

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING MINUTES  
Tuesday, July 6, 2021**

**1. OPENING OF MEETING - 6:30 PM** *Meeting began at 6:35 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. Please note that you can email comments directly to Cindy Sharkey: [csharkey@hbschools.org](mailto:csharkey@hbschools.org). Please mute your microphone to reduce feedback. Please notify the board if you intend to record this meeting.

**Date:** Tuesday July 6, 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 *Present*                      Robert Imhoff *Present*

Tori Thomsen *Absent*                      Colleen Poles *Present*

James Garner *Absent*                      Cindy Sharkey *Present*

Karyn Gove *Present*

Additional Members Present: Dr. Gregory Hobaugh, Superintendent

John Jennings, SBA / Board Secretary

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1. Superintendent's Report**

**4.1.1.** Staff Attendance for June 2021 (*Attachment: June 2021 Staff Attendance*)

**4.1.2.** Staff Attendance for 2020-2021 School Year (*Attachment: 2020-2021 Staff Attendance*)

**4.1.3.** 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			N/A	N/A								
August												
Sept												
Oct												
Nov												
Dec												
Jan												

Feb												
March												
April												
May												
June												
* Investigation is in progress												

**4.1.4. Superintendent Update**

*Greg Hobaugh reviewed the following with the Board:*

- *HIB/Drills start the new year with a clean slate*
- *ESY have to do drills for July and August*
- *Walkway repair ES front*
- *Met with architect regarding middle school boiler replacement project as well as ES gym floor repair/replacement*
- *Noted Administrative Team meeting was being held tomorrow*

**4.1.5. Public Hearing**

**4.1.5.1. Board President requests *a motion at 6:50 pm Karyn Gove and a second Colleen Poles, unanimously approved,* to open Public Hearing**

In accordance with the Anti-Bullying Bill of Rights Act (ABR) (P.L. 2010, c.122), a public hearing is being held to report all incidents of violence, vandalism, and harassment, intimidation and bullying for the reporting period January 1 through June 30, 2021. This information is also being reported to the New Jersey Department of Education (NJDOE) through the Student Safety Data System (SSDS) and the Harassment, Intimidation and Bullying-Investigations, Trainings & Programs report (HIB-ITP).  
*(Attachment: SSDS 2020-2021 Period 2 Report)*

**4.1.5.2. Public Comments *No public comments***

**4.1.5.3. Board President requests a motion *at 6:57 pm Karyn Gove and a second Erin Delgado, unanimously approved* to close Public Hearing and reconvene regular business.**

**4.2. School Business Administrator’s Report**

**4.2.1. Report to Board on School District Contracts *(Attachment: Contracts 21-22)***

*John Jennings reviewed the district contracts with the Board. He noted the one significant increase was in school insurance, which due to cyber insurance has increased approximately 8.3% year over year. He also noted that future increases could be even higher given the low number of insurers willing to underwrite the insurance. John also informed the Board of the Procurement Audit of the Food Service Operations and it was largely being handled by Maschio’s, the Districts Food Service Provider.*

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Steven & Isabel Silvestri	6/27/21	Cannabis Legislation
<i>(Attachment: Silvestri Correspondence 6 27 21)</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.** June 14, 2021 Regular Session Minutes (*Attachment: 6 14 21 Regular Session Minutes*)

**7.2.** June 7, 2021 Work Session Minutes (*Attachment 6 7 21 Work Session Minutes*)

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

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

*Motion 7.1 passes 4-0-1-2*

*Motion 7.2 passes 5-0-0-2*

**8. REPORTS TO THE BOARD**

**8.1.** Board President’s Report

*Cindy Sharkey noted the following:*

- *Reminded Board of the importance of attending meetings*
- *Deadline to file a petition with County to be on the ballot for a 3 year term is July 26th*
- *Board Self Evaluation 6 of 7 Board members completed. Cindy compiled the results and sent a summary to each Board Member. She noted Finance scored the lowest among the categories. Cindy also noted Importance of chain of command and policy in the Board Self Evaluation*
- *Noted that the Board needs to establish goals for next year. Recommended keeping Ad Hoc Committee and was open to suggestions.*
- *Erin Delgado noted Community Relations is always a topic that is mentioned in the self evaluation. Karyn Gove noted this as well. Robert Imhoff noted Finance and Community Relations are hard but he feels has gotten better.*
- *Cindy discussed the challenges facing the district that were brought up in the self evaluation which included:*
  - *State Testing - Haven't had for the last few years*
  - *Impact of Covid on learning*
  - *Social Emotional Learning*
  - *Finance/Budget*
  - *Relations with Town Council*

o *Regionalization*

8.1.1. Board Self-Assessment

8.1.2. Shared services resolution between High Bridge Board of Education and Hampton Board of Education for the purposes of sharing the professional services of a certified art teacher. (*Attachment: HB Hampton Shared Services Resolution*)

