

4.2. Superintendent's Report

4.2.1. 2022-2023 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	62	-	-	-	62
K	2	24	-	-	-	24
1	2	32	-	-	-	32
2	2	31	-	-	-	31
3	2	29	-	-	-	29
4	2	31	-	-	-	31
Elementary School Total						209
5	2	34	-	-	-	34
6	2	37	1	-	1	39
7	2	31	-	-	-	31
8	2	40	1	-	-	41
Middle School Total						145
District Total	23	351	2	-	1	354

4.2.2. Staff Attendance for October 2022 (*Attachment: October 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	09/09	09/08	09/07	09/08						1		
Oct	10/06	10/14	10/12	10/14					1		1	1
Nov	11/03		11/03									
Dec												
Jan												
Feb												
March												
April												
May												
June												

* Investigation is in progress

4.2.4. Superintendent Update

5. REVIEW OF OFFICIAL CORRESPONDENCE

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

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. October 3, 2022 Work Session Meeting Minutes (*Attachment: 10 3 22 Work Session Meeting Minutes Signed*)
- 7.2. October 11, 2022 Regular Session Meeting Minutes (*Attachment: 10 11 22 Regular Session Meeting Minutes Signed*)
- 7.3. November 7, 2022 Work Session Meeting Minutes (*Attachment: 11 7 22 Work Session Meeting Minutes*)

Board President calls for a motion and a second to approve 7.1.-7.3.:

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. Hunterdon County School Boards Association Meeting Update - Robert Imhoff

9. HIB REPORTS

- 9.1. **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.).

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 MS01 (*Attachment: 2022-23 MS01 Redacted*).

- 9.2. 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.).

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 ES02 (*Attachment: 2022-23 ES02 Redacted*).

- 9.3. 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.).

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 MS02 (*Attachment: 2022-23 MS02 Redacted*).

10. ACTION ITEMS

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

- 10.1.1. Motion to approve** the 2022-2023 School Safety and Security Plan and the submission of the School Safety and Security Plan Annual Review Statement of Assurance. *(Attachments: SS&SP 2022-2023 and SS&SP 2022-23 SOA)*
- 10.1.2. Motion to approve** the 2022-2023 Mentoring Plan *(Attachment: 2022-23 Mentoring Plan)*.
- 10.1.3. Motion to approve** the 2022-2023 Nursing Services Plan *(Attachment: 22-23 Nursing Services Plan)*.
- 10.1.4. Motion to approve** the following policy update: *(Attachment: P 5512 HIB Revised)*
- 10.1.4.1. P 5512 – Harassment, Intimidation, or Bullying (M) (Revised)**
- 10.1.5. Motion to approve** the submission of the projected preschool enrollment numbers for the 2023-24 school year. *(Attachment: 23-24 Projected Preschool Enrollment)*
- 10.1.6. Motion to approve** the following class trips and transportation:

Location	Grade	Cost	Cost Incurred By
Voorhees High School	5-8 Choral Students	\$136.00 for transportation	High Bridge BOE
Voorhees High School	6-8 Instrumental Students	\$170.00 for transportation	High Bridge BOE
Roxy Ballet Presents The Nutcracker	3-4	\$1,768.00 for tickets & transportation	Funded by ESSR Funds
Turtle Back Zoo	1	\$13.00 *\$515.00 for transportation	Parents/Guardians *Transportation Costs to be funded by ESSR Funds.
Washington DC	8	\$450.00	Parents/Guardians

10.2. Human Resources - Personnel, Management & Community Relations

- 10.2.1. Motion to rescind** the following staff and compensation from Title Funds for the 2022-2023 school year, dependent on state and health department guidelines.

Staff Member	Position	Hourly Rate	Total Hours	Total Compensation
Emma Alparone	ES BSI Writing Support	\$32.00	280	\$8,960.00
Jana Brown	MS BSI Writing Support	\$32.00	140	\$4,480

- 10.2.2. Motion to approve** the revised staff and compensation from Title Funds for the 2022-2023 school year, dependent on state and health department guidelines.

Staff Member	Position	Hourly Rate	Total Hours	Total Compensation
Emma Alparone	ES BSI Writing Support	\$32.00	140	\$4,480
Jana Brown	ES BSI Writing Support	\$32.00	140	\$4,480
Christina Harding	MS BSI Writing Support	\$32.00	140	\$4,480

- 10.2.3. Motion to approve** East Stroudsburg University student, Sarah Lynch, to observe our special education program in a middle school setting for a minimum of ten (10) hours.

