

**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
Monday, April 15, 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, April 15, 2024

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*

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 ITEM

4.1. Superintendent's Report

4.1.1. Superintendent Update

The Superintendent informed the board that there was no damage to both buildings due to the recent earthquake. He also updated the board on the following:

- *a solar eclipse (glasses were purchased for everybody)*

- a new PE teacher who started today
- inside and outside school tutoring paid by ESSER funds
- PTO's bingo and clothing drive
- the traffic garden sponsored by "goHunterdon"
- a new phone system that was installed over the spring break
- the well done "The Adams Family" play
- successful parent-teacher conferences
- updated 2023-2024 school calendar
- water fountain sponsored by Emergent grant

The superintendent thanked Ms. Morris and Ms. Kerr for doing the reading challenge

Mr. Michael McCasland asked what would happen if there would be no internet or power. Dr. Gregory Hobough replied that there are a few people who will be accepting the phone calls that come to the school by a rerouted line.

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Laurie Piell	3/06/2024	Notice of Retirement
<i>(Attachment: Piell Notice of Retirement 3 6 24)</i>		
Mayor Michele Lee	3/14/2024	Budget
<i>(Attachment: Lee Correspondence 3 14 24)</i>		
Will Rayfield	3/10/2024	High Bridge School Performance
<i>(Attachment: Rayfield Correspondence 3 10 24)</i>		

6. REPORTS TO THE BOARD

6.1. Board President's Report

6.1.1. Policy Audit *(Attachments: Policy Audit 3000-5000 and Regulation Audit 3000-5000)*

- 6.1.1.1. P3214 Conflict of Interest
- 6.1.1.2. P3216 Dress and Grooming
- 6.1.1.3. P3374 Tenure Upon Transfer to Underperforming School
- 6.1.1.4. P4438 Jury Duty
- 6.1.1.5. P5200 Attendance
- 6.1.1.6. P5300 Automated External Defibrillators
- 6.1.1.7. P5511 Dress and Grooming
- 6.1.1.8. R3233 Political Activities
- 6.1.1.9. R3362 Sexual Harassment of Teaching Staff Members Complaint Procedure
- 6.1.1.10. R5200 Attendance
- 6.1.1.11. R5511 Dress Code
- 6.1.1.12. R5519 Dating Violence at School
- 6.1.1.13. R5751 Sexual Harassment of Students

6.1.2. Student Achievement

6.1.3. Sustainability Committee Update - Karyn Gove

6.1.4. Negotiations Committee Update

6.1.5. School Security Committee Update

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

The superintendent presented to the board his policy audit suggestions.

Ms. Colleen Poles asked if a doctor's note is required after an excess amount of days. Ms. Cynthia Sharkey asked if doctor's notes are required for chronic absences. Ms. Karyn Gove also asked if there could be an added "with three days prior notice" reason for absence.

Ms. Cindy Sharkey said that the employee should not be reimbursed for jury duty. Mr. Benjamin Bolger added that keeping track of getting money from the staff will be challenging. Mr. Robert Imhoff agreed that keeping track of recovering this cost would be more expensive than the cost of jury duty itself.

Dr. Gregory Hobaugh presented to the board the New Jersey school performance report and how the High Bridge students performed. Mr. Michael McCasland asked for the correlation between attendance and the test scores. Mr. Robert Imhoff noted that the student's attendance has been a problem for years even though the High Bridge continues to send well-prepared students to high school.

Mr. Robert Imhoff updated the board on the State grant program to restore the loss of the State Aid. The affected school districts can apply for $\frac{2}{3}$ of the aid loss. He noted that to be eligible for the funding the districts must meet several requirements. He also noted that this is the last year of the S2 formula and the government plans to reevaluate funding.

Mr. Robert Imhoff suggested putting out a question to the community on the November ballot regarding the future of High Bridge schools. Ms. Cindy Sharkey agreed with Mr. Robert Imhoff's suggestion. She also suggested that the questions should focus on the best of the students. Mr. Robert Imhoff suggested reaching out to Mr. Celso with the formation of the question. Ms. Sharkey noted that the board needs to take advantage of this election.

