

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING
Monday, September 18, 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 September 18, 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. Superintendent’s Report

4.1.1. 2023-2024 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	52	-	-	-	52
K	2	43	-	-	-	43
1	2	24	-	-	-	24
2	2	32	-	-	-	32

3	2	33	-	-	-	33
4	2	27	-	-	-	27
Elementary School Total						211
5	1	32	-	-	-	32
6	2	34	-	-	-	34
7	2	38	1	-	-	39
8	2	36	-	-	-	36
Middle School Total						141
District Total	22	351	1	-	-	352

4.1.2. Staff Attendance for August 2023 (*Attachment: August 2023 Staff Attendance*)

4.1.3. Monthly Report on Harassment, Intimidation, & Bullying Incidents/Suspensions & 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	07/06	07/31	07/05	07/11								
August	08/01	08/10	08/01	08/02								
Sept	09/06	09/14	09/06	09/14							1	
Oct												
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												

* Investigation is in progress

4.1.4. Superintendent Update

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. July 17, 2023 Regular Session Meeting Minutes (*Attachment: 7 17 23 Regular Session Minutes - Signed*)

7.2. August 21, 2023 Regular Session Meeting Minutes (*Attachment: 8 21 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. High Bridge Board of Education Goals

8.1.2. Negotiations Committee Update

8.1.3. School Security Committee Update

8.1.4. 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 2023-2024 MS01 (*Attachment: 2023-24 MS01 Redacted*).

10. ACTION ITEMS

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

10.1.1. Motion to approve High Bridge School District goals for 2023-24. (*Attachment: HB District Goals 2023-2024*)

10.1.2. Motion to approve High Bridge Board of Education goals for 2023-2024 (*Attachment: HBBOE Goals 2023-2024*)

10.1.3. Motion to approve the following field trips:

Location	Grade	Cost	Cost Incurred By
Raritan River for Environmental Club	4th	N/A	N/A
Duke Farms	4th	Transportation TBD	Parents / Guardians
Michael Fowler Presentation - CTMS	8th	\$162.00 for transportation	BOE
Various (<i>Attachment: 23-24 Vocational Class Trips</i>)	Vocational Class	TBD	BOE - Transportation Costs Parent / Guardian All Other Costs
Solitude House Museum	7th	N/A	N/A

10.2. Human Resources - Personnel, Management & Community Relations

10.2.1. Motion to approve Lisa Kerr and Sherry Kerr for five (5) hours each of Kindergarten Entry Assessment (KEA) GOLD training at the contracted rate of \$32.00 per hour for a total of \$160.00 each.

10.2.2. Motion to approve Megan Gulevski 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.

10.2.3. Motion to approve the resignation of Alison Manley as a part time special education teacher effective October 27, 2023. (*Attachment: Manley Resignation 8 30 23*)

10.2.4. Motion to approve Jerry Morrison as a substitute custodian for the 2023-24 school year at a rate of \$17.00 per hour, pending receipt of paperwork and background check.

10.2.5. Motion to approve Amy Miller for 2 hours in-service at Hunterdon County Vocational School District at the contracted rate of \$32.00 billed to HCVSD.

10.2.6. Motion to approve maternity leave for Heather Balliet beginning on/or about December 18, 2023 with a tentative return date of March 18, 2024. She will utilize sick days, followed by unpaid days in accordance with FMLA. (*Attachment: Balliet Maternity Leave Request*)

10.2.7. Motion to approve Nicole Locorotondo as a Home Instruction/Tutor for the 2023-24 school year on an as needed basis at the contracted rate of \$35.42 per hour.

10.2.8. Motion to approve course reimbursement for:

Staff	Course	College/University	Semester	Tuition
a. Maurica Hash*	GED 602 - Ethical Issues	Centenary University	Aug - Dec, 2023	\$2,185.95
b. Amy Miller**	GED 607 - Assessment Instruction in Special Ed	Centenary University	June - Aug, 2023	\$1,969.50

*This request replaces the tuition reimbursement request for course GED 625 - Current Issues in Special Education previously approved at the August 28, 2023 meeting, due to the cancellation of the original class.

**This request replaces the tuition reimbursement request for course GED 604 - Behavior Management previously approved at the June 13, 2023 meeting, due to the cancellation of the original class.