**WHEREAS**, N.J.S.A. 40A:65-1 permits local government units to enter into shared services agreements; and

**WHEREAS**, the High Bridge Board of Education, Hunterdon County, NJ; and the Hampton Board of Education, Hunterdon County, NJ (“the parties”), have determined that it is in their mutual interest to enter into an Agreement for Shared Services (“Agreement”) for the purpose of sharing the professional services of a certified art teacher; and

**WHEREAS**, the term of the Agreement shall be for one year, commencing on July 1, 2021 and ending on June 30, 2022, subject to annual renewal by the parties; and

**WHEREAS**, in accordance with N.J.S.A. 40A:65-5, no shared services agreement shall take effect until and unless authorized by each of the respective governing bodies of the local units; and

**WHEREAS**, the terms of the required resolution need not set forth all of the details of the Agreement, which instead may be incorporated by reference; and

**WHEREAS**, the subject Agreement between the parties is hereby incorporated by reference and shall also be included in the official minutes of this meeting of the High Bridge Board of Education;

**NOW, THEREFORE, BE IT RESOLVED**, by the High Bridge Board of Education in the Borough of High Bridge, County of Hunterdon, State of New Jersey that the Board of Education hereby approves the Agreement and authorizes and directs the President of the Board to execute it on behalf of the Board. The Superintendent and Business Administrator are further authorized to implement the terms and conditions of the Agreement, subject to receipt of a certified copy of the authorizing resolution of the Hampton Board of Education and its execution of the Agreement. The Business Administrator is further directed to file a copy of this Resolution and the fully executed Agreement with the New Jersey Division of Governmental Affairs, Department of Community Affairs.

**Board President** calls for a motion and a second to approve 8.1.2:

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				<b>X</b>
Cindy Sharkey	<b>X</b>			

*Motion passes 5-0-0-2*

**8.2.** NJ School Boards Association Update *Robert Imhoff noted NJ County Leaders meeting is scheduled for next week. Asked if anyone had topics to discuss to let him know prior to the meeting. NJ School Boards Meetings begin in September. Robert Imhoff asked if the District has had any more correspondence with the Town Council/Mayor. Cindy Sharkey noted no further correspondence has been received. Robert discussed the LEAP Grant and the potential for a reduction in future school funding with the Board. He noted he would keep the Board informed on any Legislative updates to the Grant.*

**8.3.** **Board president calls for a Motion Karyn Gove** and a second **Robert Imhoff, unanimously approved** to amend the agenda for the July 6, 2021 Board of Education meeting to include agenda item 9.2.15.4 as presented by John Jennings, Board Secretary.  
*This item was added to the original agenda by John Jennings Board Secretary*

## **9. ACTION ITEMS**

### **9.1. Human Resources - Personnel, Management & Community Relations**

- 9.1.1. Motion to approve** the creation of a Video Club for High Bridge Elementary School students. This club will run for two sessions, 28 hours each, in the Fall and Spring.
- 9.1.2. Motion to approve** 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*)
- 9.1.3. Motion to approve** Elizabeth Kouriatis as a full time Art Teacher for the High Bridge School District at a level of BA Step 3 at an annual salary of \$59,555.00 based on the 2018-2021 negotiated agreement for the 2021-2022 school year. As soon as a new contractual agreement is completed, ratified and approved by the High Bridge Board of Education and the High Bridge Education Association, a new contract with the approved salary will be issued.
- 9.1.4. Motion to approve** Alison Manley as a part time Special Education Teacher for the High Bridge School District at a level of BA Step 2 at an annual salary of \$36,769.10, based on the 2018-2021 negotiated agreement for the 2021-2022 school year. As soon as a new contractual agreement is completed, ratified and approved by the High Bridge Board of Education and the High Bridge Education Association, a new contract with the approved salary will be issued.
- 9.1.5. Motion to approve** David Franczak as a part time Special Education Teacher for the High Bridge School District at a level of BA Step 1 at an annual salary of \$36,614.10, based on the 2018-2021 negotiated agreement for the 2021-2022 school year. As soon as a new contractual agreement is completed, ratified and approved by the High Bridge Board of Education and the High Bridge Education Association, a new contract with the approved salary will be issued.

