Jersey, is appointed for Continuing Disclosure and Municipal Advisor Services from July 1, 2023 to June 30, 2024 at the following rates:  
 Base fee \$1,350  
 Set up charge \$450  
 Event Filing \$250 Each  
 Notice of Redemption \$250 Each
- 10.3.44.10.** R&L DataCenter, Inc., Bloomsbury, New Jersey, is appointed for payroll services from July 1, 2023 to June 30, 2024 at the following rates:  
 Payroll \$ 510/per payroll  
 W-2 preparation \$150 plus \$7.50 per each W2 prepared  
 1099 preparation \$150 plus \$7.50 per each 1099 prepared  
 Programming \$150/hour as needed  
 Training \$125/hour as needed
- 10.3.44.11.** Hunterdon County Educational Services Commission, Califon, NJ is appointed for Technology Support Services from July 1, 2023 to June 30, 2024 at the following rates:  
 \$5156/month 8 days per month, 7 hours per day  
 \$964.50 per month for systems administration
- 10.3.44.12.** Above and Beyond Learning Group, Wyckoff, New Jersey, is appointed for BCBA Consultations from August 31, 2023 to June 14, 2024 up to 250 hours at the following rates:  
 BCBA Consultation \$165.00 Per Hour  
 ABA/RBT Therapist \$85.00 Per Hour  
 Parent Training \$165.00 Per Hour  
 Speech Therapist \$165.00 Per Hour
- 10.3.44.13.** Glasberg Behavioral Consulting Services, LLC, West Windsor, New Jersey, is appointed for Behavioral Consultations from September 1, 2023 to November 30, 2023 at the following rates:  
 Behavioral Consultation \$167.50 Per Hour
- 10.3.44.14.** Allison M. Peck, P.T, Hope, New Jersey, is appointed for Physical Therapy Services from July 1, 2023 to June 30, 2024 at the following rates:  
 Therapy Services \$89/hour

- 10.3.44.15.** FKA Architects, Oakland, New Jersey, is appointed for architectural services from July 1, 2023 - June 30, 2024 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  |
- 10.3.44.16.** Nancy Lenahan of Therapeutic Intervention, Inc., Bridgewater, New Jersey, is appointed for Occupational Therapy Services from July 1, 2023 to June 30, 2024 at the following rates:
- |                         |                     |
|-------------------------|---------------------|
| In District OT Services | \$100.00/Hour       |
| Home Based Therapy      | \$115.00/Visit      |
| Evaluations             | \$415.00/Evaluation |
| Clerical                | \$60/hour           |
- 10.3.44.17.** Safe Schools Integrated Pest Management, Fair Haven, New Jersey, is appointed for Pest Control Services from July 1, 2023 to June 30, 2024 at the following rates:
- |                                |       |
|--------------------------------|-------|
| Monthly fee                    | \$200 |
| Extra Service Request          | \$95  |
| Bees/Stinging Insect Treatment | \$195 |
- 10.3.44.18.** Greenbrook Family Medicine, Green Brook, New Jersey, is appointed for School Physician Services from July 1, 2023 to June 30, 2024 at the following rates:
- Review of Sport Physicals, consultations, review of policies, nurse consultation are included in the annual \$1,750.00 fee.
- Hepatitis B vaccines \$45/vaccine dose
- Employee Influenza vaccines are billed to the employee’s insurance or paid by the employee.
- Student Drug testing (7 drug/alcohol/ecstasy) @ \$80/incident
- Part time/substitute employee pre-employment mantoux testing is \$25/employee to be paid by the employee.

These appointments are made without competitive bidding 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.

**Board President** calls for a motion and a second to approve 10.1-10.3.44.18.:

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

**11. NEW BUSINESS**

**12. 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.

**13. 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:

- Personnel
- 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.

**14. RECONVENE PUBLIC SESSION**

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

**15. ADOPTION OF MINUTES FROM PREVIOUS EXECUTIVE SESSION**

- 15.1.1.** May 1, 2023 Executive Session Minutes (*Attachment 5 1 23 Executive Session Minutes Signed*)

**15.1.2.** May 8, 2023 Executive Session Minutes (*Attachment 5 8 23 Executive Session Minutes Signed*)

**Board President** calls for a motion and a second to approve 15.1.1-15.1.2.:

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

**16. ADJOURNMENT**

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