Mr. Robert Imhoff informed the board that the negotiation meeting scheduled for March 18th was unsuccessful. The first mediation meeting is scheduled for May.

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 2023-2024 MS09 (*Attachment: 23-24 MS09 Redacted*).

8. ACTION ITEMS

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

8.1.1. Amend the 2023-2024 school calendar. (*Attachment: Revised 2023-24 HBSD Calendar*)

8.1.2. Class trips and transportation:

Grade	Location	Cost	Incurred By
1st	Union Forge Park, High Bridge, NJ	N/A	N/A

8.2. Human Resources - Personnel, Management & Community Relations

- 8.2.1.** Emma Alparone and Marisa Monaco as substitute tutors for thirteen (13) weeks beyond the school day program funded by ESSR funds, at the contracted rate of \$32.00 per hour, on an as-needed basis.
- 8.2.2.** Emma Alparone, Jana Brown, Heidi Johnston, and Nicole Locorotondo to co-assist with students in the drama club, in accordance with student IEPs at the contracted hourly rate of \$32.00 for an additional ten (10) hours total, not to exceed \$320.00. Total compensation will be shared between the positions.
- 8.2.3.** Rescind Carl Katzenberger as Girls' Softball Coach at the contracted rate of \$1,517.00 for the 2023-24 season.
- 8.2.4.** Kristin Weiland as Girls' Softball Coach at the contracted rate of \$1,264.00 for the 2023-24 season.
- 8.2.5.** Preschool Instructional Coach, Alyssa Oliver, for up to sixty (60) hours of summer pay for preschool preparation at the hourly rate of \$32.00, for a total of \$1,920.00 to be funded through PEA Grant.
- 8.2.6.** Courtney Bursztyn as mentor to Zachary Moyer. The mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
- 8.2.7.** Staffing for the 2024-2025 Extended School Year. (*Attachment: ESY & ESSR Staffing 2024-25*)
- 8.2.8.** Staffing for Summer Enrichment Camps to be funded by ESSR funds. (*Attachment: ESY & ESSR Staffing 2024-25*)
- 8.2.9.** Following staff members for Preschool Orientation to be funded through PEA Grant.

Name	Rate	Hours	Total
Alyssa Oliver	\$32.00	2	\$64.00
Julia Monge	\$32.00	2	\$64.00
Maurica Hash	\$32.00	2	\$64.00
Jacky Remaly	\$32.00	2	\$64.00
Daniela Cleveland	\$32.00	2	\$64.00
Carley Marookian	\$32.00	2	\$64.00

- 8.2.10.** Following staff members for Kindergarten Orientation.

Name	Rate	Hours	Total
Lisa Kerr	\$32.00	2	\$64.00
Sherry Kerr	\$32.00	2	\$64.00

- 8.2.11.** Staff members as chaperones for the 8th-grade trip to Washington, DC.

Name	Date	Event	Rate
Gregory Hobaugh	May 22-24, 2024	Washington DC	\$135/night = \$405
Richard Kolton	May 22-24, 2024	Washington DC	\$135/night = \$405
Coleen Conroy	May 22-24, 2024	Washington DC	\$115/night = \$345
Carl Katzenberger	May 22-24, 2024	Washington DC	\$115/night = \$345
Michael Doerwang	May 22-24, 2024	Washington DC	\$115/night = \$345
Katy Morello - Nurse	May 22-24, 2024	Washington DC	\$150/day = \$450 \$150/night = \$450

- 8.2.12.** Course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Judy LaGreca	GED 699 - Special Topics in Special Education	Centenary University	April - June, 2024	\$2,068.95
Kayla Turner	GED 658 - Social Issues for Children with Special Needs	Centenary University	April - June, 2024	\$2,110.95

