

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, December 13, 2021**

1. OPENING OF MEETING - 6:30 PM *Meeting began at 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 on Google Meet due to current restrictions for COVID-19. Email comments directly to Cindy Sharkey: csharkey@hbschools.org. Please mute your microphone to reduce feedback and notify the board if you intend to record this meeting. The High Bridge Board of Education follows these standard procedures for remote meetings.

Date: Monday, December 13, 2021

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL by John Jennings, SBA / Board Secretary

Erin Delgado <i>Absent/Present</i>	Robert Imhoff <i>Present</i>
Tori Thomsen <i>Present</i>	Colleen Poles <i>Present</i>
James Garner <i>Present</i>	Cindy Sharkey <i>Present</i>
Karyn Gove <i>Present</i>	

Additional Members Present: Dr. Gregory Hobaugh, Superintendent *Present*
John Jennings Business Administrator *Present*

Erin Delgado was absent at the beginning of the meeting but arrived at 6:55 pm

4. PRESENTATION & RECOGNITION ITEMS

4.1. Recognition of the Elementary School Video Club.

4.2. Superintendent's Report

4.2.1. 2021-2022 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	49	-	-	-	49
K	2	31	-	-	-	31
1	2	34	-	-	-	34
2	2	27	-	-	-	27
3	2	32	-	-	-	32
4	2	34	-	-	-	34
Elementary School Total						207
5	2	37	1	-	-	38

6	2	28	-	-	-	28
7	2	39	-	-	-	39
8	2	34	-	1	-	35
Middle School Total						140
District Total	22	345	1	1		347

Greg Hobaugh discussed the Video Club, noting it was a new activity at the elementary school this year. He introduced Carley Marrokian and Courtney Shiffman Bursztync as the advisors to the club. Carley and Courtney discussed the club's activities during the year. They also played a video for the Board that contained individual students' videos that were made during the club year. Greg Hobaugh thanked all the students and staff for their efforts in the Video Club. The Board also thanked the students and staff for all their efforts.

Greg Hobaugh discussed the following with the Board on his update:

- High Bridge town moved into Orange (Covid). This changes the contract tracing and quarantine requirements. He noted one positive case in the Preschool
- Mentioned that North Hunterdon Voorhees High School approved their calendar for the next school year. Greg noted he would be working on the school calendar for next year and would seek comments from the HBEA before presenting to the Board for approval.
- No idling pledge in the school parking lots during student pickup
- December 4th the School Band and Chorus performed at the town tree lighting ceremony
- One teacher resignation
- Teacher of the year would be announced on Wednesday

John Jennings Business administrator discussed a meeting he and Lisa Fallon had with the State regarding the preschool program and the use of carryforward dollars. One of the items discussed was the potential to use the preschool carryforward amount on putting in a new bathroom in one of the existing preschool classrooms. Unfortunately the State would not agree to the use of funds in this manner. The State said the guidelines are very specific and do not allow for the use of PEA Expansion Aid for school renovations. Any upgrades to the classrooms would have to be funded by the general account. John pointed out the change in language in action item 10.2.10 to exclude any reference regarding funding the project through PEA Expansion Aid.

4.2.2. Staff Attendance for November 2021 (*Attachment: November 2021 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	07/07	07/28	N/A	N/A								
August	08/02	08/03	N/A	N/A								
Sept	09/13	09/17	09/09	09/15						1		
Oct	10/14	10/27	10/05	10/08								
Nov	11/01	11/30	11/02	11/09					1	1		

Dec	12/01	12/6	12/01	12/02								
Jan												
Feb												
March												
April												
May												
June												
* Investigation is in progress												

4.2.4. Motion to approve the Resolution to submit the District’s QSAC documents District Performance Review (DPR) (*Attachments: QSAC DPR GE 2021-22 and QSAC DPR SS 2021-22*)

WHEREAS, the High Bridge Board of Education in the County of Hunterdon is undergoing evaluation under NJ QSAC for the 2021-22 school year, and

WHEREAS, N.J.A.C 6A:30-3.2 (f) requires school districts to hold a public meeting to approve the submission of the district’s DPR responses with respect to this process, and

WHEREAS, the High Bridge Board of Education in the County of Hunterdon has reviewed the district’s DPR responses and hereby approves these documents.

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education does hereby authorize the Superintendent of Schools to submit the attached District Performance Review to the New Jersey Department of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

Board President calls for a motion at 6:50 pm Robert Imhoff and a second Karen Gove, unanimously approved to approve 4.2.4 regarding the submission of QSAC documents District Performance Review (DPR).

