

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, March 13, 2023**

1. OPENING OF MEETING - 6:30 PM - *The meeting began at 6:30 p.m.*

Required Notice of Open Public Meeting

Being duly posted at the following locations: High Bridge Middle School and Elementary School main offices, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspaper: Hunterdon County Democrat, this meeting will convene in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829, alternatively the meeting will be available for listening purposes only on Google Meet. The Board will only accept public participation from those who are physically in attendance, as per Policy 0168. Please notify the board if you intend to record this meeting.

Date: Monday, March 13, 2023

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL by Karolina Cywa, SBA / Board Secretary

Benjamin Bolger - *Present*

Erin Delgado - *Present*

Karyn Gove - *Present*

Robert Imhoff - *Present*

Michael McCasland - *Present*

Colleen Poles- *Present*

Cynthia Sharkey- *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

4. PRESENTATION & RECOGNITION ITEM

4.1. Recognition of High Bridge Elementary School students, Elaina Mayer and Kailia McCarthy and High Bridge Middle School students Scarlett Borchin, Francesca Gecek, Nolan Leyesa, and Cole Norberg, for their 2022-23 yearbook artwork.

Board President Cynthia Sharkey read the recognition letters and Superintendent Dr. Gregory Hobaugh congratulated students for doing the artwork for the 2022 - 2023 Yearbook. Elementary and Middle school students had to make a cover for the Yearbook. Pictures were taken and certificates were handed. The students were talking about the visions that inspired them to draw pictures.

4.2. Superintendent’s Report

4.2.1. 2022-2023 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	5	61	-	-	-	61
K	2	24	-	-	-	24
1	2	34	-	-	-	34
2	2	33	-	-	-	33
3	2	27	-	-	-	27
4	2	32	-	-	-	32
Elementary School Total						211
5	2	34	-	-	-	34
6	2	38	1	-	-	39
7	2	32	-	-	-	32
8	2	40	1	-	-	41
Middle School Total						146
District Total	23	355	2	-		357

4.2.2. Staff Attendance for February 2023 (*Attachment: February 2023 Staff Attendance*)

4.2.3. Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and Security Drills

	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
Month	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed
July	07/26	07/28	N/A	N/A								
August	08/03	08/04	N/A	N/A								
Sept	09/09	09/08	09/07	09/08						1		
Oct	10/06	10/14	10/12	10/14					1		1	1
Nov	11/03	11/23	11/03	11/21							1	
Dec	12/19	12/20	12/01	12/16							1	
Jan	01/04	01/30	01/04	01/18							1	
Feb	02/06	02/27	02/018	02/14								
March			03/06									1
April												
May												
June												

* Investigation is in progress

Dr. Hobough updated about the day-to-day school activities such as drama club, Read Across America, and “Drop and Read”. He also mentioned that all board members are invited to attend the “Frozen”

performance. He noted that Ms. Conray is working on the “Climate Change” Grant. Dr. Hobaugh has announced that the preschool playground has arrived.

4.2.4. Business Administrator Report

4.2.4.1. 2023-2024 Tentative Budget Presentation

Greg Hobaugh and Karolina Cywa presented and reviewed the 2023 - 2024 Tentative Budget Presentation with the Board.

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Molly Shave <i>(Attachment: Shave Correspondence)</i>	03/08/23	BOE Members and Terms
Dennis Ferrere <i>(Attachement: Ferrere Correspondence)</i>	03/10/23	State Aid Funding

No comments

6. PUBLIC COMMENTS

This period of time provides an opportunity for the public to comment on agenda topics only. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. While all comments will be considered and a response will be forthcoming if and when appropriate, School Board members will not respond to the speakers during the public comment portion of the meeting. Speakers with questions are encouraged to contact the Superintendent directly before or after the meeting.