- 10.2.4. Motion to approve** Centenary University student, Cora Hill, for clinical experience two (2) days a week for no less than fifteen (15) weeks with Tricia Morris and/or a special education teacher beginning on or about January 16, 2023.
- 10.2.5. Motion to approve** Rowan University student Janis Clark, for clinical experience for a minimum of 50 hours with Lynn Hughes beginning on or about January 17, 2023.
- 10.2.6. Motion to approve** Anna Dieterly as part time Learning Disabilities Teacher Consultant (LDTC) for the High Bridge School District at a level of MA+15 Step 9 at a prorated annual salary of \$45,105 for the 2022-23 school year based on the 2021-2024 negotiated agreement, effective on or about January 13, 2023.
- 10.2.7. Motion to approve** Judy LaGreca as mentor for Special Education teacher Amy Miller. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
- 10.2.8. Motion to approve** Patricia Beard as a Spanish speaking interpreter on an as needed basis, at the contracted hourly rate of \$19.00 per hour.
- 10.2.9. Motion to approve** Alexander Hufford as Middle School Boys' Basketball Coach at the contracted stipend rate of \$2,183.00 for the 2022-23 season.
- 10.2.10. Motion to approve** Justin Baranek as full time custodian from November 16, 2022 through June 30, 2023 at a prorated annual salary of \$36,000.00.
- 10.2.11. Motion to approve** the creation of the stipend position *Lead Building Custodian* at a rate of \$500.00 per month for the remainder of the 2022-23 school year. (*Attachment: Stipend Lead Building Custodian Duties*)
- 10.2.12. Motion to approve** Carl Katzenberger & Timothy Loughney as Lead Building Custodians at a rate of \$500.00 per month, effective November 16, 2022 (November will be prorated).
- 10.2.13. Motion to approve** the creation of the stipend position *Maintenance Support* at a rate of \$16.00 per hour not to exceed five (5) hours per day, \$80 per day, up to 180 days, for the remainder of the 2022-23 school year.
- 10.2.14. Motion to approve** Michael Doerwang for the stipend position of Maintenance Support, at \$80 per day (prorated), effective November 16, 2022.
- 10.2.15. Motion to approve** the following appointments/reappointments for the 2022-2023 school year:

Appointment	Name
Right to Know Officer	Timothy Loughney - ES Carl Katzenberger - MS
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Timothy Loughney - ES Carl Katzenberger - MS
Toxic Hazard Preparedness Officer	Timothy Loughney - ES Carl Katzenberger - MS
Integrated Pest Management Officer	Timothy Loughney - ES Carl Katzenberger - MS
Air Quality Designee	Timothy Loughney - ES Carl Katzenberger - MS

Chemical Hygiene Officer	Timothy Loughney - ES Carl Katzenberger - MS
Anti-bullying Specialist – Elementary School	Megan Gulevski

10.2.16. Motion to approve course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Courtney Bursztyn	Leading for Effective Educational Technology	Rowan University	Sept.-Oct., 2022	\$2,183.46*
Courtney Bursztyn	Learning through Gamification	Rowan University	Nov.-Dec., 2022	\$2,183.46*

* Revised tuition amount - original BOE approval granted on August 29, 2022.

10.3. Educational Resources - Finance and Facilities

10.3.1. Motion to accept a donation from Rick Hannigan, on behalf of the High Bridge High School Class of 1972, in the amount of \$500.00 to be used for the purchase of an outside wireless sound system.

10.3.2. Motion to approve the following referee's and umpire's rates for the 2022/2023 school year.

Game	A Game	A and B Games
Soccer	\$65.00	\$97.50
Volleyball	\$57.50	\$86.25
Basketball	\$65.00	\$97.50
Basketball/Softball	\$65.00	\$97.50

10.3.3. Motion to approve Krapf School Bus - NJN, Inc. for field trips and athletic events at the of \$85.00 per hour from Lot to Lot with a 3 hours minimum.

