

**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
Monday, June 5, 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, June 5, 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 - *Absent*

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 ITEMS

4.1. Superintendent's Report

4.1.1. Superintendent Update

- *4th-grade NJSLA testing has ended and the result should be available around August 9th, 2023.*
- *PTO raised \$15,000 from "the color run" event.*
- *Sports season ended with a big thank you to the coaches.*
- *The Washington DC trip was successful.*

- The 4th-grade had a tour of the Middle School on May 19th, 2023.
- The 8th-grade graduation is Tuesday, June 13 at 5 p.m.
- The boiler project is up to date. Hopefully, done by July.
- The new phone system will be installed in July.

4.1.2. School Business Administrator’s Report

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
None		

6. REPORTS TO THE BOARD

6.1. Board President’s Report

6.1.1. School Security Committee Update

Ms. Cynthia Sharkey informed the Board that she won’t be able to attend the next meeting and she asked if that meeting should be rescheduled or if someone can run it. As of now, the meeting will be kept. She reminded the Board members of the need to finish self evaluations and the board evaluations. Mr. Robert Imhoff noted that union negotiation is up to date.

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

Mr. Robert Imhoff pointed out that State Aid and School Security will be the main topic of the upcoming meeting. He also asked for any other topics that might be interesting to be discussed.

6.1.3. Sustainability Committee Update

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.)

7.1. HIB Investigation Report 2022-23 ES04 (Attachment: 22-23 ES04 Redacted).

8. ACTION ITEMS went through all items.

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

8.1.1. The list of eighth-grade students eligible for promotion to ninth grade. *(Attachment: HBMS Class of 2023)*

8.1.2. The following class trips and transportation:

Grade	Location	Cost	Incurred By
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4	Custom Alloy	N/A	N/A
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8.2. Human Resources - Personnel, Management & Community Relations.

8.2.1. Updated staffing for the 2023-2024 Extended School Year. (*Attachment: ESY 2023-24 Staffing*)

8.2.2. The following staff members for Summer Enrichment / Academic Camps are to be funded by ESSR funds.

Staff Name	Camp	Rate	Hours	Total
Carley Marookian	Story Theater	\$32/hr	16	\$512
Amy Miller	Team Topper Grade 1-2	\$32/hr	88	\$2,816
Andrew Ziray	Team Topper Grade 3-4	\$32/hr	88	\$2,816
Heather Balliet	Paraprofessional	\$19/hr	48	\$912

8.2.3. Movement on the salary guide effective September 1, 2023, for Judy LaGreca from BA Step 16 to BA+15 Step 16, at an annual salary of \$85,955 based on the 2023-2024 Guide in accordance with the 2021-2024 Agreement between the HBBOE and HBEA.

8.2.4. The employment of Carol Przewozny as a full-time Special Education Teacher for the High Bridge School District at a level of MA+30 Step 15 at an annual salary of \$89,340.00 for the 2023-24 school year based on the 2021-2024 negotiated agreement, effective August 28, 2023.

8.2.5. Diane Charneski (Wanko) and Caryn Rinehart as payroll processors at an annual stipend rate of \$15,000.00 each.

8.2.6. Philip Apsley as substitute custodian, effective May 19, 2023, at the hourly rate of \$17.00 per hour.

8.2.7. Carl Katzenberger & Timothy Loughney for the stipend position of Lead Building Custodians for the 2023-24 school year, at a rate of \$500.00 per month, effective July 1, 2023.

8.2.8. Michael Doerwang for the stipend position of Maintenance Support, at \$80 per day, not to exceed 180 days, effective August 28, 2023.

8.2.9. The following staff members for PEAK Level 1 Training for ERI classrooms at the contracted rate of \$32.00 per hour for twelve (12) hours, not to exceed \$384.00, to be funded through the IDEA Grant.