- 9.1.6. **Motion to approve** compensation for Lynn Gresko to process sports physicals at a rate of \$29.11 not to exceed a total of 10 hours for a total of \$291.10.
- 9.1.7. **Motion to approve** the creation of a district English Language Services (ELS) resource to support ELS students funded through a grant. This will include our district academic program description and will include strategies that will encourage the development of English language and Social/Emotional supports.
- 9.1.8. **Motion to approve** the creation of a district Multi-Tier System of Support (MTSS) resource to support Response to Intervention/Intervention & Referral Services to be funded through a grant. This will include our district academic program description, level of services, and will include sample materials for data collection and for monitoring skill specific goals.
- 9.1.9. **Motion to approve** compensation to Kristina Kroll and Joan Murray for up to 4 hours each, for a total of 8 hours at the contracted hourly rate of \$29.11 to provide summer transition to review process/procedure for MS speech students, explore evaluation tools, and review of records not to exceed a total of \$232.88.
- 9.1.10. **Motion to approve** compensation to up to five (5) part time special education new hires for up to 4 hours each, for a total of 20 hours at the contracted hourly rate of \$29.11 to provide summer transition to review basics of lesson planning, co-teaching strategies, data collection/progress monitoring, resources, academic and behavioral supports, communication practices, and basic orientation not to exceed a total of \$582.20.
- 9.1.11. **Motion to approve** updated staffing for 2021 Extended School Year. (*Attachment: Updated ESY 2021 Staffing*)
- 9.1.12. **Motion to approve** Justin Baranak to move from part time .50 to part time .625 at an annual salary of \$13,639.20, effective August 30, 2021. As soon as a new contractual agreement is completed, ratified and approved by the High Bridge Board of Education and the High Bridge Education Association, a new contract with the approved salary will be issued.
- 9.1.13. **Motion to approve** course reimbursement for:
 

Staff	Course	College/University	Semester	Tuition
Courtney Shiffman	Intro to Educational Technology	Rowan University	Sept-Oct, 2021	\$2,055
Courtney Shiffman	Internet in the Classroom	Rowan University	Oct-Dec, 2021	\$2,055
- 9.1.14. **Motion to approve** a contract for John Jennings, School Business Administrator/Board Secretary with an annual salary of \$98,085.87 effective July 1, 2021 through June 30, 2022. (*Attachment: Jennings 2021-22*)
- 9.1.15. **Motion to authorize** the Superintendent in conjunction with the Business Administrator/Board Secretary to approve line item transfers as necessary between board meetings and such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting, pursuant to N.J.S.A. 18A:22-8.1
- 9.1.16. **Motion to approve** Indeed.com as an official newspaper/advertisement.
- 9.1.17. **Motion to reappoint** support staff non-association members for the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments Non-Assoc Support*)
- 9.1.18. **Motion to reappoint** administrative staff members for the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments Admin*)
- 9.1.19. **Motion to approve** the following resolution authorizing bid/quote thresholds:

WHEREAS the procurement Law 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;

WHEREAS 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS, 18A:18A-3 also authorizes a board of education to establish a bid threshold of \$32,000 if they do not employ a qualified purchasing agent as determined by the Department of Community Affairs, and;

WHEREAS 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% (\$4,800 ) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution.

NOW THEREFORE BE IT RESOLVED, that the High Bridge School District Board of Education pursuant to the statutes cited above hereby appoints John Jennings, School Business Administrator/Board Secretary as its duly authorized temporary purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the High Bridge School District, and;

BE IT FURTHER RESOLVED, that John Jennings is hereby authorized to award contracts on behalf of the High Bridge School District Board of Education that are in the aggregate less than 15% (\$4,800) of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that John Jennings is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold.