4.2.5. Superintendent Update - *Greg Hobaugh noted that there is legislation on the Governor's Desk that would allow Districts to skip the QSAC requirement this year. Greg noted the District was still preparing all the necessary documentation.*

4.2.6. Business Administrator Report

4.2.6.1. Election Results (*Attachment: Election Results 2021*)

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
<i>No correspondence</i>		

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. *No Public Comments*

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

7.1. November 15, 2021 Regular Session Minutes (*Attachment: 11 15 21 Regular Session Minutes*)

7.2. December 6, 2021 Work Session Meeting Minutes (*Attachment: 12 6 21 Work Session Minutes*),

Board President calls for a motion and a second to approve 7.1 - 7.2:

Motion: Robert Imhoff		Second: Colleen Poles		
Name:	Yes	No	Abstain	Absent
Erin Delgado				X
James Garner	7.1		7.2	
Karyn Gove	X			
Robert Imhoff	X			
Colleen Poles	X			
Tori Thomsen	X			
Cindy Sharkey	X			

Motion 7.1 passes 6-0-0-1

Motion 7.2 passes 5-0-1-1

8. REPORTS TO THE BOARD

8.1. Board President’s Report *Cindy Sharkey noted the President’s county roundtable meeting is being held on December 16, 2021 and that Karyn Gove would be attending.*

8.1.1. Acknowledgement of Board Members Tori Thomsen and James Garner for their service to the High Bridge School District. (*Attachments: Garner Resolution and Thomsen Resolution*)

Board President calls for a motion and a second to approve 8.1.1:

Motion: Robert Imhoff		Second: Colleen Poles		
Name:	Yes	No	Abstain	Absent
Erin Delgado	X			
James Garner	X			
Karyn Gove	X			
Robert Imhoff	X			
Colleen Poles	X			
Tori Thomsen	X			
Cindy Sharkey	X			

Motion passes 7-0-0-0

Greg Hobough read the resolutions to both Tori Thomsen and James Garner. He also presented both of them with signed copies of the Resolution. Both Tori and James thanked everyone for their time and efforts while serving on the Board. They both commented on how serving on the Board opened their eyes as to how much work goes into running a School District.

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

Robert Imhoff updated the Board regarding the recent county meeting which focused on communication.

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 *at 7:04 pm James Garner* and a second, *Erin Delgado, unanimously approved to affirm, reject, or modify*, by voice vote, the superintendent’s decision in HIB Investigation Report 2021-22 (*Attachment: 2021-22 ES02 Redacted and 2021-22 ES03 Redacted*).

10. ACTION ITEMS

10.1. Human Resources - Personnel, Management & Community Relations

- 10.1.1. Motion to approve** Amy Miller for one (1) hour above contracted time at a rate of \$32.00 per hour necessary to attend Wilson Just Words Training on October 22, 2021.
- 10.1.2. Motion to approve** Misericordia University student Hailey Conroy to observe the BD program at the elementary school for a Sensory Integration project during the month of December and January as a component of her Occupational Therapy coursework.
- 10.1.3. Motion to approve** Courtney Bursztyn for two (2) hours above contracted hours at a rate of \$32 per hour, for a total of \$64, to attend the December 4, 2021 High Bridge Tree Lighting Ceremony with the HBMS chorus.
- 10.1.4. Motion to approve** Jeffrey Thompson for three (3) hours above contracted hour at a rate of \$32 per hour, for a total of \$96, to attend the December 4, 2021 High Bridge Tree Lighting Ceremony with the HBMS band.
- 10.1.5. Motion to approve** the resignation of special education teacher, Mia Nardone-Grande, effective February 7, 2022. (*Attachment: Nardone Resignation*)
- 10.1.6. Motion to approve** course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Judy LaGreca	Assessment for Instruction in Special Education	Centenary University	Jan - May, 2022	\$1,913.85
Kayla Oakes	Characteristics of Diverse	Centenary University	Jan - May, 2022	\$1,913.85

	Learning			
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10.2. Educational Resources - Finance and Facilities

10.2.1. Motion to approve Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Marisa Monaco	Handle with Care	1/6/22		\$36.54		\$36.54*
John Jennings	Budget Preparation	2/1/22	\$50.00	N/A		\$50.00

*Adjusted mileage amount. Previously approved on 11/15/2021

10.2.2. Motion to approve the 2022 High Bridge Board of Education Meeting schedule.

(Attachment: 2022 BOE Meeting Dates)

10.2.3. Motion to approve the disposal of outdated Journeys reading textbooks for grades K-2, Houghton Mifflin Harcourt 2017 editions.

10.2.4. Motion to allow the Middle School Unified Club to raise funds through a Pampered Chef sale.

10.2.5. Motion to accept an anonymous donation of gift cards (2) in the amount of \$250 each to be used towards district families in need.