10.3.4. Motion to approve the shared services agreement between High Bridge Board of Education and the Readington Township Board of Education to provide curriculum development and writing, to be funded with Title II grant monies. (*Attachment: High Bridge, Readington Shared Services Curriculum Agreement*)

10.3.5. Motion to approve Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Courtney Bursztyn	Empowering Student Artists - Implementing 2020 NJSLs in Visual & Performing Arts	10/26	\$0.00	N/A	N/A	\$0.00

10.3.6. Payment of Bills

Audit of Invoices (*Attachment: 11 14 22 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	Oct 12 - Nov 14	\$ 599,700.54
Payroll	October 14	\$ 233,321.25

Payroll	October 31	\$ 247,598.56
		\$ 1,080,620.35

Approve invoices for Expenses in the following amounts:

Service Plus, Inc	August 16, 2022	\$ 2,841.41
Hartland	September, 28 2022	\$ 75.71
State of NJ - CIFA	October 14, 2022	\$ 135.00
September Maschio's	November 2, 2022	\$ 15,287.14
	Total	\$ 18,339.26

10.3.7. Financial Reports (*Attachments: September 2022 and October 2022 Board Secretary and Treasurer Report*)

Report of the Board Secretary and Treasurer's Report for September 2022 and October 2022

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of September 2022 and October 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 September 2022 and October 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.

November 10, 2022

Karolina Cywa

Business Administrator

10.3.8. Motion to approve Line Item Transfers for October 2022 (*Attachment: October Transfer Report - Signed*)

10.3.9. Motion to approve the submission of Comprehensive Maintenance Plan and M-1 Form for 2021-2023 (*Attachments: High Bridge CMP 22-23 and M-1 Form 22-23*)

WHEREAS, the Department of Education requires New Jersey School Districts to submit three year maintenance plans documenting "required" maintenance activities for each of its public facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of High Bridge Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid, **NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M1 for the High Bridge Board of Education in compliance with the Department of Education requirements.

10.3.10. Use of Facilities

Motion to approve the following use of facilities requests:

Organization	Date	Time	Location
Girl Scout Daisy Troop 80117	Start 11/21/22 and then every 1st Monday of the month till 6/05/23.	3:30pm-5:00pm	Elementary
Girl Scout Daisy Troop 80731	Start 12/05/22 - 6/06/23 (1st Monday of the month till).	6:00pm-7:00pm	Elementary
High Bridge PTO Kids Nite Out	Friday, 01/06 & 01/20/2023 Friday, 02/03 & 02/24/2023	6:30pm-8:00pm 6:30pm-8:00pm	Middle School, Gym/Cafe
High Bridge PTO Valentines Dance	Friday, 02/10/2023	5:00pm-9:00pm	Elementary

10.3.11. Motion to approve the Consulting Service Agreement with Educational Consortium for Telecommunications Savings (E-Rate) for July 1, 2023 to June 30, 2024 (*Attachment: ECTS FY 23 Service Agreement*)

10.3.12. Motion to approve the 21-22 Budget Calendar for the 2022-2023 budget year. (*Attachment: 22-23 Budget Calendar*)

10.3.13. Motion to approve the carryover of the 2021-2022 funds for ESEA and IDEA Grants to 22-23 for the following amounts:

Title IA: \$10,899

Title IIA: \$6,173

Title IV Part A: \$4,017

IDEA Basic : \$60,727

IDEA Preschool: \$1,958

10.3.14. RESOLVED, that the Board of Education apply for Preschool Expansion Aid for the 2023-24 school year and subsequent years upon submission of a yearly update, which will allow the District to expand its existing preschool. The Preschool Expansion Plan provides a description of how the school district will implement each component of a high-quality preschool program, as detailed in the New Jersey Administrative Code 6A:13A and in the Preschool Program Implementation Guidelines. The District's plan is for the operation of a "targeted preschool program" for "at-risk" three and four year olds as defined in the N.J.A.C. 6A:13A.

BE IT FURTHER RESOLVED , that the Board of Education authorizes the administration to execute the necessary documents.

Board President calls for a motion and a second to approve 10.1-10.3.14.:

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

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:

- Executive Session Minutes
- Personnel
- Shared Services

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

- 14.1.1. Motion to approve** October 3, 2022 Work Session Executive Minutes (*Attachment: 10 3 22 Executive Session Minutes*)
- 14.1.2. Motion to approve** October 11, 2022 Regular Meeting Executive Minutes (*Attachment: 10 11 22 Executive Session Minutes*)
- 14.1.3. Motion to approve** November 7, 2022 Work Session Executive Minutes (*Attachment: 11 7 22 Executive Session Minutes*)

Board President calls for a motion and a second to approve 14.1.1-14.1.3.:

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.