

**HIGH BRIDGE BOARD OF EDUCATION
 WORK SESSION MEETING MINUTES
 Monday, June 6, 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, June 6, 2022

Time: 6:30 pm

No 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 ITEMS

4.1. Superintendent Update

Greg Hobaugh reviewed the following with the Board:

- *Meeting with the HBEA regarding following chain of command*
- *NJSLA Testing*
- *ES and MS upcoming field days*
- *HB Student won first place at Electric Car Contest*
- *Color Run PTO Fundraiser*
- *Discussion with HB Police regarding school security*
- *Letter from Mayor regarding a potential meeting to discuss school security*
- *Concluded Spring Sports*
- *8th Grade DC Trip, thanked Coleen Conroy for organizing*

- *Middle School Field Trip to Camp Bernie*
- *4th Grade Move up*
- *8th Grade Graduation June 17th at 5:30*
- *ESC Transition meeting regarding Board of Education Office*
- *ES main office assistant position*
- *School lunches next year as of now are not free*
- *Update on the Middle School Boiler Project and potential delay give supply chain issues*
- *Staff retirements*

The Board discussed the chain of command topic noting that it is important that people follow the chain of command when addressing issues/concerns with the District.

4.2. *School Business Administrator’s Report - John Jennings mentioned the continuation of the shared service agreements with Bethlehem Township and Hampton. He also mentioned that the District just received notice regarding tuition for two former HB students who have been deemed Homeless.*

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Judy LaGreca	5/16/2022	Board Meetings
<i>(Attachment: LaGreca Correspondence 5/16/22)</i>		
Nicole Cahill	5/20/2022	Meeting Minutes
<i>(Attachment: Cahill Correspondence 5/20/22)</i>		
Dorothy Rozycki	5/24/2022	Follow Up Information
<i>(Attachment: Rozycki Correspondence 5/24/22)</i>		
Christine Roling	5/26/2022	Notice of Resignation
<i>(Attachment: Roling Resignation 5 26 22)</i>		
Nicole Cahill	6/03/22	Nursing Concerns
<i>(Attachment: Cahill Correspondence 6 03 22)</i>		

6. REPORTS TO THE BOARD

6.1. Board President’s Report

6.1.1. Continuation of virtual option to meetings

Cindy Sharkey noted to Alan Schwartz who was at the meeting virtually, that there is still a vacancy on the Board which would make three vacancies available to be put on the November Ballot. Cindy reminded the Board to complete the Board Self-Evaluation. She mentioned the June 9th Pres/VP roundtable meeting. The Board discussed the continuation of the virtual option. The discussion centered on whether to allow participants to comment when attending the meeting virtual? Additionally, the Board discussed whether Board Members could attend the Board Meeting virtual and comment/vote. The Board decided to continue this conversation and plans on updating the policy at July’s Board meeting.

7. ACTION ITEMS

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

- 7.1.1. Eighth grade students eligible for promotion to ninth grade. (*Attachment: HBMS Class of 2022*)
- 7.1.2. Revised and/or new policies and regulations. (*Attachments: Alert 227 Policy Recommendations, Alert 227 Regulations Recommendations*)
- 7.1.2.1. P 1648.14 Safety Plan for Healthcare Settings in School Buildings - COVID-19 (Abolished)
 - 7.1.2.2. P 1648.15 Recordkeeping for Healthcare Settings in School Buildings - COVID-19 (New)
 - 7.1.2.3. P 2417 Student Intervention and Referral Services (M) (Revised)
 - 7.1.2.4. P 3161 Examination for Cause (Revised)
 - 7.1.2.5. P 4161 Examination for Cause (Revised)
 - 7.1.2.6. P 5512 Harassment, Intimidation, and Bullying (M) (Revised)
 - 7.1.2.7. P&R 7410 Maintenance and Repair (M) (Revised)
 - 7.1.2.8. R 7410.01 Facilities Maintenance, Repair Scheduling, and Accounting (M) (Revised)
 - 7.1.2.9. P 8420 Emergency and Crisis Situation (M) (Revised)
 - 7.1.2.10. P&R 9320 Cooperation with Law Enforcement Agencies (M) (Revised)
- 7.2. **Human Resources - Personnel, Management & Community Relations**
- 7.2.1. Resignation of Christine Roling as Superintendent/Elementary School Principal and Assistant Principal Administrative Assistant effective June 30, 2022.
- 7.2.2. Staff members for Summer Enrichment Camps to be funded by ESSR funds.

