

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, June 10, 2024**

High Bridge School District Vision Statement
Creating an environment that fosters a love of learning and critical thinking.

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 10, 2024

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

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

Benjamin Bolger - *Absent*

Erin Delgado - *Absent*

Robert Imhoff - *Present*

Michael McCasland - *Present*

Colleen Poles - *Present*

Cynthia Sharkey - *Present*

Karyn Gove - *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent - *Present*

Karolina Cywa, SBA / Board Secretary - *Present*

4. PRESENTATION & RECOGNITION ITEMS

4.1. Scholarship Presentation from Work Family Connection to former High Bridge School District student, Michael Bradow.

4.2. Motion to recognize Laurie Piell for her years of dedication to the district and to wish her well in retirement. (*Attachment: Piell Retirement Resolution*)

The Work-Family Connection, provider of before and aftercare, announced the 2024 scholarship winner. The scholarship was presented to aftercare student Michael Bradow who attended aftercare between 2012 and 2017. Michael Bradow wrote an essay about his experience in aftercare. He read the essay to the board and the public. The scholarship price was \$3,500 because of 35 years of the Family-Work Connection. The Family-Work Connection introduced its staff and Michael Bradow introduced his family members.

The superintendent read the resolution, congratulated Laurie Piell on her retirement, and thanked her for her dedication to the district. Ms. Laurie Piell thanked the High Bridge School District for the possibility of serving the school and community for 38 years and wished good luck to the school in the future.

The Board President calls for a motion **at 6:38 p.m.** and a second to approve 4.2.:

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

Motion passes 5-0-0-2

4.3. Superintendent's Report

4.3.1. 2023-2024 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	53	-	-	-	53
K	2	43	-	-	-	43
1	2	24	-	-	-	24
2	2	31	-	-	-	31
3	2	34	-	-	-	34
4	2	27	-	-	-	27
Elementary School Total						212
5	1	32	-	-	-	32
6	2	34	-	-	-	34
7	2	38	1	-	-	39
8	2	33	-	-	-	33
Middle School Total						138
District Total	21	349	1	-	-	350

4.3.2. 2024-2025 Projected Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	55	-	-	-	55
K	2	27	-	-	-	27
1	2	43	-	-	-	43
2	2	24	-	-	-	24
3	2	31	-	-	-	31
4	2	34	-	-	-	34
Elementary School Total						214
5	1	27	-	-	-	27
6	2	32	-	-	-	32
7	2	33	-	-	-	34
8	2	38	1	-	-	39
Middle School Total						131
District Total	21	344	1	-	-	345

4.3.3. Staff Attendance for May 2024 (Attachment: May 2024 Staff Attendance)**4.3.4. 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	07/06	07/31	07/05	07/11								
August	08/01	08/10	08/01	08/02								
Sept	09/06	09/14	09/06	09/14							1	
Oct	10/13	10/27	10/03	10/05				1				
Nov	11/21	11/06	11/14	11/06				1				
Dec	12/20	12/14	12/08	12/13				2				2
Jan	01/12	01/26	01/11	01/25				1		1	2	2
Feb	02/08	02/28	02/08	02/23					2			
March	03/25	03/15	03/07	03/22							2	
April	04/22	04/29	04/15	04/26				1	1			1
May	05/01	05/30	04/09	05/17				1		1		
June	06/03	06/04	06/03	06/04								
* Investigation is in progress												

4.4. Superintendent Update

Dr. Gregory Hobaugh informed the board that he followed up on the policy that abolished the drug-free zone and it turned out that it was abolished it was built into a different policy.

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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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.

Ms. Adriana Adkins, Ms. Kara Collins, Ms. Caitlin Bowring, and Ms. Whitney Wilding, parents of the High Bridge students, expressed their concerns about big-size classes in the first-grade sections. All asked the board to consider a third section of first grade because the small classes are more beneficial to the students.

