

**HIGH BRIDGE BOARD OF EDUCATION**  
**REGULAR SESSION MEETING**  
**Monday, August 26, 2019**

**1. OPENING OF MEETING - 7:00 PM****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.

**Date:** Monday August 26, 2019

**Time:** 7:00 pm

**Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE****3. ROLL CALL** by Christopher Jones, SBA / Board Secretary

Erin Delgado

Robert Imhoff

Michelle Corley

Mindy Manahan

James Garner

Cindy Sharkey, President

Karyn Gove, Vice. Pres.

Additional Members Present: Dr. Gregory Hobough, Superintendent

Christopher Jones, SBA / Board Secretary

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1. Motion to recognize** Ryan Frei and the Aquaholics team for the donation of time and effort to install Ray's Reef at the Elementary School.

**4.2. Superintendent's Report****4.2.1. 2019-2020 Projected Enrollment**

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	22	-	-	-	22
K	3	31	1	-	-	32
1	2	33	-	-	-	33
2	2	36	-	-	-	36
3	2	42	1	-	-	43
4	2	32		-	-	32
<b>Elementary School Total</b>						<b>198</b>
5	2	40	1	-	-	41
6	2	39	-	1	-	40
7	2	43	-	-	-	43
8	2	49	-	-	-	49

<b>Middle School Total</b>						<b>173</b>
<b>District Total</b>	<b>21</b>	<b>367</b>	<b>3</b>	<b>1</b>		<b>371</b>

4.2.2. Staff Attendance for July 2019 (*Attachment: July 2019 Staff Attendance*)

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

Month	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed
July	N/A	N/A	07/03	07/30								
August	N/A	N/A	08/01	08/06								
Sept												
Oct												
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												

\* Investigation is in progress

4.2.4. Superintendent Update

4.3. School Business Administrator’s Report.

4.3.1. NJSBA Workshop

4.3.2. Facilities Review

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

Name                      Date                      Subject

**6. PUBLIC COMMENTS**

This period of time provides an opportunity for the public to speak 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. Comments should be addressed to the Board.

**7. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

7.1. July 8, 2019 Regular Meeting Minutes (*Attachment: 7 8 19 Meeting Minutes*)

7.2. August 19, Work Session Meeting Minutes (*Attachment: 8 19 19 Work Session Minutes*),  
**Board President** calls for a motion and a second to approve 7:

Motion:	Second:			
Name:	Yes	No	Abstain	Absent
Michelle Corley				
Erin Delgado				
James Garner				
Karyn Gove				
Robert Imhoff				
Mindy Manahan				
Cindy Sharkey				

## 8. REPORTS TO THE BOARD

### 8.1. Board President's Report

#### 8.1.1. Board of Education Goals

#### **ACTION ITEMS**

### 8.2. Student Achievement - Curriculum, Instruction, Technology & Policy

8.2.1. **Motion to approve** the District Goals. (*Attachment: HB District Goals 2019-20*)

8.2.2. **Motion to approve** 2019/20 Mentoring plan. (*Attachment: Mentoring Plan 19-20*)

8.2.3. **Motion to approve** ES Handbook. (*Attachment: ES Parent Handbook 19-20*)

8.2.4. **Motion to approve** MS Handbook/Code of Conduct. (*Attachment: Middle School Handbook 2019*)

8.2.5. **Motion to approve** the following class trips and transportation:

Grade	Location	Cost/Student	Incurred By
Student Leadership	Camp Bernie	\$20.00	Parent/Guardian

8.2.6. **Motion to approve** updated Policy 5200 Attendance. (*Attachment: Regulation 5200 Attendance*)

8.2.7. **Motion to approve** proposed field trip plan for the 2019-2020 school year (*Attachment: MS Field Trips 2019-2020 and ES Field Trips 2019-2020*)

### 8.3. Human Resources - Personnel, Management & Community Relations

8.3.1. **Motion to approve** the following staff for Summer Academy Program payable through Title IV funds.

Staff Name	Course	Rate	Hours	Total
Lee Rozycki	Nurtured Heart	\$29.11	75	\$2183.00
Melissa Patane-Schulter	Second Step	\$29.11	8	\$232.88
Melissa Patane-Schulter	Social Thinking	\$29.11	12.5	\$363.88
Marisa Monaco	Social Thinking	\$29.11	12.5	\$363.88

8.3.2. **Motion to approve** Megan Roth for an additional 10 hours at her contract rate for Summer CST evaluations.

8.3.3. **Motion to accept** with regret, the resignation of Nicole DiGeronimo as Middle School Physical Education teacher effective August 12, 2019.

8.3.4. **Motion to approve** the employment of Mary Fran Daley as full time Media Specialist from August 26, 2019 through June 30, 2020 at a level of MA Step 3 with an annual salary of \$62,050.00.