- Emma Alparone
- Heidi Johnston
- Marisa Monaco
- Jana Brown

8.2.10. The following paraprofessionals for PEAK Level 1 Training for ERI classrooms at the contracted rate of \$19.00 per hour for twelve (12) hours, not to exceed \$228.00, to be funded through the IDEA Grant.

- TBD
- TBD

- TBD
- TBD

8.2.11. The Superintendent to appoint staff during the months of July and August 2023, subject to ratification by the Board of Education at its regular meeting in August 2023.

8.2.12. The following appointments/reappointments for the 2023-2024 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	Carl Katzenberger - MS Timothy Loughney - ES
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Carl Katzenberger - MS Timothy Loughney - ES
Safety Committee Coordinator	Gregory Hobaugh
Toxic Hazard Preparedness Officer	Carl Katzenberger - MS Timothy Loughney - ES
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	Carl Katzenberger - MS Timothy Loughney - ES
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	Carl Katzenberger - MS Timothy Loughney - ES
Safety & Health Designee	Gregory Hobaugh
Custodian of Records (OPRA)	Karolina Cywa
Chemical Hygiene Officer	Carl Katzenberger - MS Timothy Loughney - ES
Substance Awareness Coordinator	Gregory Hobaugh
Anti-bullying Specialist – Elementary School	Megan Gulevski
Anti-bullying Specialist – Middle School	Katherine Franks
Anti-bullying Coordinator	Gregory Hobaugh
School Safety Specialist	Gregory Hobaugh

8.2.13. The contract between High Bridge School District and HCESC for Karolina Cywa to provide School Business Administrator services. (*Attachment: HCESC_High Bridge BA SERVICES 2023-24*)

8.2.14. The contract between High Bridge School District and independent contractor, Katie Provel, Speech Therapist, to provide Speech/Language evaluation services for the ESY program from July 5, 2023, through August 10, 2023. (*Attachment: Provel Contract ESY 2023-2024*)

8.3. Educational Resources - Finance and Facilities

8.3.1. The following travel expenditure for workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Caryn Rinehart	NJDOE Criminal History Record Training	06/13/23	N/A	N/A	N/A	N/A

Emma Alparone	Interview-Informed Synthesized Contingency Analysis (IISCA) Online Training	06/01-30/23	\$650	N/A	N/A	\$650
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8.3.2. Payment of Bills

8.3.3. Financial Reports

8.3.4. Line Item Transfers

8.3.5. The allocation of 21 - 22 Extraordinary Aid is listed in the attachment (*Attachment: 21 - 22 EX Aid Allocations*)

8.3.6. ADOPTION OF K-8 CURRICULUM

Approval to adopt the existing courses of study, course guides, curriculum, and textbooks for Pre-K-8 of the High Bridge Public Schools. (*Attachment: 2023-2024 District Textbook List*)

8.3.7. ADOPTION OF BY-LAWS & POLICIES

Approval to adopt the existing by-laws and policies of the High Bridge Board of Education established for its own operation and the operation of the school district, including the administrative regulations developed to implement policies, be adopted for the life of the 2023 - 2024 Board of Education.

8.3.8. 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)
FSA	President, Board Secretary, Treasurer (1)

8.3.9. 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.

8.3.10. 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.

8.3.11. RENEWAL OF COOPERATIVE AGREEMENTS WITH HCESC & ESCNJ

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 Educational Services Commission of New Jersey.

8.3.12. SCHOOL FUNDS INVESTOR

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

8.3.13. 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 for the 2023 - 2024 School Year.

8.3.14. 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 Karolina Cywa, the district purchasing agent to make a purchase 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.

8.3.15. Renewal of bonds for School Business Administrator and Treasurer of School Monies in the amounts required by statute.

8.3.16. The Business Administrator/Board Secretary to issue “Not to exceed” purchase orders up to \$10,000 for the 2023 - 2024 school year.

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

RESOLVED, that the High Bridge Board of Education appoint Karolina Cywa, Business Administrator/Board Secretary as the individual responsible for approval and payment of bills for June 30, 2023, and the 2023 - 2024 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 Karolina Cywa, 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.