10.3. Educational Resources - Finance and Facilities

10.3.1. Motion to approve the acceptance of the 2023-2024 Unified Champion Schools Grant awarded to High Bridge Middle School by Special Olympics in the amount of \$1,000. (*Attachment: SONJ UCS Award 23-24*)

10.3.2. Motion to approve the contract with Work Family Connection. (*Attachment: Use and Occupancy 2023 - 2024 Work Family Connection Contract*)

10.3.3. Motion to approve Horizon 2023 Stand Alone Vision contracts (*Attachment: 2023 AncillaryVision 008508E-020, 2023 AncillaryVision 008508E-025*)

10.3.4. Payment of Bills

Audit of Invoices

Approve September 18, 2023 bill list: (*Attachment: 9 18 23 bill list*)

Check Register	August 30 - September 18	\$ 110,613.16
Payroll	August 31	\$ 43,401.51
Payroll	September 15	<u>\$ 253,795.99</u>
	Total	\$ 407,810.66

Payment of Bills Cafeteria account:

James Gecek	July 31, 2023	\$ 10.35
Lowes	September 9, 2023	\$ 135.88
Kelley Burgess	September 7, 2023	\$ 4.80
Richard E. Yard	August 24, 2023	\$ 508.11
Chef's Corner	July 31, 2023	\$ 1,390.00
Chef's Corner	September 8, 2023	\$15,685.00
Maschio's	July 17, 2023 (revised date)	<u>\$ 4,248.30</u>
		\$ 21,982.44

10.3.5. Line Item Transfers for August 2023 (Attachment: August 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 Travel Expenditure for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage Tolls, Etc.	Total
a. Alyssa Oliver	NJSBA Workshop	Oct 24, 2023	N/A	N/A	N/A
b. Alyssa Oliver	Preschool Instructional Coach Seminar	Sept. 25-29, 2023	N/A	\$374.12	\$374.12
c. Caryn Rinehart	Strauss Esmay NJFLA & FMLA Professional Development Program	Oct 16, 2023	\$145.00	\$79.38	\$224.38
d. Diane Charneski	Strauss Esmay NJFLA & FMLA Professional Development Program	Oct 16, 2023	\$145.00	\$79.38	\$224.38
e. Heather Balliet	Wilson Reading System Professional Learning - Virtual	Sept 12-14, 2023	\$650.00	N/A	\$650.00
f. Megan Gulevski	NJ School Counseling Conference	Oct 13, 2023	\$149.00	N/A	\$149.00
g. Caryn Rinehart	Hunterdon County Payroll/Personnel Roundtable	Sept 22 1:00-2:30	N/A	N/A	N/A
h. Diane Charneski	Hunterdon County Payroll/Personnel Roundtable	Sept 22 1:00-2:30	N/A	N/A	N/A

10.3.7. USE OF FACILITIES

Motion to approve the following use of facilities request:

Organization	Dates	Day / Times	Location
HB YB-Youth Basketball	11/14/23 - 3/16/24	M-F 6:30pm - 8:30pm Saturdays, 8:00am - 4:00pm	ES & MS Gym
HB Cub Scout Pack 149	10/05/23 - 6/06/24	Thursdays, 5:30pm - 8:00pm	ES - Art Room

Board President calls for a motion and a second to approve 10.1-10.3.7.:

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

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. 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.

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:

- Parental Appeal of HIB (*Attachment: 22-23 MS09 Redacted*)
- 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

14.1.1. Board President calls for a motion and a second to affirm, reject, or modify, by voice vote, the Board’s original decision in HIB Investigation Report 2022-2023 MS09.

14.1.2. Motion to approve the Executive Minutes

14.1.2.1. July 17, 2023 Executive Session Meeting Minutes (*Attachment: 7 17 23 Executive Session Minutes - Signed*)

14.1.2.2. August 21, 2023 Executive Session Meeting Minutes (*Attachment: 8 21 23 Executive Session Minutes - Signed*)

Board President calls for a motion and a second to approve 14.1.2.1.-14.1.2.2:

Motion:	Second:			
Name:	Yes	No	Abstain	Absent
Benjamin Bolger				
Erin Delgado				
Karyn Gove				

Robert Imhoff				
Michael McCasland				
Colleen Poles				
Cynthia Sharkey				

15. ADJOURNMENT

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