- 8.3.5. Motion to approve** 2019-2020 employment contracts for Caryn Rinehart and Heather Valenta. (*Attachments: Rinehart 2019-2020 and Valenta 2019-2020*)
- 8.3.6. Motion to approve** 2019-2020 employment contracts for Kathleen Barth, Sharon Wilson, and Catherine Hazlett as cafeteria aides at \$4,590 per year for 2 hours per day for 170 days at \$13.50 per hour.
- 8.3.7. Motion to approve** the following employees for the hours above their contracted time necessary to attend 10 scheduled inservice days on 8/26, 8/27, 8/28, 8/29, 10/14, 11/13, 12/11, 1/17, 2/26, and 6/12

<b>Name</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
Christin Cosgrove	37.50	\$29.11	\$1091.63
Brenda Krushinski	37.50	\$29.11	\$1091.63
Laura Pellegrino	37.50	\$29.11	\$1091.63
Lauren DiLanno	27.50	\$29.11	\$800.53
Thea Anaston	27.50	\$29.11	\$800.53
Jacklyn Carruthers	27.50	\$29.11	\$800.53
Denise Cathro	27.50	\$29.11	\$800.53
Kathleen Fulse	27.50	\$29.11	\$800.53
Kim Ziegler	27.50	\$29.11	\$800.53
Sharon Wilson	11.25	\$13.50	\$151.88
Kathy Barth	11.25	\$13.50	\$151.88
Cathy Hazlet	11.25	\$13.50	\$151.88

- 8.3.8. Motion to approve** up to two (2) teachers not to exceed 28 hours at a rate of \$29.11 per hour as advisors for the MS TREP\$ program and one (1) teacher not to exceed 14 hours at the rate of \$29.11 to serve as Program Coordinator. (*Attachment: TREP\$ Program*)
- 8.3.9. Motion to approve** the creation of the stipend position of Breakfast Program Supervisor for 15 minutes per day at a rate of \$29.11 per hour for 176 days for a total compensation rate of \$1,280.84. Sustainable NJ Schools grant will cover \$600.00.
- 8.3.10. Motion to approve** Heather Trepiccone as a black seal sub custodian at \$15.00 per hour.
- 8.3.11. Motion to approve** Kayla Oakes as full time Middle School Science Teacher from August 26, 2019 through June 30, 2020 at a level of BA Step 1 with an annual salary of \$57,650.00.
- 8.3.12. Motion to approve** movement on the salary guide as of September 1, 2019 for Christina Harding from MA to MA+15, pending receipt of required documentation, salary based on the 2019-2020 Guide in accordance with the 2018-2021 Agreement between the HBBOE and HBEA.
- 8.3.13. Motion to approve** intermittent unpaid leave for Judy LaGreca under the New Jersey Family Leave Act effective Tuesday, September 3, 2019.
- 8.3.14. Motion to approve** course reimbursement for:
- 8.3.14.1. Christina Harding**
- Course: Innovative Approaches to Literacy Instruction

- College/University: Centenary University
- Semester: August, 2019 - December 2019
- Tuition: \$1,861.20\*

\*Tuition amount updated from \$1,811.40 to reflect current tuition rates. BOE approved at 7/08/19 meeting

**8.4. Educational Resources - Finance and Facilities**

**8.4.1. Payment of Bills**

**Audit of Invoices** (*Attachment: 8 26 19 bill list*)

**Approve** invoices for Current Expenses in the following amounts:

Check Register	July 1 - Aug 26	\$ 877,006.09
Payroll	July 3 (Retro)	\$ 120,871.76
Payroll	July 15	\$ 54,658.57
Payroll	July 31	\$ 54,552.82
Payroll	August 15	<u>\$ 59,416.10</u>
	Total	\$1,166,505.34

**8.4.2. Financial Reports** (*Attachments: 2019 06 Board Secretary and Treasurer Reports - Signed*)

**Report of the Board Secretary and Treasurer’s Report for June 2019**

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the month of June 2019 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 2019, 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.

August 26, 2019

Christopher Jones  
Business Administrator

**8.4.3. Line Item Transfers for June 2019** (*Attachment: 2019 06 Transfer Report-Signed*)  
**Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.