8.3.18. 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.

8.3.19. Acceptance of E-rate funding in the amount of \$10,206.22 for the 2022-2023 School Year.

8.3.20. USE OF FACILITIES

The following use of facilities requests:

Organization	Dates	Time	Location
High Bridge Pickleball Club	Start: June 13, 2023 Year-round, weekdays/weekends	4:00pm - 8:00pm	MS - outside
Hunterdon Huskies (HBAA) - Cheer Choreo	8/07 - 8/10/23 8/14 - 8/17/23	8:00am - 6:00pm	ES - Multi-Purpose Room

8.3.21. 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 \$93,000 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 \$1,093,000 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.

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

8.3.23. HIGH BRIDGE SCHOOL DISTRICT PLANS & PROCEDURES

BE IT RESOLVED that the High Bridge Board of Education approves the following plans and procedures for the 2023-2024 school year.

8.3.23.1. Purchasing Manual (*Attachment: High Bridge Purchasing Manual 23-24*)

8.3.23.2. Professional Development Plans (*Attachment: 2023-2024 ES Professional Development Plan & 2023-2024 MS Professional Development Plan*)

8.3.23.3. High Bridge School District Mentoring Plan (*Attachment: 2023-2024 District Mentoring Plan*)

8.3.24. Acceptance of funds of the Supplemental Stabilization Aid in the amount of \$228,823.00 to be appropriated in 2023 - 2024.

8.3.25. Authorize the Superintendent and Business Administrator to digitally submit the 2022 - 2023 Extraordinary Aid Application and accept awards upon the subsequent approval of the NJ State DOE.

8.3.26. The digital submission of the 2023 - 2024 ESEA Grants for the following amounts:

Title IA	\$21,361
Title IIA	\$5,042
Title III	\$919
Title IVA	\$10,000

And accept the grand award upon subsequent approval of the NJ State DOE.

8.3.27. The appropriation of surplus (23 - 24 additional Stabilization Aid in the amount of \$228,823.00) as follows:

11-214-100-101-000-100 \$ 89,340.00

11-000-291-270-000-000 \$ 41,000.00

11-000-261-420-000-100 \$ 98,483.00

8.3.28. Weatherproofing Technologies, Inc., Beachwood, Ohio, to restore the Middle School roof at an estimated cost of \$266,807.92 (ESCNJ 21D).

8.3.29. 2023 - 2024 agreement with PaySchools for district-wide annual software and maintenance fees for parents and students to order and pay in advance for student lunches. Cost not to exceed \$2,680.00, using cafeteria funds.

8.3.30. CDK Systems, Inc., Great Meadows, New Jersey, for personnel, requisitioning, and accounting software services for the 2023 - 2024 school year for a period from July 1, 2023, to June 30, 2024, at a cost of \$12,785.00.

- 8.3.31. Educational Data Services, Inc. for the licensing and maintenance fee in the amount of \$1,695.00 for the 2023 - 2024 school year.
- 8.3.32. Genesis for the Student Information System Cloud Services in the amount of \$9,306.00 for the 2023 - 2024 school year.
- 8.3.33. Strauss Esmay Associates, LLP for the policy alert and support system in the amount of \$4,965.00 for the 2023 - 2024 school year.
- 8.3.34. NJSBA Dues in the amount of \$4,441.21 for the 2023 - 2024 school year.
- 8.3.35. **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
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

8.3.36. ART TEACHER & PRESCHOOL INSTRUCTIONAL COACH SHARED SERVICES AGREEMENT

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 a preschool instructional coach.

WHEREAS, the term of the Agreement shall be for one year, commencing on July 1, 2023, and ending on June 30, 2024, 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. (*Attachment: 23-24 Art Teacher HB Hampton Shared Services Agreement, 23-24 Preschool Instructional Coach HB Hampton Shared Services Agreement*)

8.3.37. SPECIAL EDUCATION TEACHER SHARED SERVICES AGREEMENT

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 Hunterdon County Vocational School District 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 special education teacher.

