

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, March 21, 2022**

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 in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829, alternatively the meeting will be available on Google Meet. 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 March 21, 2022

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

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

Benjamin Bolger <i>Present</i>	Erin Delgado <i>Present</i>
Robert Imhoff <i>Present</i>	Colleen Poles <i>Present</i>
Karyn Gove <i>Present</i>	Cindy Sharkey <i>Present</i>

Additional Members Present: Dr. Gregory Hobaugh, Superintendent *Present*
John Jennings, SBA / Board Secretary *Present*

4. PRESENTATION & RECOGNITION ITEM

4.1. Superintendent's Report

4.1.1. Announce recipient of the Hunterdon County School Boards Association Unsung Hero Award for High Bridge. *Greg Hobaugh and Heidi Miller announced the winner of the Unsung Hero Award winner for High Bridge School District. The Unsung Hero award recognizes an 8th grade middle school student who overcame difficulties as voted by the 8th grade students. This year's award winner is Jordyn De Los Santos. The family was on Vacation and could not be present for the presentation of the award.*

5. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 6:35 pm Karyn Gove and a second Erin Delgado, unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Personnel

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.

6. RECONVENE PUBLIC SESSION

Board President calls for a motion at 7:45 pm Karyn Gove and a second Erin Delgado, unanimously approved, to reconvene public session.

7. PRESENTATION & RECOGNITION ITEM

7.1. Superintendent’s Report

7.1.1. District Goal Update (*Attachment: 2021-22 District Goals*)

7.1.2. 2021-2022 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	50	-	-	-	50
K	2	32	-	-	-	32
1	2	34	-	-	-	34
2	2	27	-	-	-	27
3	2	32	-	-	-	32
4	2	34	-	-	-	34
Elementary School Total						209
5	2	37	1	-	-	38
6	2	28	-	-	-	28
7	2	39	-	-	-	39
8	2	33	-	1	-	34
Middle School Total						139
District Total	22	346	1	1		348

7.1.3. Staff Attendance for February 2022 (*Attachment: February 2022 Staff Attendance*)

7.1.4. 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			1					
Nov	11/01	11/30	11/02	11/09					1	1		
Dec	12/01	12/6	12/01	12/02			1		1			
Jan	01/13	01/31	01/06	01/19								
Feb	02/02	2/11	02/02	02/08								
March	03/07	03/25	03/02	03/04					1			1
April												

May												
June												
* Investigation is in progress												

Greg Hobaugh Discussed the following with the Board:

- *Strategic Action Plan*
- *Reviewed District Goals with the Board*
- *Conference attendance by school*
- *Lion King Jr. Performance*

Colleen Poles asked about walk to school day? Greg Hobaugh noted that covid restrictions put a temporary hold on that event but he would look into it for the future.

7.1.5. Business Administrator Report

7.1.5.1. Tentative Budget (Attachment: 22-23 Tentative Budget Presentation)

Greg Hobaugh and John Jennings presented and reviewed the Tentative Budget Presentation with the Board.

8. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Shannon O'Connor	3/7/2022	Board Vacancy
<i>(Attachment: O'Connor Correspondence)</i>		
Lynn Gresko	3/11/2022	Notice of retirement
<i>(Attachment Gresko Retirement 3 11 22022)</i>		

9. 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. *Linda Demarzo commented that it is difficult to understand how the Capital Reserve Account works. Sally Ward commented on the Middle School Boiler replacement project and why the district was using a withdrawal from the capital reserve account versus borrowing money given low interest rates.*

10. ADOPTION OF MINUTES FROM PREVIOUS MEETING

10.1. February 15, 2022 Regular Meeting Minutes (*Attachment: 2 15 22 Regular Session Minutes*)

10.2. March 14, 2022 Work Session Minutes (*Attachment: 3 14 22 Work Session Minutes*)

Board President calls for a motion and a second to approve 10.1. - 10.2.:

Motion: <i>Karyn Gove</i>		Second: <i>Erin Delgado</i>		
Name:	Yes	No	Abstain	Absent
Ben Bolger	X			
Erin Delgado	X			
Karyn Gove	X			
Robert Imhoff	X			
Colleen Poles	X			
Cindy Sharkey	X			

Motion passes 6-0-0-0

11. REPORTS TO THE BOARD

11.1. Board President's Report

- 11.1.1. Appoint members of Shared Services Committee. *Cindy Sharkey appointed Karyn Gove as Chair with Colleen Poles and Robert Imhoff as members.*
- 11.1.2. Hunterdon County School Boards Association Meeting Update - Robert Imhoff *Robert Imhoff mentioned the next leadership meeting.*

12. 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.)