**9.1.20. Motion to approve** the following resolution authorizing state contract purchases:

WHEREAS, Title 18A:18A-10 provides that, a board of education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the High Bridge School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the High Bridge School District desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED, that the High Bridge School District Board of Education does hereby authorize John Jennings, the district purchasing agent to make purchased of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

**9.1.21. ADOPTION OF K-8 CURRICULUM**

RESOLVED that the Board approve the existing Pre-K-8 curricula for the High Bridge Public Schools.

**9.1.22. Motion to approve list of contracts** Pursuant to PL 2015, Chapter 47 which 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 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. (*Attachment Contracts 20-21*)

**9.1.23. TRAVEL LIMITATIONS**

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 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).

**9.1.24. BANK ACCOUNT SIGNATURES**

Approval to authorize the following signatures on checks from the accounts maintained by the Board of Education:

Account	Signatures
Current (General Fund)	President or Vice President, Board Secretary & Treasurer (3)
Capital Reserve	President or Vice President, Board Secretary & Treasurer (3)
Maintenance Reserve	President or Vice President, Board Secretary & Treasurer (3)
Agency	President, Board Secretary, Treasurer (1)
Food Service	President, Board Secretary, Treasurer (1)
Payroll Account	President, Board Secretary or Treasurer (1)
Unemployment	President, Board Secretary or Treasurer (1)
Student Activity	Board Secretary, Elem. Or Middle School Principal (2)

**9.1.25. BANK DEPOSITORY**

BE IT RESOLVED that Peapack-Gladstone Bank, Califon, New Jersey, be designated as the depository of record for the High Bridge Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the Current (General Fund) Checking Account are signed by at least one of the following:

President or Vice-President and countersigned by the Board Secretary and countersigned by the Treasurer of School Funds.

**9.1.26. NEWSPAPERS AND LEGAL ADVERTISEMENTS**

RESOLVED, that the Board of Education designate the Hunterdon County Democrat, The Review, Star Ledger, Courier News and The Express-Times, all of which circulate in the school



district, as official newspapers for legal advertising, and be it further RESOLVED, that the Business Administrator/Board Secretary is authorized to select an appropriate newspaper for each legal advertisement.

**9.1.27. RENEWAL OF COOPERATIVE AGREEMENTS WITH HCESC & MRCESC**

RESOLVED, that the High Bridge Board of Education authorizes the School Business Administrator to renew cooperative pricing agreements with Hunterdon County Educational Services Commission and Middlesex Regional County Educational Services Commission.

**9.1.28. SCHOOL FUNDS INVESTOR**

Approval to designate School Funds Investor as John Jennings, Board Secretary/Business Administrator pursuant to 17:12B-241.

**9.1.29. CHART OF ACCOUNTS**

BE IT RESOLVED that the High Bridge Board of Education adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools.

**9.1.30. PUPIL RECORDS**

BE IT RESOLVED that the Board of Education authorizes certified school personnel to collect and maintain pupil records as required by N.J.A.C. 6A:32-7.1 – 6A:32-8.3 and Board of Education Policy 8330 “Pupil Records”.

**9.1.31. Motion to authorize** renewal of bonds for School Business Administrator and Treasurer of School Monies in the amounts required by statute

**9.1.32. Motion to approve** the Superintendent to appoint staff during the months of July and August, 2021, subject to ratification by the Board of Education at its regular meeting in August, 2021.

**9.1.33. Motion to approve** the affirmative action team to revise, update and perform the needs assessment checklist for the district Comprehensive Equity Plan effective for the 2021-2022 school year.

**9.2. Educational Resources - Finance and Facilities**

**9.2.1. Payment of Bills**

**Audit of Invoices** (*Attachment: 6 30 21 bill list*)

**Approve** invoices for Current Expenses in the following amounts:

Check Register	June 15 - June 30	\$ 168,398.22
Payroll	June 17	\$ 194,371.94
Payroll	June 30	<u>\$ 69,701.47</u>
	Total	\$ 432,471.63

**9.2.2. Financial Reports**

**9.2.3. Line Item Transfers** for June 2021 (*Attachment: June 2021 Transfer Report*)

RESOLVED, that the Board of Education approve the budget transfers as listed in the attachment.

**9.2.4. Motion to authorize** the Business Administrator/Board Secretary to issue “Not to exceed” purchase orders up to \$10,000 for the 2021-2022 school year.

