

**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING  
Monday, March 9, 2020**

**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 March 9, 2020

**Time:** 7:00 pm

**No Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL** by John Jennings, SBA / Board Secretary

|               |                 |
|---------------|-----------------|
| Erin Delgado  | Robert Imhoff   |
| Mindy Manahan | Michelle Corley |
| James Garner  | Cindy Sharkey   |
| Karyn Gove    |                 |

Additional Members Present: Dr. Gregory Hobough, Superintendent  
John Jennings, SBA / Board Secretary

**4. PRESENTATION & RECOGNITION ITEM**

**4.1. Motion to recognize** the 2019-2020 High Bridge Mini-Historians, First Place Winner Nate Ventura, Second Place Winner Lila Kovacsofsky, Third Place Winners Havana Delgado and Nathan Kaduyu and Honorable Mentions to Jacob Rosales and Brigid Gilligan.

**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
- 6.2. Update on BOE Goals
- 6.3. Working with Census
- 6.4. School Safety/Climate Ad Hoc Committee Creation (*Attachment: Ad Hoc Committee Public Statement*)
- 6.5. COVID19 Preparedness Plan
- 6.6. Shared Services Ad Hoc Committee Update
- 6.7. Strategic Planning Ad Hoc 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.).

Discuss the Superintendent’s findings HIB Report #2019-20 ES03 and HIB Report #2019-20MS06 (*Attachment: 19-20 ES03 Redacted and 19-20 MS06 Redacted*)

**8. ACTION ITEMS**

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

**8.1.1.** Summer Enrichment Program to be offered for 25 students entering grades 6-8 on a first come, first serve basis to run Monday through Thursday from July 20, 2020 through August 6, 2020. The fee for this program will be \$60.00 per camper per week. Melissa Betz and Danielle Weber will be the coordinators/instructors for this program and will be compensated at the co-curricular rate of \$29.11 per hour, for three (3) hours per day, 4 days a week. (*Attachment: Ultimate Summer Camp 2020*)

**8.1.2.** Class trips and transportation:

| <b>Grade</b> | <b>Location</b>   | <b>Cost</b> | <b>Incurred By</b> |
|--------------|---|-------------|--------------------|
| 4th          | High Bridge Borough Hall                                | N/A         | N/A                |
| 7th          | Mayo Performing Arts Center -<br>Diary of Anne Frank    | \$16.00     | Parent/Guardian    |
| 5th          | Camp Bernie   | \$120.00    | Parent/Guardian    |
| 8th          | Kingwood Twp School - Solar Car<br>Competition & Finals | N/A         | N/A                |

**8.2. Human Resources - Personnel, Management & Community Relations**

**8.2.1.** Melissa Betz as Mentor for Nicole Orzel. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.

**8.2.2.** Mentor for Regina Perron. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.

**8.2.3.** Lauren Richardson, Tricia Morris and Carley Marookian as instructors for presentations on strategies to help parents help their students with reading, writing and math. These presentations will be held at dates to be determined in April, May and June. Compensation will be at a rate of \$29.11 per hour, not to exceed six (6) hours per person payable through Title I funding.

**8.2.4.** Gretchen DelloRusso and Melissa Patane-Schulter as substitute instructors for ES Math & Writing Support and substitute advisors for Homework Club at a rate of \$29.11 per hour to be paid from Title I funds.

**8.2.5.** Rachel Katzenberger as the paraprofessional for Drama Club Tech Week.

**8.2.6.** Reallotment of previously approved hours for Drama Club positions:

| <u>Name</u>         | <u>Position</u>                | <u>Rate</u> | <u>Hours</u>                   | <u>Total</u> |
|---------------------|--------------------------------|-------------|--------------------------------|--------------|
| Rosemarie Royer     | Sub Para - Full Cast Rehearsal | \$13.00/hr  | Up to 15 hours (previously 10) | \$195.00     |
| Rachel Katzenberger | Para - Full Cast Rehearsal     | \$13.00/hr  | Up to 25 hours (previously 30) | \$325.00     |