No comments

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

7.1. February 13, 2023 Work Session Minutes *(Attachment: 2 13 23 Work Session Minutes Signed)*

7.2. February 21, 2023 Regular Meeting Minutes *(Attachment: 2 21 23 Regular Session Minutes Signed)*

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

Motion: Karyn Gove		Second: Benjamin Bolger		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	X			
Erin Delgado	X			
Karyn Gove	X			
Robert Imhoff	X			
Michael McCasland	X			
Colleen Poles	X (7.1.)			X(7.2.)
Cynthia Sharkey	X			

Motion passes 7-0-0-0 (7.1) and Motion passes 6-0-0-1 (7.2)

8. REPORTS TO THE BOARD

8.1. Board President’s Report

8.1.1. Letter for Legislative Action (*Attachment: State Aid Reconsideration Letter*)

Ms. Erin Delgado read the letter she had written on behalf of the High Bridge Board of Education regarding the disappointment due to the State Aid loss. She pointed out that High Bridge is a family district and felt the issue needed to be addressed. Mr. Robert Imhoff suggested some changes to the letter.

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

No updates

8.1.3. Sustainability Committee Update

The County meeting is scheduled for Tuesday night (March 14th, 2023).

9. ACTION ITEM

9.1. Motion to approve the Resolution Questioning and Opposing New Jersey State School Funding Cuts (*Attachment: Resolution Opposing NJ State School Funding Cuts*)

WHEREAS, on March 3, 2023, New Jersey released State Aid numbers to local school districts, including High Bridge (Hunterdon) School district; and

WHEREAS, High Bridge is a quaint residential bedroom community located in Hunterdon County and is home to just over 3,500 residents with minimal businesses, industry and other ratables to offset the residential property tax; and

WHEREAS, the majority of the tax burden in High Bridge falls upon the residents of this small community; and

WHEREAS, the High Bridge School district has now realized significant cuts in state aid funding for the last two consecutive years, despite New Jersey being legally obligated to provide adequate funding for all school districts; and

WHEREAS, the fiscal year 2024 state aid cut represents 31.66% of our annual state funding and the fiscal year 2023 state aid cut represented 22.01% of our state aid funding, resulting in a reduction of state aid by nearly **47%** from our 2022 fiscal year funding; and

WHEREAS, High Bridge School District was the 7th largest percentage of state aid reduction for the 2024 fiscal year; and

WHEREAS, the High Bridge School District has the largest actual dollar loss, as well as the largest percentage loss of all K-8 school districts in Hunterdon County; and

WHEREAS, High Bridge’s loss accounts for over 41% of the total County loss which is significantly impacting our ability to provide an adequate education to our students; and

WHEREAS, the High Bridge Board of Education believes that the State of New Jersey is responsible for providing Adequate Funding for all School Districts under the S2; and

WHEREAS, S-2 was enacted to help correct funding distribution, however, High Bridge, having a mostly residential base and despite not being overfunded, has lost the majority of its aid with loss of funding appearing to continue; and

WHEREAS, we believe that the State of New Jersey is not meeting its responsibilities related to providing adequate funding to High Bridge; and

NOW, THEREFORE, BE IT RESOLVED that the High Bridge Board of Education urges the Governor’s Office, District 23 New Jersey State Senator Douglas Steinhardt, New Jersey Assemblyman John DiMaio and Assemblyman Erik Peterson for immediate review and action on the funding mechanisms under S2 for High Bridge and provide financial relief to High Bridge for an unprecedented cut of nearly 50% of our State funding over the last two fiscal years; and

BE IT FURTHER RESOLVED that a copy of this resolution be delivered to Governor Phil Murphy and our Legislative Representatives and the New Jersey School Boards Association.

Board President calls for a motion and a second to approve 9.1.:

Motion: Karyn Gove		Second: Erin Delgado		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	X			
Erin Delgado	X			
Karyn Gove	X			
Robert Imhoff	X			
Michael McCasland	X			
Colleen Poles	X			
Cynthia Sharkey	X			

Motion passes 7-0-0-0

10. 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.)

