

**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
Monday, March 6, 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 Room 305 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 6, 2023

Time: 6:30 pm

No 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*

Emma Alparone - *Present*

4. PRESENTATION & RECOGNITION ITEM

4.1. Presentation by High Bridge PTO to the High Bridge Board of Education, a plaque recognizing the elementary school sensory hallway in memory of Carla Nowell.

Ms. Nicole Groover from PTO spoke about the elementary school sensory hallway. Mr. Nowell has funded money for the school in memory of his beloved wife, Ms. Nowell, who was loved by the children. The PTO used the money to design a sensory hallway, called Carla's Way. Dr. Hobaugh thanked Mr. Nowell for this generous donation. Mr. Nowell went to take a look at the hallway.

4.2. Presentation by Stacey Brown and Sarah Pauch from the Readington School District on curriculum standards and updates to the district’s curriculum.

Ms. Stacey Brown and Ms. Sarah Pauch from the Readington School District updated the Board about their recent visits regarding new curriculum standards. They talked about what they have done for the school and the staff. Ms. Brown noted that the State revises the curriculum every five years except for math and language arts. She also said that updating the curriculum is very important. She noted that the schools need to ensure they are in the State standards as required for all districts. Mr. Michael MaCasland asked for the vision of the evolution of the curriculum in the five years cycle. Ms. Pauch said that the State has stepped away from this cycle and that each school needs to meet its own timeline. Dr. Hobaugh noted that student testing is done based on state standards. Ms. Brown noted that all new curriculum standards can be found on the state website. Dr. Hobaugh asked Ms. Brown and Ms. Pauch for advice for the board. Ms. Pauch said the standards are not telling you how to teach but what to teach.

Ms. Sharkey asked about the budget, the process, and how this impacts the school curriculum. Dr. Hobaugh said that there are so many free resources and it should not impact the budget. Ms. Karyn Gove asked how this is going to balance the need for books and the need to meet the state standard. Dr. Hobaugh noted that the schools have so many old textbooks and they also are using online resources to meet the standards. Ms. Pauch said that they’ve been able to create supplemental resources that are based on the NJ’s curriculum standards. This program covers 95% of what the state requires and the schools need to find 5% on their own to make 100% state standards. The Superintendent said that he was pleased that representatives from Readington School District were helping to update curriculum standards and would add resources on Google Drive to make them available to all. Dr. Hobaugh thanked Ms. Brown and Ms. Pauch for doing a great job and for helping High Bridge School District in updating the curriculum.

4.2 Superintendent’s Report

4.2.1. Superintendent Update

Updates will be presented at the next Board meeting.

4.2.2. Business Administrator Report

4.2.2.1. Budget 101 Presentation (Attachment: Budget 101)

The superintendent and the Board Secretary gave a presentation on “Budget 101”. The Superintendent pointed out that it is very important to remember that the budget is built blind and the numbers can change.

The cut in the State Aid brought a lot of discussion and sadness:

- *The Board President pointed out that High Bridge Schools are getting cuts and the other school districts are getting bigger money, so the people have to start to make the calls.*
- *Mr. Michael MaCasland noted that State Aid has changed a lot in just two years in a row.*
- *The Board president pointed out that it’s not fair to look for money instead of helping kids.*
- *Ms. Karyn Gove also pointed out that the taxes should go to the home district not to the other ones.*
- *The Superintended noted that the new budget will be presented to the Board reflecting the cuts.*

- *The Board President noted that the budget process is very difficult and it is very important to see what is best for the students.*
- *Ms. Erin Delgado said that she contacted NJ School Board regarding the State Aid cuts since the High Bridge School District has absorbed a 66% of the whole cuts in Hunterdon County.*
- *Mr. Robert Imhoff suggested writing a letter to every legislator since they can negotiate with the Governor.*
- *Mr. Michael MaCasland expressed his enthusiasm and said that it is a great idea to look into the State Aid loss closer. The Board and residents need to know why?*
- *Mr. Robert Imhoff noted that the State had been already sued for the State Aid formula by two other districts.*

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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NONE

6. REPORTS TO THE BOARD

6.1. Board President’s Report

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

The Board President and Superintendent attended the Finance conference on Wednesday, March 1, 2023. The Board President and Ms. Karyn Gove will be attending the unsung heroes event which will take a place on March 16th.

The Superintendent has provided an update on the snow incident.

6.1.2. Sustainability Committee Update

No updates.

7. 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.)

HIB Investigation Report 2022-2023 MS06.

No HIB as of now.

8. ACTION ITEMS

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

8.1.1. Class trips and transportation:

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

8.2. Human Resources - Personnel, Management & Community Relations

- 8.2.1. Rachel Katzenberger as a volunteer coach for the Middle School Girl's Softball team.
- 8.2.2. 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.
- 8.2.3. Maternity leave for Heidi Johnson 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.
- 8.2.4. Summer custodian pay rate to \$16 per hour, effective June 15, 2023.
- 8.2.5. The following summer custodians, at the following pay rate, not to exceed 32 hours per week.

Name	Start Date	Pay Rate
Philip Apsley	7/1/23	\$16/hr
Mike Doerwang	6/19/23*	\$16/hr

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

8.3. Educational Resources - Finance and Facilities

- 8.3.1. Payment of Bills
- 8.3.2. Financial Reports
- 8.3.3. Line Item Transfers
- 8.3.4. 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 Hobaugh	Strauss Esmay Annual School Law & Policy	6/2/2023	N/A	N/A	N/A	N/A

	Seminar					
Caryn Rinehart	Strauss Esmay Annual School Law & Policy Seminar	6/2/2023	N/A	\$52.55	N/A	\$52.55

8.3.5. USE OF FACILITIES

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

8.3.6. Submission of 2023-2024 Preschool Budget Workbook

8.3.7. TENTATIVE BUDGET

2023-2024 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.

9. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools. 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.

Mr. Alan Schwartz said to feel free to contact him if there are any requests. Board President thanked him.

10. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 8:13 p.m. Karyn Gove moved and a second Robert Imhoff, 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.

11. RECONVENE PUBLIC SESSION

Board President calls for a motion at 9:20 p.m. Erin Delgado moved and a second Colleen Poles unanimously approved to reconvene the public session.

12. ADJOURNMENT

Board President calls for a motion at 9:21 p.m. Colleen Poles moved and a second Benjamin Bolger unanimously approved to adjourn the meeting.

Respectfully submitted



Karolina Cywa

School Business Administrator/Board Secretary