**8.2.7.** Course reimbursement for:

| <u>Staff</u>      | <u>Course</u>                         | <u>College/University</u> | <u>Semester</u> | <u>Tuition</u> |
|-------------------|---------------------------------------|---------------------------|-----------------|----------------|
| Christina Harding | Principles & Practices of Supervision | Centenary University      | Summer 2020     | \$1825.20      |
| Christina Harding | Literacy in the Content Areas         | Centenary University      | Summer 2020     | \$1825.20      |

**8.2.8.** Chaperone the following functions:

| <u>Name</u>                    | <u>Date</u>      | <u>Event</u>             | <u>Rate</u>                              |
|--------------------------------|------------------|--------------------------|--|
| Danielle Weber                 | February 28      | MS Dance                 | \$72.53                                  |
| Courtney Shiffman              | February 28      | MS Dance                 | \$72.53                                  |
| Megan Roth                     | February 28      | MS Dance                 | \$72.53                                  |
| Heidi Miller                   | February 28      | MS Dance                 | \$72.53                                  |
| Paraprofessional (1:1 per IEP) | February 28      | MS Dance                 | \$13.00/hr paid through ESS              |
| Sherry Kerr                    | April 29         | Kindergarten Orientation | \$29.11/hr for 2 hours = \$58.22         |
| Lisa Kerr                      | April 29         | Kindergarten Orientation | \$29.11/hr for 2 hours = \$58.22         |
| Nicole Cahill                  | April 29         | Kindergarten Orientation | \$29.11/hr for 2 hours = \$58.22         |
| Christi Roling                 | April 29         | Kindergarten Orientation | \$25.64/hr for 2 hours = \$51.28         |
| Coleen Conroy                  | May 27-29        | Washington DC            | \$95/night = \$285                       |
| Carl Katzenberger              | May 27-29        | Washington DC            | \$95/night = \$285                       |
| Jemma Buccine                  | May 27-29        | Washington DC            | \$95/night = \$285                       |
| Megan Roth                     | May 27-29        | Washington DC            | \$95/night = \$285                       |
| Katy Morello - Nurse           | May 27-29        | Washington DC            | \$115/night = \$345<br>\$115/day = \$345 |
| Rich Kolton                    | May 27-29        | Washington DC            | \$115/night=\$345                        |
| Gregory Hobaugh                | May 27-29        | Washington DC            | \$115/night=\$345                        |
| Caryn Snyder                   | April 30 - May 1 | Camp Bernie              | Daytime only                             |
| Michael Doerwang               | April 30 - May 1 | Camp Bernie              | Daytime only                             |
| Spencer Fader                  | April 30 - May 1 | Camp Bernie              | \$95/night                               |
| Kayla Oakes                    | April 30 - May 1 | Camp Bernie              | \$95/night                               |
| Nicole Orzel                   | April 30 - May 1 | Camp Bernie              | \$95/night+<br>2.7 hrs @ \$29.11         |
| Gregory Hobaugh                | April 30 - May 1 | Camp Bernie              | \$115/night                              |
| Bonnie Adair - Nurse           | April 30 - May 1 | Camp Bernie              | \$115/night                              |

|                      |                |                             |           |
|----------------------|----------------|-----------------------------|-----------|
|                      |                |                             | \$115/day |
| Bonnie Adair - Nurse | April 28       | Mayo PAC Class Trip         | \$115/day |
| Christina Harding    | April 28       | Mayo PAC Class Trip         | N/A       |
| Danielle Weber       | April 28       | Mayo PAC Class Trip         | N/A       |
| Sharon Tryon         | April 28       | Mayo PAC Class Trip         | N/A       |
| Lynn Hughes          | April 1        | Borough Hall                | N/A       |
| Michele Gomez        | April 1        | Borough Hall                | N/A       |
| Kayla Oakes          | May 15, May 18 | Kingwood Twp School,<br>TBD | N/A       |
| Jemma Buccine        | May 15, May 18 | Kingwood Twp School,<br>TBD | N/A       |