10.1. Board President calls for a motion *at 7:24 p.m. Karyn Gove* and a second *Robert Imhoff* **unanimously approved** to **affirm**, reject, or modify, by voice vote, the superintendent’s decision in HIB Investigation Report 2022-2023 MS06 (*Attachment: 2022-23 MS06 Redacted*).

11. ACTION ITEMS

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

11.1.1. Motion to approve the following class trips and transportation:

Grade	Location	Cost/Student	Incurred By
4th Grade	Duke Farms	\$16.00	Parents/Guardians

11.2. Human Resources - Personnel, Management & Community Relations

- 11.2.1. Motion to approve** Gary Provel as a substitute custodian for the 2022-23 school year at a rate of \$17.00 per hour, pending receipt of paperwork and background check.
- 11.2.2. Motion to approve** maternity leave for Heidi Johnston beginning on/or about June 5, 2023 with a tentative return date of November 13, 2023. She will utilize sick days followed by unpaid days in accordance with FMLA.
- 11.2.3. Motion to approve** the summer custodian pay rate to \$16 per hour, effective June 15, 2023.
- 11.2.4. Motion to approve** the following summer custodians, at the following pay rate, not to exceed 32 hours per week.

Name	Start Date	Pay Rate
Philip Apsley	7/01/23	\$16/hr
Mike Doerwang	6/19/23*	\$16/hr

*On or about, depending on the last day of school

11.3. Educational Resources - Finance and Facilities

11.3.1. Payment of Bills

Audit of Invoices (*Attachment: Bill List 3 13 23*)

Approve invoices for Current Expenses in the following amounts:

Check Register	Feb 22 - March 13	\$81,712.77
Payroll	February 28, 2023	<u>\$248,717.60</u>
	Total	\$330,430.37

Payment of Bills Cafeteria account:

Maschio's	March 1, 2023	<u>\$14,913.16</u>
	Total	\$14,913.16

11.3.2. Line Item Transfers for January 2023 (revised) and February 2023 (*Attachment: January Transfers Signed Revised, February Transfers Signed*)

Resolved, that the Board of Education approve the budget transfers as listed in the Attachment.

11.3.3. Financial Reports (*Attachment: January Board Secretary - Funds 10, 20, 40, January Board Secretary and Treasurers Reports- Signed*)

Report of the Board Secretary and Treasurer's Report for January 2023

Resolved, that the Board of Education accepts the Board Secretary's and Treasurer's Financial Reports for the month of January 2023 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 certifies for the month of January 2023, 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 08, 2023

Karolina Cywa

Karolina Cywa

Business Administrator

11.3.4. Motion to approve the contract with Ameriflex for COBRA Administration with an effective date of 4/1/2023 and an end date of 03/31/2026 in the amount of \$50 per month. *(Attachment: Ameriflex COBRA)*

11.3.5. Motion to approve Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Melissa Betz	Social Emotional Character Development	3/15/2023	N/A	N/A	N/A	N/A
Katie Franks	Social Emotional Character Development	3/15/2023	N/A	N/A	N/A	N/A
Caryn Rinehart	CDK Accounting & Personnel End of Year Training	5/03/2023	N/A	N/A	N/A	N/A
Diane Charneski	CDK Accounting & Personnel End of Year Training	5/03/2023	N/A	N/A	N/A	N/A
Karolina Cywa	CDK Accounting & Personnel End of Year Training	5/03/2023	\$50	N/A	N/A	\$50
Gregory Hobough	Strauss Esmay Annual School Law & Policy Seminar	6/2/2023	N/A	N/A	N/A	N/A
Caryn Rinehart	Strauss Esmay Annual School Law & Policy Seminar	6/2/2023	N/A	\$52.55	N/A	\$52.55
Diane Charneski	NJASBO Purchasing & Procurement Training	3/21/23	\$175.00	\$34.40	N/A	\$209.40