Staff Name	Camp	Rate	Hours	Total
Jana Brown	Mindfulness	\$32.00	16	\$384.00
Melissa Patane	Mindfulness	\$32.00	16	\$512.00

- 7.2.3. Julia Monge as full time Preschool Teacher for the High Bridge School District at a level of BA+15 Step 3 at an annual salary of \$62,990.00 for the 2022-23 school year based on the 2021-2024 negotiated agreement.
- 7.2.4. Kaitlin Polnik as part time Learning Disabilities Teacher Consultant (LDTC) for the High Bridge School District as a level of MA Step 3 at an annual salary of \$39,444.00 for the 2022-23 school year based on the 2021-2024 negotiated agreement.
- 7.2.5. Compensation to Diane Wanko for up to nine (9) days of training at the per diem rate of \$211.54 for a total not to exceed \$1,903.86.
- 7.2.6. Centenary University student Cora Hill to complete her clinical practicum beginning on or about August 29, 2022 and ending on or about December 16, 2022 with Tricia Morris, first grade teacher.
- 7.2.7. Shared services contract between High Bridge School District and Bethlehem School District for the purpose of sharing the professional services of a speech therapist. (*Attachments: 22-23 HB BT Shared Services Agreement-Speech and 22-23 Detailed Cost Statement Speech - Kroll*)

7.2.8. Shared services contract between High Bridge School District and Hampton School District for the purpose of sharing the professional services of an art teacher.
(Attachments: *HB Hampton Shared Services Agreement - Art and Detailed Cost Statement Art - Kouriatis*)

7.2.9. Superintendent to appoint staff during the months of July and August, 2022, subject to ratification by the Board of Education at its regular meeting in August, 2022.

7.2.10. Appointments/reappointments for the 2022-2023 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	Steve Weber
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Steve Weber
Safety Committee Coordinator	Gregory Hobaugh
Toxic Hazard Preparedness Officer	Steve Weber
Attendance Officer	Gregory Hobaugh
School Physician	Green Brook Family Medicine
School Insurance Agent / Risk Management Consultant	Brown and Brown
Official Newspapers	Hunterdon County Democrat Star Ledger The Review Courier News The Express Times Njschooljobs.com educationjobsnj.com
Payroll Services	R&L Payroll Services, Inc.
Accounting Software System	CDK Systems
Personnel Software System	CDK Systems
School Auditor	Nisivoccia, LLP

Policy Service Provider	Strauss Esmay
FSA Provider	Healthequity
Treasurer of School Monies	Judy Favino
Ancillary Insurance Agency of Record	Brown and Brown
E-Rate Consultant	Educational Consortium for Telecommunications Savings
Integrated Pest Management Officer	Steve Weber
Architect	FKA Architects
Board Attorneys	The Busch Law Group Schenck Price Smith & King LLP Scarinci & Hollenbeck Attorneys
Temporary Purchasing Agent	Karolina Cywa
Air Quality Designee	Steve Weber
Safety & Health Designee	Gregory Hobaugh
Custodian of Records (OPRA)	Karolina Cywa
Chemical Hygiene Officer	Steve Weber
Substance Awareness Coordinator	Gregory Hobaugh
Anti-bullying Specialist – Elementary School	Melissa Patane-Schulter
Anti-bullying Specialist – Middle School	Katherine Franks
Anti-bullying Coordinator	Gregory Hobaugh
School Safety Specialist	Gregory Hobaugh

7.2.11. Contract for Karolina Cywa, School Business Administrator/Board Secretary, pending county approval.

Greg Hobaugh the items above with the Board noting these are annual appointments.

7.3. Educational Resources - Finance and Facilities

7.3.1. Disposal of the following obsolete science textbooks.

Title	Publish Date
Glencoe/McGraw-Hill Physical Science	1999
Glencoe/McGraw-Hill Earth Science	1999
Glencoe/McGraw-Hill Life Science	1999
McGraw-Hill iScience	2012

7.3.2. Payment of Bills

7.3.3. Financial Reports

7.3.4. Resolution Approving the Bid Threshold

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3(b) has increased the bid threshold amount for school districts which do not have a Qualified Purchasing Agent, from \$29,000 to **\$32,000**, effective July 1, 2020;

WHEREAS, the High Bridge Board of Education would like to take advantage of the maximum statutory bid threshold amount of **\$32,000** for school districts who do not have a qualified purchasing agent;

NOW, THEREFORE BE IT RESOLVED that the High Bridge Board of Education establishes and sets the bid threshold amount of **\$32,000** for the Board of Education, and further authorizes John Jennings/Business Administrator to award contracts, in full accordance with N.J.S.A. 18:A:18A-3 (a), for those purchased that do not exceed in the aggregate the new established bid threshold amount.