7. BOARD OF EDUCATION DISCUSSION

Mr. Robert Imhoff asked for a count of kids in the classroom. Dr. Gregory Hobaugh replied that the administration meeting is scheduled and there might be a solution for public comments. He also said that we hear you and we listen.

8. ADOPTION OF MINUTES FROM PREVIOUS MEETING

8.1. May 6, 2024 Work Session Minutes (*Attachment 5 6 24 Work Session Minutes Signed*)

8.2. May 13, 2024 Regular Session Minutes (*Attachment 5 13 24 Regular Session Minutes Signed*)

The Board President calls for a motion and a second to approve 8:1-8:2.

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

Karyn Gove	X			
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Motion passes 5-0-0-2

9. REPORTS TO THE BOARD

9.1. Board President's Report

- 9.1.1. Policy Audit
- 9.1.2. Student Achievement
- 9.1.3. Sustainability Committee Update - Karyn Gove
- 9.1.4. Negotiations Committee Update
- 9.1.5. School Security Committee Update
- 9.1.6. Hunterdon County School Boards Association Meeting Update - Robert Imhoff

Ms. Karyn Gove thanked Ms. Courtney Bursztyn, Emma Alparone, and Arianne Grosky for caring for the kids during Saturday night's Patriots game.

Mr. Robert Imhoff said that he would update the board on the progress of the negotiation during the executive session. He noted that the school security is moving forward.

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 7:07 p.m. Michael McCasland* and a second *Colleen Poles unanimously approved to affirm*, reject, or modify, by voice vote, the superintendent's decision in HIB Investigation Report 2023-2024 ES05 (*Attachment: 23-24 ES05 Redacted*).

11. ACTION ITEMS

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

- 11.1.1. **Motion to approve** the list of eighth-grade students eligible for promotion to ninth grade. (*Attachment: HBMS Class of 2024*)
- 11.1.2. **Motion to approve** revised and/or new policies and regulations. (*Attachments: Policy & Regulation Audit 6000-9000 Update*)
 - 11.1.2.1. P6831 Withholding of Recovering State Aid
 - 11.1.2.2. P7102 Site Selection & Acquisition
 - 11.1.2.3. P7130 School Closing
 - 11.1.2.4. P7300 Disposition of Property -

- 11.1.2.5. P7421 Indoor Air Quality Standards
- 11.1.2.6. P7510 Use of School Facilities (M)
- 11.1.2.7. P8335 Family Educational Rights & Privacy Act
- 11.1.2.8. P8431 Preparedness for Toxic Hazard
- 11.1.2.9. P8454 Management of Pediculosis
- 11.1.2.10. P8561 Procurement Procedures for School Nutrition Programs (M)
- 11.1.2.11. P9322 Drug-Free Zone (M) - Abolish
- 11.1.2.12. R7102 Site Selection & Acquisition
- 11.1.2.13. R7300.1 Disposition of Instructional Property - Abolish
- 11.1.2.14. R7300.2 Disposition of Land
- 11.1.2.15. R7421 Indoor Air Quality Standards
- 11.1.2.16. R7430 School Safety (M) - Abolish
- 11.1.2.17. R8420.10 Active Shooter (M)
- 11.1.2.18. R8462 Reporting Potentially Missing or Abused Children (M)
- 11.1.2.19. R9322 Drug-Free Zone (M) - Abolish
- 11.1.2.20. R9324 Sex Offender Registration & Notification