8.3. Educational Resources - Finance and Facilities

8.3.1. Travel expenditure for workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Gregory A. Hobaugh	NJASA Spring Conference	May 15-17, 2024	N/A	\$115.62	\$387.58	\$502.30
Gregory A. Hobaugh	PERC Arbitration	May 1, 2024	N/A	\$33.75	\$17.00	\$50.75
Caryn Rinehart	PERC Arbitration	May 1, 2024	N/A	\$33.75	\$17.00	\$50.75
Karolina Cywa	NJASBO 2024 Annual Conference	June 5-7, 2024	\$500.00	\$127.84	\$350.50	\$978.34
Caryn Rinehart	CDK 2024 End of Year Meeting - Personnel	April 25, 2024 (Half Day AM)	N/A	N/A	N/A	N/A
Caryn Rinehart	CDK 2024 End of Year Meeting - Accounting	May 2, 2024 (Half Day AM)	N/A	N/A	N/A	N/A
Diane Charneski	CDK 2024 End of Year Meeting - Accounting	May 2, 2024 (Half Day AM)	N/A	N/A	N/A	N/A

8.3.2. Use of Facilities

Use of facilities request:

Organization	Dates	Day / Times	Location
High Bridge PTO - Book Fair Family Night	April 18, 2024	Thursday/5 pm - 8:30 pm	ES Library
Hunterdon Huskies HBAA -Board Mtgs -Practice Space	June 8, 2024 April 2024-2025 August 2024 Sept. - Nov. 2024 January & Feb 2025	Saturday/9 am - 6 pm 1st Wed. of the month, 7:30 pm - 9 pm All month/9 am - 8 pm All month/5 pm - 8 pm All month/5 pm - 8 pm	MS Gym ES Library ES/MS Multi-PR ES/MS Multi-PR ES/MS Multi-PR
High Bridge Pickleball Club	May 2024 thru April 2025	M-F, 5 pm - 7 pm & Sat./ Sunday, 9 am - 12 pm	MS Playground

- 8.3.3. Acceptance of books from the High Bridge Public Library. (*Attachment: Library Book Donation April, 2024*)
- 8.3.4. Acceptance of a donation from The Blackbaud Giving Fund by its agent, YourCause, in the amount of \$250.00 to supply the student activity account.
- 8.3.5. Shared services agreement between the High Bridge Board of Education and the Borough of High Bridge for the provision of snow removal and deicing from designated school roads and parking lots for the fiscal year July 1, 2024 through June 30, 2025. (*Attachment: HBBOE/Borough of High Bridge Shared Services Agreement 2024-25*)
- 8.3.6. Rescind the submission and acceptance of the School Security Grant for the SY 2024 in the amount of \$63,207.
- 8.3.7. Payment of Bills
- 8.3.8. Line Item Transfers
- 8.3.9. Financial Reports

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

Mr. Greg Hohges thanked the board for working so hard to keep schools open.

Ms. Rene Delia - the parent wanted to share that she has never questioned her kid's State testing scores.

Ms. Caitlin Bowring - the parent responded to the attendance portion of the meeting and she expressed the feeling that the kids should be motivated to go to school so attendance will be higher.

10. BOARD OF EDUCATION DISCUSSION

Ms. Colleen Poles said that her kids like spirit days. The superintendent noted that the school is always doing a lot of fun stuff not just academics.

Ms. Erin Delgado left the meeting at 8:12 p.m.

11. EXECUTIVE/CLOSED SESSION

The Board President calls for a motion at 8:29 p.m. Cynthia Sharkry and a second Michael McCasland unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Security
- Personnel
- Negotiations

The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

12. RECONVENE PUBLIC SESSION

The Board President calls for a motion at 8:58 p.m. Robert Imhoff and a second **Colleen Poles** *unanimously approved* to reconvene the public session.

13. ADJOURNMENT

The Board President calls for a motion at 8:58 p.m. Colleen Poles and a second **Michael McCasland** *unanimously approved* to adjourn the meeting.

Respectfully submitted



Karolina Cywa

School Business Administrator/Board Secretary