- 12.1. **Board President** calls for a motion at **8:15 pm Karyn Gove** and a second **Rober Imhoff**, *unanimously approved*, to **affirm**, reject, or modify, by voice vote, the superintendent's decision in HIB Investigation Report 2021-22 ES05 (*Attachment: 2021-22 ES05 Redacted*).
- 12.2. **Board President** calls for a motion at **8:15 pm Karyn Gove** 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 MS01 (*Attachment: 2021-22 MS01 Redacted*).

13. ACTION ITEMS

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

- 13.1.1. **Motion to approve** revised and/or new policies and regulations. (*Attachments: Alert 226 Policies and Alert 226 Regulations*)
 - 13.1.1.1. P 2415.05 - Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M) (Revised)
 - 13.1.1.2. P & R 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)
 - 13.1.1.3. R 2460.30 Additional/Compensatory Special Education and Related Services (M) (New)
 - 13.1.1.4. P 2622 Student Assessment (M) (Revised)
 - 13.1.1.5. R 2622 Student Assessment (M) (New)
 - 13.1.1.6. P 3233 Political Activities (Revised)
 - 13.1.1.7. P 5541 Anti-Hazing (M) (New)
 - 13.1.1.8. P 7540 Joint Use of Facilities (Revised)
 - 13.1.1.9. P & R 8465 Bias Crimes and Bias-Related Acts (M) (Revised)
 - 13.1.1.10. P 9560 Administration of School Surveys (M) (Revised)
- 13.1.2. **Motion to approve** Multidimensional Principal Performance Rubric (MPPR) as the district observation tool for Principals.

- 13.1.3. **Motion to approve** Multidimensional Leader Performance Rubric (MLPR) as the district observation tool for Director of Special Services. Facilities Manager and Business Administrator.
- 13.1.4. **Motion to approve** Danielson 2013 as the district observation tool for teachers.
- 13.1.5. **Motion to approve** the updated LEA Plan for Safe Return to In-Person Instruction and Continuity of Services Plan. *(Attachment: HB Safe Return Plan - Revised 3/4/22)*
- 13.1.6. **Motion to approve** the updated High Bridge School District COVID-19 Protocols for 2021-2022. *(Attachment: HBSD COVID-19 Protocols 21-22 Revised 3/4/22)*
- 13.1.7. **Motion to approve** the following class trips and transportation:

Grade	Location	Cost/Student	Incurred By
8th	Kingwood Township School, Frenchtown, NJ - goHunterdon Electric Car Competition	\$0.00	Parents will transport their children

13.2. Human Resources - Personnel, Management & Community Relations

- 13.2.1. **Motion to approve** Marie Hoffman as full time School Psychologist for the High Bridge School District at a level of MA+30 Step 3 at a prorated annual salary of \$67,130.00 for the 2021-2022 school year, effective April 25, 2022.
- 13.2.2. **Motion to approve** Jodie King as a part time Special Education Teacher for the High Bridge School District at a level of BA Step 2 at a prorated annual salary of \$37,358.10 for the 2021-2022 school year, effective March 11, 2002.
- 13.2.3. **Motion to approve** compensation to Jodie King for two (2) days of transition at the contracted rate of \$32 per hour for 4.5 hours per day for a total of 9 hours not to exceed \$288.00.
- 13.2.4. **Motion to approve** the resignation of Moira Hardesty as Assistant to the Business Administrator effective April 25, 2022. *(Attachment: Hardesty Resignation 2 24 22)*
- 13.2.5. **Motion to approve**, with best wishes, the notice of retirement of Lynn Gresko effective July 1, 2022. *(Attachment: Gresko Retirement 3 11 22)*
- 13.2.6. **Motion to approve** Christine Roling and Courtney Bursztyn as co-advisors for elementary school yearbook for a total of 40 hours not to exceed \$1,280, or \$640 each.
- 13.2.7. **Motion to approve** an unpaid leave of absence in accordance with FMLA for Robert Borkowski beginning on or about May 18, 2022.
- 13.2.8. **Motion to approve** Centenary University students Isabella DeLagado-Sal, Alicia Gaimo, Amber Parke and Puja Shah to observe our special education program in an elementary school setting for two (2) days for a total of four (4) hours each.
- 13.2.9. **Motion to approve** the resignation of Samantha Richards as MS Unified Club Co-Advisor and approve Mimi Powers as co-advisor for the remainder of the year at a rate of \$19 per hour.
- 13.2.10. **Motion to approve** the resignation of Courtney Bursztyn as Show Choir Advisor.
- 13.2.11. **Motion to approve** Lisa Kerr as advisor for Kindergarten STEM Club and Kindergarten Community Group at the contracted rate of \$32 per hour for a combined total time of twenty (20) hours (10 hours each club) not to exceed \$640.00 in compensation. Compensation will be paid from ESSR II grant funds and groups will begin in April, 2022.