11.2. Human Resources - Personnel, Management & Community Relations.

- 11.2.1. **Motion to approve** staffing for the 2024 - 2025 Extended School Year. (*Attachment: ESY & ESSR Staffing 2024-25*)
- 11.2.2. **Motion to approve** staffing for Summer Enrichment Camps to be funded by ESSR funds. (*Attachment: ESY & ESSR Staffing 2024-25*)
- 11.2.3. **Motion to approve** Andrew Ziray and Kathryn Miller for hours above their contracted time necessary to attend the Color Run on Friday, May 31, and MS Field Day on June 6, at the contracted rate of \$32.00 per hour.
- 11.2.4. **Motion to approve** movement on the salary guide as of September 1, 2024, for Janis Clark from BA to BA+15, step and salary to be determined once a new agreement is signed between the HBBOE and the HBEA.
- 11.2.5. **Motion to approve** movement on the salary guide as of September 1, 2024, for Julia Monge from BA+30 to MA, pending required paperwork, step, and salary to be determined once a new agreement is signed between the HBBOE and the HBEA.
- 11.2.6. **Motion to approve** the following substitute custodians for the 2024-2025 school year at the hourly rate of \$18.00 per hour.
 - Philip Apsley
 - Lauren Iverson
 - Mark Iverson
- 11.2.7. **Motion to approve** Jerry Morrison as part-time custodian at an hourly rate of \$17.00, for the 2024-25 school year, effective July 1, 2024.
- 11.2.8. **Motion to approve** Carl Katzenberger & Timothy Loughney for the stipend position of Lead Building Custodians for the 2024 - 2025 school year, at a rate of \$250.00 per month, effective July 1, 2024.

- 11.2.9. Motion to approve** Michael Doerwang for the stipend position of Maintenance Support, at \$80 per day, not to exceed 180 days, effective August 26, 2024.
- 11.2.10. Motion to approve** Lisa Waseleski as a substitute nurse for the 2024 - 2025 school year at a daily rate of \$150.00.
- 11.2.11. Motion to approve** the resignation of a preschool teacher, Carley Marookian, effective August 5, 2024.
- 11.2.12. Motion to approve** Karolina Cywa as Business Administrator / Board Secretary / Payroll Processor for the 2024-2025 school year at an annual salary of \$105,000.00, effective July 1, 2024, pending approval from the county executive.
- 11.2.13. Motion to approve** the Superintendent to appoint staff during the months of July and August 2024, subject to ratification by the Board of Education at its regular meeting in August 2024.
- 11.2.14. Motion to approve** course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Daniela Cleveland	GED 607 - Assessment for Instruction in Special Education	Centenary University	June - Aug, 2024	\$2,068.95

- 11.2.15. Motion to approve** the following appointments/reappointments for the 2024-2025 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 Hobbaugh
Toxic Hazard Preparedness Officer	Carl Katzenberger - MS Timothy Loughney - ES
Attendance Officer	Gregory Hobbaugh
School Insurance Agent / Risk Management Consultant	Brown and Brown
Official Websites	Njschooljobs.com educationjobsnj.com
School Auditor	Nisivoccia, LLP

FSA Provider	Healthequity
Treasurer of School Monies	Judy Favino
Ancillary Insurance Agency of Record	Brown and Brown
Integrated Pest Management Officer	Carl Katzenberger - MS Timothy Loughney - ES
Temporary Purchasing Agent	Karolina Cywa
Air Quality Designee	Carl Katzenberger - MS Timothy Loughney - ES
Safety & Health Designee	Gregory Hobough
Custodian of Records (OPRA)	Karolina Cywa
Chemical Hygiene Officer	Carl Katzenberger - MS Timothy Loughney - ES
Substance Awareness Coordinator	Gregory Hobough
Anti-bullying Specialist – Elementary School	Megan Gulevski
Anti-bullying Specialist – Middle School	Katherine Franks
Anti-bullying Coordinator	Gregory Hobough
School Safety Specialist	Gregory Hobough

- 11.2.16. Motion to approve 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 1, 2024, through August 8, 2024. (*Attachment: Provel Contract ESY 2024 - 2025*)

11.3. Educational Resources - Finance and Facilities

11.3.1. Payment of Bills

Audit of Invoices (*Attachment: 6 10 24 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	May 10, 2024 - June 10, 2024,	\$ 525,577.85
Payroll	May 15, 2024,	\$ 259,661.41
Payroll	May 31, 2024,	\$ 253,826.99
Payroll	June 7, 2024,	<u>\$ 262,849.90</u>
Total		\$ 1,301,916.15