**8.4.4. USE OF FACILITIES**

**Motion to approve the following use of facilities request:**

<b>Organization</b>	<b>Start Date</b>	<b>End Date</b>	<b>Day / Times</b>	<b>Location</b>
St. Joseph's Church	9/8/19	5/9/20	Sundays 8:30 am - 11 am	Classrooms
Girl Scout Troop #80222	9/13/19	6/12/20	Fridays 7 pm - 8:30 pm	ES Art Room
HBYS - Pictures	9/20/19	9/21/19	Friday 5- 9 pm Saturday 7 am - 12 pm	MS Cafe
Huskies	8/17/19		Saturday 9 am- 12pm (only in case of rain)	ES Gym
Huskies	9/3/19	11/15/19	Monday - Thursday 6:15 - 8 pm	Gym, Music Room & Library
Cub Scouts Pack 149 Pack Meetings	9/16/19	5/18/20	3rd Mondays 6:30 - 8:30 pm	ES Gym
Cub Scouts Pack 149 Den Meetings	9/3/19	5/22/20	Mon, Tues, Weds, Thurs 6:30 - 8:30 pm	ES Music Room
HBEA	9/13/19		Friday 5:30 - 7:30 pm	ES Blacktop
High Bridge PTO	1/10, 1/24, 2/7, 2/21, 3/6		Fridays 6:30 - 9 pm	MS Gym
High Bridge PTO	9/20, 11/15, 2/7, 2/28		Fridays 6:30 - 8 pm	ES Blacktop ES Gym
High Bridge PTO	9/17/19	6/9/20	3rd Mondays & 9/24/19	ES Library
Girl Scout Troop #80060	9/13/19	6/12/20	Fridays 6:30 - 8:30 pm	ES Music Room
HBYB	11/12/19	3/14/20	M-F 6:30 - 9 pm Saturdays 8 am - 4pm	ES & MS Gym
Adult Co-ed Volleyball **pending proof of insurance	9/11/18	5/27/19	Wednesdays 7:00 pm to 9:00 pm	MS Gym

**8.4.5. Motion to approve** participation in the E-Rate Consortium for the 2019-2020 school year.

**8.4.6. Motion to approve** Grant Applicant Payment Policy (*Attachment: Grant Process*)

**8.4.7. Travel Expenditure for Workshops**

Staff/Bd Member	Workshop	Date	Registration Fee	Other	Mileage	Total
Caryn Rinehart	NJDOE Regional Certification Training	8-14-19	N/A		N/A	N/A
Christopher Jones	Public School Purchasing	October 9 & 16	\$453.00		\$23.80	\$476.80
Christopher Jones	NJSBA Workshop	October 23-24	\$375.00	\$15 Parking \$10.50 Tolls \$99 Meals \$96 Hotel \$30 Taxis	\$95.90	\$721.40
Robert Imhoff	NJSBA Workshop	October 21-24	\$375.00	\$15 Parking \$10.50 Tolls \$231 Meals \$288 Hotel \$30 Taxis	\$95.90	\$1,045.40
Cindy Sharkey	NJSBA Workshop	October 22-24	\$375.00	\$15 Parking \$10.50 Tolls \$165 Meals \$192 Hotel \$30 Taxis	\$95.90	\$883.40
Greg Hobaugh	NJSBA Workshop	October 21-24	\$375.00	\$15 Parking \$10.50 Tolls \$231 Meals \$288 Hotel \$30 Taxis	\$95.90	\$1,045.40

**8.4.8. Motion to accept** the following tuition student for the regular school year program and ESY program (Autistic BD): Student# 201900001 from Bethlehem Township \$25,000 for regular school year and \$4,498.00 for ESY

**8.4.9. Motion to approve** Change Order #001 for Door Mullion replacement at High Bridge Elementary School

WHEREAS, the High Bridge Board of Education received bids for Elementary School Hallway Repair at the High Bridge Elementary School ; and

WHEREAS, AB Contracting, LLC. bid of \$110,350 was the lowest bidder and they were awarded the project.

WHEREAS, additional work was necessary due to unforeseen circumstances.

NOW, THEREFORE, BE IT RESOLVED, the High Bridge Board of Education approves change order #001 from AB Contracting, LLC for the Door Mullion replacement at the Elementary School at a cost not to exceed \$2,488.50.

**8.4.10. Transportation -**

**Motion to approve** the following Bus Routes for the 19/20 School Year:

Provider	Route #	Student ID#	Cost
Del Val	1902	8398827834	\$125/day

**Board President** calls for a motion and a second to approve 9.1-9.3.10.:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Michelle Corley				
Erin Delgado				
James Garner				
Karyn Gove				
Robert Imhoff				
Mindy Manahan				
Cindy Sharkey				

**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. Comments may be made on any subject pertaining to High Bridge Public Schools. Comments pertaining to Public Hearings should be saved for that section of the agenda. Comments should be addressed to the Board.

**11. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion** \_\_\_\_\_ and a second \_\_\_\_\_, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- 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.

**12. RECONVENE PUBLIC SESSION**

**Board President calls for a motion** \_\_\_\_\_ and a second \_\_\_\_\_ to reconvene public session.

**13. ACTION ITEM**

**Motion to approve** the Executive Minutes

**13.1.1.** July 8, 2019 Executive Minutes (*Attachments: 7 8 19 Executive Session Minutes*)

**13.1.2.** August 17, 2019 Work Session Executive Minutes (*Attachments: 8 19 19 Executive Work Session Minutes*)

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Michelle Corley				



Erin Delgado				
James Garner				
Karyn Gove				
Robert Imhoff				
Mindy Manahan				
Cindy Sharkey				

**14. ADJOURNMENT**

**Board President calls for a motion \_\_\_\_\_ and a second \_\_\_\_\_ to adjourn the meeting.**