**9.2.5. Authorization to Pay Bills (P.L. 1982, C. 196)**

RESOLVED, that the High Bridge Board of Education appoint John Jennings, Business Administrator/Board Secretary as the individual responsible for approval and payment of bills for the 2021 - 2022 school year, and be it further

RESOLVED, that all bills paid must be reviewed and approved by the Board of Education in accordance with Board Policy #6470, Payment Procedures and be it further

RESOLVED, that the High Bridge Board of Education authorize John Jennings, Business Administrator/Board Secretary to approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.

**9.2.6. Motion to approve** the submission of the 2021-2022 IDEA and ESEA Grants for the following amounts:

IDEA Basic	\$99,332
IDEA PreSchool	\$ 4,215
Title I-A	\$46,644
Title II-A	\$ 9,068
Title III	\$ 1,200
Title IV Part A	\$10,000

**9.2.7. Motion to approve** the Consulting Service Agreement with Educational Consortium for Telecommunications Savings regarding the application of discounts under the Emergency Connect Fund. (*Attachment: Consulting Service Agreement*)

**9.2.8. Motion to approve** the submission of the 2021-2022 Application for Discounts under the Emergency Connect Fund (ECF).

**9.2.9. School Alliance Insurance Fund - Resolution for Maintenance of Membership**

WHEREAS, the High Bridge Board of Education, hereafter referred to as "Educational Facility" is a member of the School Alliance Insurance Fund, hereinafter referred to as "Fund"; and

WHEREAS, said renewal membership terminates as of July 1, 2022 at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

WHEREAS, the Educational Facility is afforded the following types of coverages:

- Workers' Compensation
- Supplemental Indemnity - Workers' Compensation
- Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- Excess Liability (AL/GL)
- School Leaders Professional Liability
- Excess Liability (SLPL)
- Foreign Travel Liability
- Student Accident
- Security Guard Liability

WHEREAS, the Educational Facility desires to maintain said membership; NOW THEREFORE, BE IT RESOLVED as follows:

1. The Educational Facility agrees to maintain its membership in the Fund for a period of three years beginning July 1, 2019, and ending July 1, 2022 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.

2. The Educational Facility's Business Official, John Jennings, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

**9.2.10. HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION TRANSPORTATION**

WHEREAS, the High Bridge Board of Education desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the Hunterdon County Educational Services Commission hereinafter referred to as HCESC offers coordinated transportation services; and

WHEREAS, the HCESC will organize and schedule routes to achieve the maximum cost effectiveness:

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus an administration fee of 5.5% for member districts and 8.5% for non-member districts as presented to the High Bridge Board of Education as calculated by the billing formula adopted by the HCESC's Board of Education. Said formula shall be based on a route cost divided by the student mile allocated to each participating district. (*Attachment: Hunterdon County Transportation 21-22*)

**9.2.11. WARREN COUNTY SPECIAL SERVICES TRANSPORTATION**

WHEREAS, the High Bridge Board of Education desires to transport special education, non-public, or their own public school students to specific destinations; and

WHEREAS, the Warren County Special Services School District hereinafter referred to as WCSSSD offers coordinated transportation services; and

WHEREAS, the WCSSSD will organize and schedule routes to achieve the maximum cost effectiveness:

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus a 4% administration fee as presented to the Hunterdon County, High Bridge Public School Board of Education as calculated by the billing formulas adopted by the WCSSSD's Board of Education. (*Attachment: WCSSSD 21-22 Contract*)

**9.2.12. Electronic Payment resolution**

WHEREAS, the Electronic Funds Transfer & Claimant Certification – Local Finance Notice 2018-13 allows for EFT payment technology.

NOW, THEREFORE, BE IT RESOLVED that the School Business Administrator may approve pay claims electronically. Furthermore, let it be resolved that the School Business Administrator shall ensure that controls are in place and adhered to.