10.2.6. Payment of Bills

Audit of Invoices *(Attachment: 12 13 21 bill list)*

Approve invoices for Current Expenses in the following amounts:

Check Register	Nov 16 - Dec 13	\$ 260,108.34
Payroll	November 30	<u>\$ 260,692.76</u>
	Total	\$ 520,801.10

10.2.7. Payment of Bills Cafeteria account

Approve invoices for Expenses in the following amounts:

Maschio's Food Service	December 8	<u>\$ 10,512.17</u>
	Total	\$ 10,512.17

10.2.8. Financial Reports *(Attachments: November Board Secretary & Treasurer Report - Signed)*

Report of the Board Secretary and Treasurer's Report for November 2021

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of November 2021 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 month of November 2021, 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.

December 13, 2021

John Jennings
Business Administrator

- 10.2.9. Motion to authorize** the amendment of the current contract with ESS. (*Attachments: ESS Paraprofessional Amendment and ESS Substitution Amendment*)
- 10.2.10. Motion to authorize** the amendment of the current Long Range Facilities Plan to include the Preschool Classroom Bathroom Project.
- 10.2.11. Motion to approve** the cancellation of the following outstanding checks in their respective accounts:

<u>Current</u>		
<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
14635	5/31/2017	\$532.50
14723	7/19/2017	\$390.00
14873	8/30/2017	\$21.08
15420	6/25/2018	\$13.83
16017	1/23/2019	\$350.00
16044	2/01/2019	\$14.42
16260	6/03/2019	\$21.08
16415	7/16/2019	\$650.00
16995	3/03/2020	<u>\$200.00</u>
	Total	\$2,192.91
<u>Payroll</u>		
39652	6/16/2017	\$312.51
39669	6/16/2017	\$300.57
39716	6/16/2017	\$306.86
39755	8/31/2017	\$31.07
39911	7/31/2018	<u>\$398.86</u>
	Total	\$1,349.87

- 10.2.12. Motion to approve** Line Item Transfers for November 2021 (*Attachment: November Transfer Report Signed*)
Resolved, that the Board of Education approve the budget transfers as listed in the Attachment.
- 10.2.13. Motion to approve** the submission (certification and project listing) and acceptance of the Emergent and Capital Maintenance Needs Grant Program in the amount of \$8,202.
- 10.2.14. Use of Facilities**

Motion to approve the following use of facilities request:

Organization	Dates	Day/Times	Location
Kids Night Out	1/21/2022; 2/4/2022; 2/25/2022; 3/11/2022	6:30-8:30pm	MS Cafeteria and Gym

Erin Delgado asked a question regarding a review of the special education costs and one-on-one paraprofessional aids. Greg Houbaugh noted a detailed review would be provided at a later date.

Board President calls for a motion and a second to approve 10.1-10.2.14.:

Motion: <i>Karyn Gove</i>		Second: <i>Erin Delgado</i>		
Name:	Yes	No	Abstain	Absent
Erin Delgado	X			
James Garner	X			
Karyn Gove	X			
Robert Imhoff	X			
Colleen Poles	X			
Tori Thomsen	X			
Cindy Sharkey	X			

Motion passes 7-0-0-0

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. *No Public Comments, Cindy Sharkey wished everyone a Merry Christmas and Happy Holidays and would see everyone at the January 4, 2022 Board Meeting.*

12. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 7:10 pm Karyn Gove and a second **James Garner, unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Contract Discussion
- Superintendent's Contract

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 at 7:30 pm Robert Imhoff and a second **James Garner, unanimously approved**, to reconvene public session.

14. ACTION ITEM

Motion to approve the Executive Minutes

14.1.1. November 15, 2021 Executive Session Minutes (*Attachment: 11 15 21 Executive Session Minutes*)

14.1.2. December 6 2021 Executive Session Minutes (*Attachment: 12 6 21 Executive Session Minutes*)

Board President calls for a motion and a second to approve 14.1.1-14.1.2:

Motion: <i>Karyn Gove</i>	Second: <i>Erin Delgado</i>
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Name:	Yes	No	Abstain	Absent
Erin Delgado	X			
James Garner	<i>14.1.1</i>		<i>14.1.2</i>	
Karyn Gove	X			
Robert Imhoff	X			
Colleen Poles	X			
Tori Thomsen	X			
Cindy Sharkey	X			

Motion 14.1.1 passes 7-0-0-0

Motion 14.1.2 passes 6-0-1-0

15. ADJOURNMENT

Board President calls for a motion at 7:32 pm Karyn Gove and a second James Garner, unanimously approved, to adjourn the meeting.

Respectfully submitted,



John Jennings
Business Administrator/Board Secretary