Payment of Bills Cafeteria account:

Vendor	Date	Check #	Amount
1-800-got-junk?	May 25, 2024,	1625	\$ 898.00
W.W. Grainger	May 20, 2024,	1627	\$ 5,485.70
Maschio's	May 15, 2024,	1626	<u>\$10,970.80</u>
Total			\$17,354.50

- 11.3.2. Financial Reports** (*Attachments: April 2024 Board Secretary Signed - Fund 10, 20, 40 and April 2024 Treasurer's Report Signed*)

Report of the Board Secretary and Treasurer's Report for April 2024

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the months of April 2024 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 certify for the months of April 2024, 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.

June 6th, 2024

Karolina Cywa

Karolina Cywa

Business Administrator

11.3.3. Line Item Transfers for May 2024 (*Attachment: May 2024 Transfer Report Signed*)

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

11.3.4. Motion to approve recycling of old and broken refrigerators from Middle School cafeteria:

- Model#AHA-45-RTM, Serial#098851
- Model#WRT318FZDW02, Serial#VS3233133

11.3.5. ADOPTION OF K-8 CURRICULUM (*Attachment: 2024 - 2025 District Textbook List*)

Approval to adopt the existing courses of study, course guides, curriculum, and textbooks for Pre-K-8 of the High Bridge Public Schools.

11.3.6. 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 2024 - 2025 Board of Education.

11.3.7. 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 or Board Secretary or Treasurer (1)

Food Service	President or Board Secretary or Treasurer (1)
Payroll Account	President or Board Secretary or Treasurer (1)
Unemployment	President or Board Secretary or Treasurer (1)
Student Activity	Board Secretary, Elementary or Middle School Principal (2)
FSA	President or Board Secretary or Treasurer (1)

11.3.8. 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.

11.3.9. 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.

11.3.10. 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.

11.3.11. SCHOOL FUNDS INVESTOR

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

11.3.12. 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 2024 - 2025 School Year.

11.3.13. 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 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.

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

11.3.15. Motion to authorize the Business Administrator/Board Secretary to issue “Not to exceed” purchase orders up to \$10,000 for the 2024-2025 school year.

11.3.16. Motion for 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, 2024 and the 2024 - 2025 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.

11.3.17. 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.

11.3.18. 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 \$183,000 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 \$1,183,000 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.

- 11.3.19. Motion to 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.

11.3.20. APPROVE HIGH BRIDGE SCHOOL DISTRICT PLANS & PROCEDURES

BE IT RESOLVED that the High Bridge Board of Education approves the following plans and procedures for the 2024 - 2025 school year.

- 11.3.20.1.** Purchasing Manual (*Attachment: High Bridge Purchasing Manual 2024 - 2025*)
- 11.3.20.2.** Professional Development Plans (*Attachment: 2024 -2025 ES Professional Development Plan & 2024 - 2025 MS Professional Development Plan*)
- 11.3.20.3.** High Bridge School District Mentoring Plan (*Attachment: 2024 - 2025 District Mentoring Plan*)

- 11.3.21. PARTICIPATION IN E-RATE FOR 2024 - 2025** (*Attachment: 2024 - 2025 E-Rate*)
Motion to approve participation in the E-Rate Consortium for the 2024 -2025 school year.

- 11.3.22. Motion to approve** acceptance of funds of the Stabilized School Budget Aid in the amount of \$40,481.00 to be appropriated in 2024 - 2025 (*Attachment: Stabilized School Budget Aid*).