13.2.12. Motion to approve Rachel Katzenberger as a volunteer coach for the Middle School Girls Softball team.

13.2.13. Motion to approve Connor Gleeson as a volunteer coach for the Middle School Boys Baseball team.

13.2.14. Motion to approve the following staff members for the Drama Club production.

Name	Position	Date(s)	Rate	Compensation
Arianne Grosky	Assistant Director		\$19/hour	\$95.00 (5 hours total)
Arianne Grosky	Chaperone (performances)	March 24-26, 2022	\$72.53/event	\$217.59
Chaperone (performances)	Chaperone (performances)	March 24-26, 2022	\$72.53/event	\$217.59
Coleen Conroy	Chaperone (performances)	March 24-25, 2022	\$72.53/event	\$145.06
Coleen Conroy	Chaperone (rehearsals)	March 19, 2022 March 21-23, 2022	\$72.53/event	\$290.12
Caryn Rinehart	Chaperone (performance)	March 26, 2022	\$72.53/event	\$72.53

13.2.15. Motion to approve the summer custodian pay-rate to \$15 per hour, effective June 15, 2022.

13.2.16. Motion to approve the following summer custodians.

Name	Start Date	Pay Rate
Justin Baranek	7/1/22	\$15/hr
Mike Doerwang	6/18/22	\$15/hr
Jack Cahill	6/21/22	\$15/hr

13.3. Educational Resources - Finance and Facilities

13.3.1. Motion to approve DATA Group Central to provide Functional Behavior Assessment (FBA) at a rate of \$225 per hour for an anticipated ten (10) hours.

13.3.2. Motion to approve Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Marisa Monaco	Handle with Care	04/28		\$34.65		\$34.65*
Melissa Patane	Nurtured Heart Approach Trainer Certification (Virtual)	11/13 - 11/18, 2022	\$1,999.00**	N/A	N/A	\$1,999.00**
Melissa Patane	NJ School Counseling Conference	4/1/2022	\$35.00	N/A	N/A	\$35.00

*Adjusted mileage amount. Original training & registration was approved on 11/15/2021. Handle With Care Training was rescheduled multiple times due to Covid-19 and inclement weather.

** ESSR funds are being used to fund this training.

13.3.3. Payment of Bills

Audit of Invoices (Attachment: Bill List 3 21 22)

Approve invoices for Current Expenses in the following amounts:

Check Register	Feb 16 - March 21	\$454,264.66
Payroll	February 28	\$259,332.80
Payroll	March 15	<u>\$256,794.11</u>
	Total	\$970,391.57

Payment of Bills Cafeteria account -

Maschio's	March 14	<u>\$12,396.36</u>
	Total	\$12,396.36

13.3.4. Line Item Transfers for February 2022 (*Attachment: Feb Transfer Report-Signed*)
Resolved, that the Board of Education approve the budget transfers as listed in the Attachment.

13.3.5. Financial Reports (*Attachment: Feb Board Secretary and Treasurers Reports- Signed*)

Report of the Board Secretary and Treasurer's Report for February 2022

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

March 21, 2022

John Jennings
 Business Administrator

13.3.6. Motion to approve equipment recycling for:

Laminate Machine - Model ARL 2700 Serial # 0651-0289

13.3.7. Motion to approve the tuition contract for student attending Bethlehem Twp School District (*Attachment: Bethlehem Twp TH Contract*)

Student #	Program	Tuition	District Receiving
29170036	BD/Autism	\$25,000	Bethlehem Twp.