**9.2.13. Use of Facilities**

**Motion to approve the following use of facilities requests:**

Organization	Date	Time	Location
HB PTO	7/17/21 & 8/22/21	9-11am	Garden
HB PTO	TBD	12-5	ES Blacktop

**9.2.14. Apple Resolution**

**Motion to approve** Educational Services Commission of New Jersey (ESCNJ) for Apple Technology Products:

WHEREAS, the Educational Services Commission of New Jersey (ESCNJ), as Lead Agency for the ESCNJ cooperative pricing system (system identifier 65MCESCCPS), has awarded a contract for proprietary Apple technology products (Contract #MRESC 15/16-69) , renewed effective March 26, 2019 following the public solicitation of sealed bids pursuant to N.J.S.A. 18A:18A-15, N.J.S.A. 40A:11-13 and N.J.A.C. 5:34-9.1; and

WHEREAS, the High Bridge Board of Education is a member of the ESCNJ cooperative pricing system and is authorized to make purchases from contracts awarded by the ESCNJ pursuant to N.J.A.C. 5:34-7.1 et seq. ; and

WHEREAS, the Apple technology products covered by the ESCNJ contract sought by the High Bridge Board of Education are of such a specialized nature that only such products will meet the needs of the High Bridge Board of Education and

WHEREAS, the High Bridge Board of Education has heavily invested time and funds into the acquisition and integration of Apple products in local operations that will be wasted if non-Apple products were used to supplement the existing technology; and

WHEREAS, the use of non-Apple products would require either the wholesale replacement of the technology currently used by the High Bridge Board of Education or an unsupportable level of training, support and maintenance services that would utterly defeat the purpose of the public contracting laws;

NOW, THEREFORE, BE IT RESOLVED that the High Bridge Board of Education hereby authorizes the purchase of proprietary Apple technology products through ESCNJ Contract #MRESC 15/16-69 from Apple, Inc. 5505 W. Parmer Lane, MS 578-ROA Austin, TX 78727-6524, for individual purchases under \$6,000.

**9.2.15. 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, 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:

- 9.2.15.1. Hunterdon County Educational Services Commission, Califon, NJ is appointed for Technology Support Services from July 1, 2021 through June 30, 2022 at the following rates:
  - \$3,360/month 6 days per month, 7 hours per day
  - \$905 per month for systems administration
  
- 9.2.15.2. FKA Architects, Oakland, New Jersey, is appointed for architectural services from July 1, 2021 - June 30, 2022 at the following rates:
  - Principal \$ 175/hour
  - Associate \$145/hour
  - Project Manager \$110/hour
  - Job Captain \$100/hour
  - CAD Draftsperson \$80/hour
  - Clerical \$60/hour
  
- 9.2.15.3. Nisivoccia, Mt. Arlington, New Jersey is appointed for auditing and accounting services from July 1, 2021 - June 30, 2022 (2020-21 Audit) with billing rates as follows:

Annual Audit Services \$24,500

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.

- 9.2.15.4. **Motion to accept** the School Security Grant award and the availability of local funds in case the total estimated costs of the proposed work exceed the School District’s Grant Allowance in the amount of \$20,000  
*This item was added from the original agenda by John Jennings Board Secretary following Action Item 8.3 above.*

*Greg Hobaugh and John Jennings reviewed the action items with the Board*

**Board President** calls for a motion and a second to approve 9.1-9.2.15:4:

Motion: <i>Karyn Gove</i>		Second: <i>Robert Imhoff</i>		
Name:	Yes	No	Abstain	Absent
Erin Delgado	<b>X</b>			
James Garner				<b>X</b>
Karyn Gove	<b>X</b>			
Robert Imhoff	<b>X</b>			

Colleen Poles	X			
Tori Thomsen				X
Cindy Sharkey	X			

*Motion passes 5-0-0-2*

**10. NEW BUSINESS** *No new business*

**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*

**12. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion at 7:46 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
- Negotiations

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 7:55 pm Karyn Gove** and a second **Erin Delgado, unanimously approved**, to reconvene public session.

**14. ACTION ITEM**

**14.1.1. Motion to approve** the June 7, 2021 Executive Session Minutes (*Attachment: 6 7 21 Executive Session Minutes*).

**14.1.2. Motion to approve** the June 14, 2021 Executive Session Minutes (*Attachment: 6 14 21 Executive Session Minutes*).

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

*Motion 14.1.1 passes 5-0-0-2*

*Motion 14.1.2 passes 4-0-1-2*

*Erin Delgado confirmed that the next two Board Meetings are August 16th and 23rd*

**15. ADJOURNMENT**

**Board President calls for a motion at 8:00 pm Erin Delgado and a second Karyn Gove, unanimously approved,** to adjourn the meeting.

Respectfully submitted

A handwritten signature in black ink that reads "John Jennings". The signature is written in a cursive, flowing style.

John Jennings  
Business Administrator/Board Secretary