7.3.5. Line Item Transfers for May 2022

7.3.6. USE OF FACILITIES

Organization	Dates	Time	Location
Huskies	August 8-10, 2022 August 15-17, 2022	9 am - 6 pm 9 am - 12 pm	ES Gym

7.3.7. **TEXTBOOKS** (*Attachment: 2022-23 District Textbook List*)

RESOLVED, that the Board of Education approves textbooks for the High Bridge Public Schools as per the attached list and requests the Secretary to addend a copy of the list to the minutes.

7.3.8. **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 \$50,000 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 \$1,050,000 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.

7.3.9. Superintendent to submit an Alternate Method of Compliance request to the Hunterdon County Executive Superintendent that will allow use of classrooms for preschool that have toilet rooms outside of the classroom.

7.3.10. Submission of the 2022-2023 IDEA Grants for the following amounts:

IDEA Basic \$xxx
IDEA Preschool \$xxx

7.3.11. 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 2022-2023 school year.

- 7.3.11.1.** Purchasing Manual (*Attachment: High Bridge Purchasing Manual 22-23*)
- 7.3.11.2.** School Safety and Security Plan (*Attachment: SS&SP June 2022*)
- 7.3.12.** ESS for paraprofessional services. (*Attachment: ESS Paraprofessional Renewal 22-23*)
- 7.3.13.** ESS for substitute services. (*Attachment: ESS Substitute Renewal 22-23*)
- 7.3.14.** **2022-2023 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
PEA Master Teacher	Dr. Pamela Brillante
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

7.3.15. 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:

- 7.3.15.1.** The firm of Busch Law Group, LLC, Metuchen, New Jersey, as Board Attorneys from July 1, 2022- June 30, 2023 at \$168 for partners and counsel, \$148 for associates, and \$100 for paralegals an hour.
- 7.3.15.2.** Robin Ballard of Schenck, Price, Smith & King, LLC, Florham Park, New Jersey, as Special Counsel from July 1, 2022- June 30, 2023 at an hourly rate of \$180 and associates at \$170 an hour.
- 7.3.15.3.** The firm Advancing Opportunities as Assistive Technology Services from July 1, 2022 to June 30, 2023 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 |
- 7.3.15.4.** Allison Peck is appointed for Physical Therapy Services from July 1, 2022 -June 30-2023 at the following rates:
- | | |
|-------------|-------|
| Evaluations | \$264 |
|-------------|-------|

- | | | |
|--|------------------|-----------|
| | Annual Reviews | \$176 |
| | Therapy Services | \$88/hour |
- 7.3.15.5. Nancy Lenahan of Therapeutic Intervention, Inc., is appointed for Occupational Therapy Services from July 1, 2022 to June 30, 2023 at the following rates:
- | | | |
|--|-------------------------|-----------|
| | In District OT Services | \$XX/hour |
| | Home Based Therapy | \$XX/hour |
| | Evaluations | \$XX/hour |
- 7.3.15.6. Greenbrook Family Medicine is appointed for School Physician Services from July 1, 2022 - June 30, 2023 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
 Student Drug testing (7 drug/alcohol/ecstasy) @ \$80/incident
 Employee Influenza vaccines are billed to the employee's insurance or paid by the employee. Part time/substitute employee pre-employment mantoux testing is \$25/employee to be paid by the employee.
- 7.3.15.7. Chaundry Law LLC Iselin, New Jersey, as Negotiations Counsel from July 1, 2022- June 30, 2023 at an hourly rate of \$XX, associates at \$XX and paralegals at \$XX an hour.

These appointments are made without competitive biddings 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.

John Jennings and Greg Hobaugh discussed the above items with the Board. They stated that they hope to have the missing amounts completed to be voted on at the next Regular Session Meeting.

8. 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. *Mayor Lee of High Bridge Borough wanted to clarify her request for a meeting with Greg Hobaugh to review school security. She noted that she has confidence in the HB Police department but wanted to be part of the solution. She also noted that the Council meetings have recently utilized a sound system from Owl Labs which has worked well for them.*

9. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 7:25 pm Erin Delgado and a second, **Robert Imhoff, unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- 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.

John Jennings left the meeting at 7:28 pm during the executive session. Greg Hobaugh assumed the role of Board Secretary during executive session and the remainder of the public meeting.

10. RECONVENE PUBLIC SESSION

Board President calls for a motion at 8:45 pm Karyn Gove and a second Erin Delgado, unanimously approved, to reconvene public session.

11. ADJOURNMENT

Board President calls for a motion at 8:47 pm Karyn Gove and a second Benjamin Bolger, unanimously approved, to adjourn the meeting.

Respectfully submitted,

A handwritten signature in cursive script that reads "John Jennings".

John Jennings
Business Administrator