13.3.8. Motion to approve Change Order #01 to install electric unit heater with thermostat in the Middle School Storage Garage

WHEREAS, the High Bridge Board of Education received bids for the Middle School Boiler Replacement ; and

WHEREAS, K&D Contractors bid \$462,500.00 was the lowest bidder and they were awarded the project.

WHEREAS, additional work was necessary due to unforeseen circumstances.

NOW, THEREFORE, BE IT RESOLVED, the High Bridge Board of Education approves change order #01 from K&D Contractors to install an electric unit heater with thermostat in the Middle School Storage Garage at a cost not to exceed \$5,179.00
(Attachment: High Bridge BOE K&D CO#1)

13.3.9. Motion to approve Change Order #02 to move the existing compressor to the boiler room

WHEREAS, the High Bridge Board of Education received bids for the Middle School Boiler Replacement ; and

WHEREAS, K&D Contractors bid \$462,500.00 was the lowest bidder and they were awarded the project.

WHEREAS, additional work was necessary due to unforeseen circumstances.

NOW, THEREFORE, BE IT RESOLVED, the High Bridge Board of Education approves change order #02 from K&D to move the existing compressor to the boiler room at a cost not to exceed \$4,346.25 (Attachment: High Bridge BOE K&D CO#2)

13.3.10. Motion to approve Board Architects, FKA Architects, the submission of the Project Application to the New Jersey Department of Education for the Middle School Paving Project as an “Other Capital “ project and the Board of Education is not seeking State Funding.

**13.3.11. APPROVAL OF TENTATIVE BUDGET
2022-2023 School Budget**

1. Approval of the 2022-2022 Tentative School Budget:

WHEREAS, the 2022/2023 tentative budget includes sufficient funds to implement the proposed planning process as described in this district’s Annual Report pursuant to N.J.S.A. 18A:7A -11 and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

WHEREAS, the 2022/2023 tentative budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

THEREFORE, BE IT RESOLVED the High Bridge Board of Education approves the 2022/2023 tentative General Fund budget and authorizes its submission to the Hunterdon County Superintendent of Schools for approval as follows:

Fund	Appropriations	Tax Levy
General Fund	\$8,529,629	\$6,832,983
Special Revenue Fund	\$1,257,375	
Debt Service Fund	\$536,000	\$457,088
Total Budget	\$10,323,004	\$7,290,071

WHEREAS, the facility needs identified are eligible to be funded with Capital Reserve,

and as such are required to be in the Long Range Facility Plan, **NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital projects and the withdrawal of \$150,000 from the Capital Reserve account to provide funding for the following projects/equipment for the 2022-2023 school year:

Middle School Paving Project **\$150,000**

WHEREAS, the High Bridge Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and
WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and
WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and
WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now **THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and
BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 for all staff and board members.

Board President calls for a motion and a second to approve 13.1-13.3.11:

Motion: <i>Robert Imhoff</i>		Second: <i>Benjamin Bolger</i>		
Name:	Yes	No	Abstain	Absent
Ben Bolger	X			
Erin Delgado	X			
Karyn Gove	X			
Robert Imhoff	X			
Colleen Poles	X			
Cindy Sharkey	X			

Motion passes 6-0-0-0

14. 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 Comments*

15. ACTION ITEM

15.1. Motion to approve

- 15.1.1.** Executive session Minutes Work Session February 7, 2022 (*Attachment 2 7 22 Executive Session minutes*)
- 15.1.2.** Executive Session Minutes February 15, 2022 (*Attachment: 2 15 22 Executive Session Minutes*)
- 15.1.3.** Executive Session Minutes Work Session March 14, 2022 (*Attachment: 3 14 22 Executive Session Minutes*)

Board President calls for a motion and a second to approve 15.1.1-15.1.3

:

Motion: <i>Robert Imhoff</i>		Second: <i>Benjamin Bolger</i>		
Name:	Yes	No	Abstain	Absent
Ben Bolger	X			
Erin Delgado	X			
Karyn Gove	X			
Robert Imhoff	X			
Colleen Poles	X			
Cindy Sharkey	X			

Motion passes 6-0-0-0

16. ADJOURNMENT

Board President calls for a motion at 8:35 pm, *Karyn Gove* and a second *Robert Imhoff*, *unanimously approved*, to adjourn the meeting.

Respectfully Submitted,



John Jennings
Business Administrator/Board Secretary