11.3.6. Use of Facilities

Motion to approve the following use of facilities request:

Organization	Dates	Day / Times	Location
HB Soap Box Derby Weigh Ins	6/02/2023	Friday, 5-8pm	ES–Parking Lot
HB 8th Grade Committee	3/27/2023	Monday, 6:30-8pm	ES–Library

11.3.7. RESOLVED, that the Board of Education submit the Preschool Expansion Budget Workbook for the 2023-24 school year and subsequent years upon submission of a yearly update, which will allow the District to operate according to their Preschool Expansion Plan. The Preschool Expansion Plan provides a description of how the school district will implement each component of a high-quality preschool program, as detailed in the New Jersey Administrative Code 6A:13A and in the Preschool Program Implementation Guidelines. The District's plan is for the operation of a "targeted preschool program" for "at-risk" three and four-year-olds as defined in the N.J.A.C. 6A:13A.

BE IT FURTHER RESOLVED, that the Board of Education authorizes the administration to execute the necessary documents for the submission of the Preschool Expansion Budget Workbook for the 2023-24 school year.

11.3.8. Motion to approve the shared services agreement between the High Bridge Board of Education and the Borough of High Bridge for the provision of snow removal and deicing from designated school roads and parking lots for the fiscal year July 1, 2023 through June 30, 2024. (*Attachment: HBBOE/Borough of High Bridge Shared Services Agreement 2023-24*)

**11.3.9. APPROVAL OF TENTATIVE BUDGET
2023-2024 School Budget**

Approval of the 2023-204 Tentative School Budget:

WHEREAS, the 2023-2024 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 2023-2024 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 2023/2024 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	\$8,492,390	\$6,969,643
Special Revenue Fund	\$1,404,514	
Debt Service Fund	\$539,000	\$459,647
Total Budget	\$10,435,904	\$7,429,290

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 11.1-11.3.9:

Motion: Robert Imhoff		Second: Karyn Gove		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	X			
Erin Delgado	X			
Karyn Gove	X			
Robert Imhoff	X			
Michael McCasland	X			
Colleen Poles	X			
Cynthia Sharkey	X			

Motion passes 7-0-0-0

12. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. While all comments will be considered and a response will be forthcoming if and when appropriate, School Board members will not respond to the speakers during the public comment portion of the meeting. Speakers with questions are encouraged to contact the Superintendent directly before or after the meeting.

Mr. Doug Walker thanked the administration of High Bridge for working on the budget.

13. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 7:26 p.m. Erin Delgado moved and a second **Benjamin Bolger, unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Shared Services Contracts
- Budget

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.

14. RECONVENE PUBLIC SESSION

Board President calls for a motion at 7:51 p.m. Erin Delgado moved, and a second **Colleen Poles, unanimously approved** to reconvene the public session.

15. ACTION ITEM

15.1. Motion to approve

15.1.1. Executive Session Minutes Work Session February 13, 2023 (*Attachment 2 13 23 Executive Session Minutes Signed*)

15.1.2. Executive Session Minutes February 21, 2023 (*Attachment: 2 21 23 Executive Session Minutes Signed*)

Board President calls for a motion and a second to approve 15.1.1-15.1.2

Motion: Robert Imhoff		Second: Benjamin Bolger		
Name:	Yes	No	Abstain	Absent
Benjamin Bolger	X			
Erin Delgado	X			
Karyn Gove	X			
Robert Imhoff	X			
Michael McCasland	X			
Colleen Poles	X(15.1.1.)			X(15.1.2.)
Cynthia Sharkey	X			

Motion passes 7-0-0-0 (15.1.1.); Motion passes 6-0-0-1 (15.1.2.)

16. ADJOURNMENT

Board President calls for a motion at 7:53 p.m. Karyn Gove moved, and a second **Erin Delgado, unanimously approved** to adjourn the meeting.

Respectfully submitted



Karolina Cywa
School Business Administrator/Board Secretary