WHEREAS, the term of the Agreement shall be for one year, commencing on July 1, 2023, and ending on June 30, 2024, 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 Hunterdon County Vocational School District 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. (*Attachment: 23-24 Special Education- HB HCVSD Shared Services Agreement*)

8.3.38. SPEECH THERAPIST SHARED SERVICES AGREEMENT

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 Bethlehem Township School District 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 special education teacher.

WHEREAS, the term of the Agreement shall be for one year, commencing on July 1, 2023, and ending on June 30, 2024, 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 Bethlehem Township 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. (*Attachment: 23-24 Speech Therapist HB Bethlehem Shared Services Agreement*)

8.3.39. WARREN COUNTY SPECIAL SERVICES TRANSPORTATION

WHEREAS, the High Bridge Public Schools (Hunterdon County) Board of Education desires to transport students for the purpose of special education, non-public school education, 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 maximum cost-effectiveness:

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus a 4.5% administration fee as presented to the High Bridge Public School (Hunterdon County) Board of Education as calculated by the billing formula adopted by the WCSSSD’s Board of Education. (*Attachment: WCSSSD 23-24 Contract*)

8.3.40. Professional Services – 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:

8.3.40.1. Chaudry Law LLC Iselin, New Jersey, as Negotiations Counsel from July 1, 2023 - June 30, 2024, with all services billed at the hourly rate of \$165 per hour and be conducted by the Partner.

8.3.40.2. The Firm of Busch Law Group, LLC, Metuchen, New Jersey, is appointed as Board Attorneys from July 1, 2023 to June 30, 2024 at the following rate:

Partners and Counsel \$	\$171 Per Hour
Associates	\$151Per Hour
Paralegals	\$100 Per Hour

8.3.40.3. Robin Ballard of Schenck, Price, Smith & King, LLC, Florham Park, New Jersey, is appointed as Special Counsel from July 1, 2023 to June 30, 2024 at the following rate:

Partners and Counsel	\$180 Per Hour
Associates	\$170 Per Hour

8.3.40.4. Advancing Opportunities, Willingboro, New Jersey, is appointed as Assistive Technology Services from July 1, 2023 to June 30, 2024 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

8.3.40.5. 4M Consulting, LLC, Sparta, New Jersey, is appointed for Media Specialist services from September 1, 2023 to June 30, 2024 at the following rate:

Media Specialist Services	\$100 Per Hour (not to exceed \$4,000)
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8.3.40.6. ESS Northeast, LLC for substitute services. (*Attachment: Addendum to extend agreement - ESS Substitute Renewal 23-24*)

8.3.40.7. ESS Support Services, LLC for paraprofessional services. (*Attachment: Addendum to extend agreement - ESS Paraprofessional Renewal 23-24*)

8.3.40.8. Hunterdon County Educational Services Commission, Califon, NJ is appointed for Public School Services from July 1, 2023 to June 30, 2024. (*Attachment: HCESC 23-24 Services and Rates*)

8.3.40.9. Phoenix Advisors, LLC, Bordentown, New Jersey, is appointed for Continuing Disclosure and Municipal Advisor Services from July 1, 2023 to June 30, 2024 at the following rates:

Base fee	\$1,350
Set up charge	\$450
Event Filing	\$250 Each
Notice of Redemption	\$250 Each

8.3.40.10. R&L DataCenter, Inc., Bloomsbury, New Jersey, is appointed for payroll services from July 1, 2023 to June 30, 2024 at the following rates:

Payroll	\$ 510/per payroll
W-2 preparation	\$150 plus \$7.50 per each W2 prepared
1099 preparation	\$150 plus \$7.50 per each 1099 prepared
Programming	\$150/hour as needed
Training	\$125/hour as needed

8.3.40.11. Hunterdon County Educational Services Commission, Califon, NJ is appointed for Technology Support Services from July 1, 2023 to June 30, 2024 at the following rates:

	\$5156/month 8 days per month, 7 hours per day
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- \$964.50 per month for systems administration
- 8.3.40.12.** Above and Beyond Learning Group, Wyckoff, New Jersey, is appointed for BCBA Consultations from August 31, 2023 to June 14, 2024 up to 250 hours at the following rates:
- | | |
|-------------------|-------------------|
| BCBA Consultation | \$165.00 Per Hour |
| ABA/RBT Therapist | \$85.00 Per Hour |
| Parent Training | \$165.00 Per Hour |
| Speech Therapist | \$165.00 Per Hour |
- 8.3.40.13.** Glasberg Behavioral Consulting Services, LLC, West Windsor, New Jersey, is appointed for Behavioral Consultations from September 1, 2023 to November 30, 2023 at the following rates:
- | | |
|-------------------------|-------------------|
| Behavioral Consultation | \$167.50 Per Hour |
|-------------------------|-------------------|
- 8.3.40.14.** Allison M. Peck, P.T, Hope, New Jersey, is appointed for Physical Therapy Services from July 1, 2023 to June 30, 2024 at the following rates:
- | | |
|------------------|-----------|
| Therapy Services | \$89/hour |
|------------------|-----------|
- 8.3.40.15.** FKA Architects, Oakland, New Jersey, is appointed for architectural services from July 1, 2023 - June 30, 2024 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 |
- 8.3.40.16.** Nancy Lenahan of Therapeutic Intervention, Inc., Bridgewater, New Jersey, is appointed for Occupational Therapy Services from July 1, 2023 to June 30, 2024 at the following rates:
- | | |
|-------------------------|---------------------|
| In-District OT Services | \$100.00/Hour |
| Home-Based Therapy | \$115.00/Visit |
| Evaluations | \$415.00/Evaluation |
| Clerical | \$60/hour |
- 8.3.40.17.** Safe Schools Integrated Pest Management, Fair Haven, New Jersey, is appointed for Pest Control Services from July 1, 2023 to June 30, 2024 at the following rates:
- | | |
|--------------------------------|-------|
| Monthly fee | \$200 |
| Extra Service Request | \$95 |
| Bees/Stinging Insect Treatment | \$195 |
- 8.3.40.18.** Greenbrook Family Medicine, Green Brook, New Jersey, is appointed for School Physician Services from July 1, 2023 to June 30, 2024 at the following rates:
- Review of Sports Physicals, consultations, review of policies, and nurse consultations are included in the annual \$1,750.00 fee.

Hepatitis B vaccines \$45/vaccine dose

Employee Influenza vaccines are billed to the employee's insurance or paid by the employee.

Student Drug Testing (7 drugs/alcohol/ecstasy) @ \$80/incident

Part-time/substitute employee pre-employment Mantoux testing is \$25/employee to be paid by the employee.

These appointments are made without competitive bidding 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.

Mr. Robert Imhoff asked for the breakdown of the payroll responsibilities. Mr. Michael McCaland asked if the employees will put in additional working hours. Mr. Gregory Hobaugh explained the purpose of splitting payroll and new roles.

9. NEW BUSINESS

10. 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.

No comments

11. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 7:19 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:

- Personnel
- Superintendent Evaluation
- Litigation
- HIB Appeal
- Executive Session Minutes

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.

Karolina Cywa left the meeting at 7:20 p.m. during the executive session. Ms. Cynthia Sharkey assumed

the role of Board Secretary during the executive session and the remainder of the public meeting.

12. RECONVENE PUBLIC SESSION

Board President calls for a motion at 9:05 p.m. Colleen Poles moved and a second **Michael McCasland unanimously approved** to reconvene the public session.

13. ADJOURNMENT

Board President calls for a motion at 9:05 p.m. Benjamin Bolger moved and a second **Michael McCasland unanimously approved** to adjourn the meeting.

Respectfully submitted



Karolina Cywa

School Business Administrator/Board Secretary