- 11.3.23. WHEREAS**, P.L.2024, c.13: Stabilized School Budget Aid Grant Program and Increased Tax Levy Cap for Certain Districts, and;
WHEREAS, Under the Stabilized School Budget Aid Grant Program, a school district subject to a State school aid reduction in the 2024-2025 school year is eligible for an aid grant equal to 45% of the amount of the school district's State school aid reduction, and;
WHEREAS, Districts were provided notice of the amounts eligible on or about May 15, 2024, and;
WHEREAS, Districts must appropriate these funds no later than July 5, 2024, and;
BE IT RESOLVED, that the High Bridge Board of Education appropriates the additional funds received in the amount of \$40,481 in the following budgetary line items:

Budget line	Amount	Description
11-120-100-101-000-200	\$30,000	Spanish Teacher
11-000-251-100-000-000	\$10,481	Business Administrator

NOW, THEREFORE, BE IT RESOLVED that the High Bridge Board of Education hereby adopts the following final budget for SY 2024-2025:

		General Fund	Special Revenue	Debt Service	TOTAL
2024 - 2025 Total Expenditures		\$8,598,823	\$1,466,905	\$545,750	\$10,611,478
Less: Anticipated Revenues		\$1,489,787	\$1,466,905	\$80,348	\$3,037,040
Taxes to be Raised		\$7,109,036	\$0.00	\$465,402	\$7,574,438

- 11.3.24. Motion to authorize** the Superintendent and Business Administrator to digitally submit the 2023 - 2024 Extraordinary Aid Application and accept the award upon the subsequent approval of the NJ State DOE.
- 11.3.25. Motion to approve** 2024 - 2025 agreement with PaySchools for district-wide annual software and maintenance fee for parents and students to order and pay in advance for student lunches. Cost not to exceed \$2,680.00, using cafeteria funds.
- 11.3.26. Motion to approve** CDK Systems, Inc., Great Meadows, New Jersey, for personnel, requisitioning, and accounting software services for the 2024 - 2025 school year for a period from July 1, 2024, to June 30, 2025, at a cost of \$12,605.
- 11.3.27. Motion to approve** Educational Data Services, Inc. for the licensing and \$1,725.00 maintenance fee for the 2024 - 2025 school year.
- 11.3.28. Motion to approve** Frontline Education for the IEP and Employee Evaluation Management in the amount of \$11,965.16 for the 2024 - 2025 school year.
- 11.3.29. Motion to approve** Genesis for the Student Information System Cloud Services in the amount of \$9,638.50 for the 2024 - 2025 school year.
- 11.3.30. Motion to approve** Strauss Esmay Associates, LLP for the policy alert and support system in the amount of \$4,965.00 for the 2024 - 2025 school year.
- 11.3.31. Motion to approve** Butler Water Corrections for boiler water chemical treatment service in the amount of \$2,070.00 for October 2043 through March 2025.
- 11.3.32. Motion to approve** Morris County Elevator for the elevator maintenance services in the amount of \$4,992.00 for the 2024 - 2025 school year.
- 11.3.33. Motion to approve** NJSBA Dues in the amount of \$4,308.22 for the 2024 - 2025 school year.
- 11.3.34. Motion to approve** 3-year contract renewal with ePlus Technology Inc., for support on High Bridge firewall in the amount of \$4,579.97.
- 11.3.35. Motion to approve** the Trucking Delivery Agreement with Maschio's (*Attachment: High Bridge Maschio's Trucking Delivery*)

11.3.36. 2024 -2025 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
Plumber	Richard Yard
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

11.3.37. 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, 2024, and ending on June 30, 2025, 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: 2024 - 2025 Special Education - HB HCVSD Shared Services Agreement*)

11.3.38. 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, 2024, and ending on June 30, 2025, 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: 2024 - 2025 Speech Therapist HB Bethlehem Shared Services Agreement*)

11.3.39. 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 the 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 24 - 25 Contract*)

11.3.40. It is recommended that the Board approve the following resolution:

BE IT RESOLVED THAT the High Bridge Board of Education approve the renewal of the FSMC contract with Maschio’s Food Services, Inc. for the 2024 -2025 school year as follows:

- FSMC Fee: \$9,135 paid in monthly installments of \$913.50 per month commencing on September 1, 2024 and ending on June 30, 2025
- The total cost of the contract for the 2024 - 2025 school year is \$124,568.48

11.3.41. It is recommended that the Board approve the following breakfast/lunch prices for the 2024 - 2025 school year:

Student Breakfast \$2.00 (no increase)
 Student Reduced Breakfast \$0.00
 Student Lunch \$3.75 (no increase)
 Student Reduced Lunch \$0.00
 Adult Lunch \$4.50 (no increase)
 Adult Breakfast \$3.00 (no increase)
 Milk \$0.60 (no increase)

11.3.42. APPROVAL OF PROFESSIONAL SERVICES

Motion to approve the following appointments:

WHEREAS, there exists a need for auditing services, architectural services, legal services, occupational services, physical therapy services, speech services, and,

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the High Bridge Board of Education as follows:

11.3.42.1. Chaudry Law LLC, Iselin, New Jersey, as Negotiations Counsel from July 1, 2024 - June 30, 2025, with all services billed at the hourly rate of \$165 per hour and be conducted by the Partner.

11.3.42.2. The Firm of Busch Law Group, LLC, Metuchen, New Jersey, is appointed as Board Attorneys from July 1, 2024, to June 30, 2025, at the following rate:

Attorneys	\$173 Per Hour
Paralegals	\$100 Per Hour

11.3.42.3. Robin Ballard of Schenck, Price, Smith & King, LLC, Florham Park, New Jersey, is appointed as Special Counsel from July 1, 2024 to June 30, 2025 at the following rate:

Partners and Counsel	\$185 Per Hour
Associates	\$175 Per Hour

11.3.42.4. Advancing Opportunities, Willingboro, New Jersey, is appointed as Assistive Technology Services from July 1, 2024, to June 30, 2025, 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

- 11.3.42.5.** 4M Consulting, LLC, Sparta, New Jersey, is appointed for Media Specialist services from September 1, 2024, to June 30, 2025, at the following rate:
Media Specialist Services \$100 Per Hour (not to exceed \$4,000)
- 11.3.42.6.** ESS Northeast, LLC for substitute services. (*Attachment: Addendum to extend agreement - ESS Substitute Renewal 24 - 25*)
- 11.3.42.7.** ESS Support Services, LLC for paraprofessional services. (*Attachment: Addendum to extend agreement - ESS Paraprofessional Renewal 24 - 25*)
- 11.3.42.8.** Hunterdon County Educational Services Commission, Califon, NJ is appointed for Public School Services from July 1, 2024, to June 30, 2025. (*Attachment: HCESC 24 - 25 Services and Rates*)
- 11.3.42.9.** Phoenix Advisors, LLC, Bordentown, New Jersey, is appointed for Continuing Disclosure and Municipal Advisor Services from July 1, 2024, to June 30, 2025, at the following rates:
Base fee \$1,350.00
Set-up charge \$450.00
Event Filing \$250 Each
Notice of Redemption \$250 Each
- 11.3.42.10.** R&L DataCenter, Inc., Bloomsbury, New Jersey, is appointed for payroll services from July 1, 2024, to June 30, 2025, at the following rates:
Payroll \$ 523/per payroll
W-2 preparation \$150 plus \$8.00 per each W2 prepared
1099 preparation \$150 plus \$8.00 per each 1099 prepared
Programming \$150/hour as needed
Training \$125/hour as needed
- 11.3.42.11.** Hunterdon County Educational Services Commission, Califon, NJ is appointed for Technology Support Services from July 1, 2024, to June 30, 2025, at the following rates:
\$6,032 per month (8 days per month, 7 hours per day)
\$1,916 per month for systems administration
- 11.3.42.12.** Allison M. Peck, P.T, Hope, New Jersey, is appointed for Physical Therapy Services from July 1, 2024, to June 30, 2025 at the following rates:
Therapy Services \$89/hour
- 11.3.42.13.** FKA Architects, Oakland, New Jersey, is appointed for architectural services from July 1, 2024 - June 30, 2025 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