### 8.3. Educational Resources - Finance and Facilities

#### 8.3.1. Payment of Bills

#### 8.3.2. Financial Reports

#### 8.3.3. Line Item Transfers

#### 8.3.4. Travel Expenditures

| Staff/Bd Member | Workshop                                 | Date     | Registration Fee | Mileage/Tolls | Total    |
|-----------------|--|----------|------------------|---------------|----------|
| Katie Franks    | Acts of Hate in Schools Workshop         | 3/10/20  | N/A              | N/A           | N/A      |
| Emma Alparone   | ESEA Consultation Requirements           | 3/11/20  | N/A              | \$23.80       | \$23.80  |
| Melissa Patane  | Acts of Hate in Schools Workshop         | 3/10/20  | N/A              | \$23.10       | \$23.10  |
| Marisa Monaco   | Project Read Written Expressions Webinar | Webinar  | \$291.00         | N/A           | \$291.00 |
| Mary Fran Daley | Social Studies Articulation              | 2/24/20  | N/A              | N/A           | N/A      |
| Marisa Monaco   | Handle With Care Training                | 05/29/20 | \$450.00         | \$24.50       | \$474.50 |
| Heidi Miller    | Handle With Care Training                | 05/29/20 | \$450.00         | \$19.53       | \$469.53 |
| Joan Murray     | 2020 NJSBA Convention                    | 4/23-24  | \$335.00         | \$43.40       | \$378.40 |

#### 8.3.5. TENTATIVE BUDGET 2020-2021 School Budget

##### 1. Approval of the 2020-2021 Tentative School Budget:

**WHEREAS**, the 2020/2021 tentative budget includes sufficient funds to implement the proposed planning process as described in this district's Annual Report pursuant to N.J.S.A. 18A:7A -11 and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

**WHEREAS**, the 2020/2021 tentative budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

**THEREFORE, BE IT RESOLVED** the High Bridge Board of Education approves the 2020/2021 tentative General Fund budget and authorizes its submission to the Hunterdon County Superintendent of Schools for approval as follows:

| Fund                 | Appropriations | Tax Levy    |
|----------------------|----------------|-------------|
| General Fund         | \$8,768,910    | \$6,567,650 |
| Special Revenue Fund | \$843,378      |             |

|                     |                     |                    |
|---------------------|---------------------|--------------------|
| Debt Service Fund   | \$531,500           | \$453,251          |
| <b>Total Budget</b> | <b>\$10,143,788</b> | <b>\$7,020,901</b> |

**WHEREAS**, the facility needs identified are eligible to be funded with Capital Reserve, and as such are required to be in the Long Range Facility Plan,  
**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital projects and the withdrawal of \$250,008 from the Capital Reserve account to provide funding for the following projects/equipment for the 2020-2021 school year:

**Exterior Water Drainage Elementary School \$250,008**

**WHEREAS**, the High Bridge Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

**THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 for all staff and board members.

**2. Use of Banked CAP**

**WHEREAS**, N.J.A.C. 6A:23A-10.1(b) allows a district to request use of banked cap after it has fully exhausted all eligible statutory spending authority in the budget year;

**WHEREAS**, the High Bridge Board of Education has exhausted all eligible statutory spending in the 2020/2021 budget year;

**WHEREAS**, the High Bridge Board of Education has anticipated increased in health benefit costs and state required certified staff increases that must be completed before the

end of the budget year that exceed the 2% tax levy cap;

**THEREFORE, BE IT RESOLVED**, that the High Bridge Board of education hereby requests the use of Banked CAP in the amount of \$59,462.

**8.3.6** The submission of the carryover of the 2018-2019 ESEA Grants to 19-20 Fiscal Year for the following amounts:

|            |         |
|------------|---------|
| Title IA   | \$6     |
| Title IIA  | \$1,244 |
| Title IV   | \$205   |
| IDEA Basic | \$556   |

**8.3.7** Board Architects, FKA Architects, the submission of documents regarding the Exterior Water Drainage Elementary School Project, to the NJ Department of Education for their approval.

**9. PUBLIC COMMENTS**

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

**10. 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
- Budget, State Aid, Preschool Expansion
- Meeting regarding shared services
- Litigation matter

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

**11. RECONVENE PUBLIC SESSION**

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

**12. ADJOURNMENT**

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