- 11.3.42.14.** Nancy Lenahan of Therapeutic Intervention, Inc., Bridgewater, New Jersey, is appointed for Occupational Therapy Services from July 1, 2024 to June 30, 2025 at the following rates:
- | | |
|-------------------------|---------------------|
| In-District OT Services | \$103.00/Hour |
| Home-Based Therapy | \$118.50/Visit |
| Evaluations | \$427.00/Evaluation |
- 11.3.42.15.** Safe Schools Integrated Pest Management, Fair Haven, New Jersey, is appointed for Pest Control Services from July 1, 2024 to June 30, 2025 at the following rates:
- | | |
|--------------------------------|----------|
| Monthly fee | \$210.00 |
| Extra Service Request | \$95.00 |
| Bees/Stinging Insect Treatment | \$195.00 |
- 11.3.42.16.** Nisivoccia, Mt. Arlington, New Jersey is appointed for auditing and accounting services from July 1, 2024 - June 30, 2025 with billing rates as follows:
- | | |
|---------------------------------|----------|
| Estimated Annual Audit Services | \$30,000 |
| Additional procedures | \$7,500 |
- 11.3.42.17.** Prestige Education Consultants LLC, Augusta, New Jersey, is appointed for bilingual student assessment for the 2023 - 2024 school year per the attached fee schedule. (*Attachment: Prestige Fee Schedule 2023-2024*)
- 11.3.42.18.** Greenbrook Family Medicine, Green Brook, New Jersey, is appointed for School Physician Services from July 1, 2024, to June 30, 2025, at the following rates:
- Review of Sports Physicals, consultations, review of policies, and nurse consultation are included in the annual \$1,850.00 fee.
- Hepatitis B vaccines \$65/vaccine dose
- Employee Influenza vaccines are billed to the employee's insurance or paid by the employee.
- Student Drug Testing (7 drugs/alcohol/ecstasy) based on the current lab rates
- Part-time/substitute employee pre-employment Mantoux testing is \$30/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.

The Board President calls for a motion and a second to approve 11.1-11.3.42.18.:

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

Motion passes 5-0-0-2

12. NEW BUSINESS

13. 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.

14. BOARD OF EDUCATION DISCUSSION

15. EXECUTIVE/CLOSED SESSION

The Board President calls for a motion at 7:12 p.m. Cynthia Sharkey and a second Colleen Poles unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Personnel
- Executive Session Minutes
- Superintendent Evaluation
- Negotiations

The Business Administrator/Board Secretary left the meeting at 7:45 p.m. during the executive session. Ms. Karyn Gove assumed the role of the Board Secretary during the executive session and the remainder of the public meeting.

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.

16. RECONVENE PUBLIC SESSION

The Board President calls for a motion at 8:10 p.m. Colleen Poles and a second Michael McCasland unanimously approved to reconvene the public session.

17. ADOPTION OF MINUTES FROM PREVIOUS EXECUTIVE SESSION

17.1.1. May 6, 2024 Executive Session Minutes (*Attachment 5 6 24 Executive Work Session Minutes Signed*)

17.1.2. May 13, 2024 Executive Session Minutes (*Attachment 5 13 24 Executive Regular Session Minutes Signed*)

The Board President calls for a motion and a second to approve 17.1.1-17.1.2.:

Motion: Robert Imhoff		Second: Cynthia Sharkey		
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 5-0-0-2

18. ADJOURNMENT

The Board President calls for a motion at 8:23 p.m. Michael McCasland and a second Collen Poles unanimously approved to adjourn the meeting.

Respectfully submitted,

Karolina Cywa

Karolina Cywa

School Business Administrator/Board Secretary