

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR SESSION MEETING  
Tuesday, October 12, 2021**

**1. OPENING OF MEETING - 6:30 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, alternatively the meeting will be available on Google Meet. Please note that you can email comments directly to Cindy Sharkey: [csharkey@hbschools.org](mailto:csharkey@hbschools.org). Please mute your microphone to reduce feedback. Please notify the board if you intend to record this meeting.

**Date:** Tuesday October 12, 2021

**Time:** 6:30 pm

**Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

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

Erin Delgado	Robert Imhoff
Tori Thomsen	Colleen Poles
James Garner	Cindy Sharkey
Karyn Gove	

Additional Members Present: Dr. Gregory Hobaugh, Superintendent  
John Jennings Business Administrator

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1. Superintendent’s Report**

**4.1.1. 2021-2022 Enrollment**

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	49	-	-	-	49
K	2	31	-	-	-	31
1	2	34	-	-	-	34
2	2	26	-	-	-	26
3	2	32	-	-	-	32
4	2	34	-	-	-	34
<b>Elementary School Total</b>						<b>206</b>
5	2	37	1	-	-	38
6	2	29	-	-	-	29
7	2	39	-	-	-	39

8	2	35	-	1	-	36
<b>Middle School Total</b>						<b>142</b>
<b>District Total</b>	<b>22</b>	<b>346</b>	<b>1</b>	<b>1</b>		<b>348</b>

4.1.2. Staff Attendance for September 2020 (*Attachment: September 2021 Staff Attendance*)

4.1.3. 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	07/07	07/28	N/A	N/A								
August	08/02	08/03	N/A	N/A								
Sept	09/13	09/17	09/09	09/15						1		
Oct			10/05	10/08								
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												
* Investigation is in progress												

4.1.4. Superintendent Update

4.1.4.1. Report on district goals

4.1.4.2. Hispanic Heritage Month (*Attachment: 2021-2022 National Hispanic Heritage Month Activities*)

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

**Name**                      **Date**                      **Subject**  
*None*

**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. September 20, 2021 Regular Minutes (*Attachment: 9 20 21 Regular Session Minutes*)

**7.2.** October 4, 2021 Work Session Minutes (*Attachment: 10 04 21 Work Session Minutes*)

**Board President** calls for a motion and a second to approve 7.1. - 7.2.:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Erin Delgado				
James Garner				
Karyn Gove				
Robert Imhoff				
Colleen Poles				
Tori Thomsen				
Cindy Sharkey				

**8. REPORTS TO THE BOARD**

**8.1.** Board President’s Report

**8.1.1.** Hunterdon County School Boards Association Meeting Update - Robert Imhoff

**8.1.2. Motion to approve** the 2021-2022 High Bridge Board of Education Goals. (*Attachment: HBBOE Goals 2021-22*)

**Board President** calls for a motion and a second to approve 8.1.2:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Erin Delgado				
James Garner				
Karyn Gove				
Robert Imhoff				
Colleen Poles				
Tori Thomsen				
Cindy Sharkey				

**9. HIB REPORTS**

**9.1. 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.).

**Board President** calls for a motion and a second to affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Investigation Report 2021-22 (*Attachment: 2021-22 ES01 Redacted*).

**10. ACTION ITEMS**

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

**10.1.1. Motion to approve** the High Bridge School District Plan for 2021-2022 Virtual or Remote Instruction. (*Attachment: HBSD 2021-2022 Emergency Virtual or Remote Instruction Plan*)

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

Grade	Location	Cost	Cost Incurred By
4	Veteran’s Memorial Park High Bridge, NJ (Walking Trip)	N/A	N/A

**10.1.3. Motion to approve** the revised and/or new policies and regulations. (*Attachments: Alert 224 - Policy Recommendations & Alert 224 - Regulation Recommendations*)

- 10.1.3.1.** P 2422 Comprehensive Health and Physical Education (M) (Revised)
- 10.1.3.2.** P 2467 Surrogate Parents and Resource Family Parents (M) (Revised)
- 10.1.3.3.** P 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
- 10.1.3.4.** P 5114 Children Displaced by Domestic Violence (Abolished)
- 10.1.3.5.** P 5116 Education of Homeless Children (Revised)
- 10.1.3.6.** P & R 7432 Eye Protection (M) (Revised)
- 10.1.3.7.** P 8420 Emergency and Crisis Situations (M) (Revised)
- 10.1.3.8.** R 8420.1 Fire and Fire Drills (M) (Revised)
- 10.1.3.9.** P 8540 School Nutrition Programs (M) (Revised)
- 10.1.3.10.** P 8550 Meal Charges/Outstanding Food Service Bill (M) (Revised)
- 10.1.3.11.** P 8600 Student Transportation (M) (Revised)
- 10.1.3.12.** P 8810 Religious Holidays (Abolished)
- 10.1.3.13.** P 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
- 10.1.3.14.** P 6115.02 Federal Awards/Funds Internal Controls – Mandatory Disclosures (M) (New)
- 10.1.3.15.** P 6115.03 Federal Awards/Funds Internal Controls – Conflict of Interest (M) (New)
- 10.1.3.16.** P 6311 Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
- 10.1.3.17.** P 1648 Restart and Recovery Plan (M) (Abolished)
- 10.1.3.18.** P 1648.02 Remote Learning Options for Families (M) (Abolished)
- 10.1.3.19.** P 1648.03 Restart and Recovery Plan – Full-Time Remote Instruction (M) (Abolished)
- 10.1.3.20.** P 1648.11 The Road Forward COVID-19 – Health and Safety (M) (New)

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

**10.2.1. Motion to approve** the following employees for the hours above their contracted time necessary to attend scheduled inservice day on 10/01.

Name	Total Hours	Hourly Rate	Total
Lauren DiLanno	2.75	\$32	\$88.00
Thea Anaston	7.25	\$32	\$232.00

Jacklyn Carruthers	7.25	\$32	\$232.00
Kim Ziegler	2.75	\$32	\$88.00
Alison Manley	2.75	\$32	\$88.00
Amy Miller	2.75	\$32	\$88.00
Stacy Hubbard	2.75	\$32	\$88.00
Heather Goldschmidt	2.75	\$32	\$88.00
Kathryn Miller	2.75	\$32	\$88.00
Heather Piell	2.75	\$32	\$88.00

- 10.2.2. **Motion to approve** Spencer Fader as mentor to Heather Piell. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
  - 10.2.3. **Motion to approve** Centenary University students, Gabriel Brinkworth and Jeanne Roll, to observe two (2) special education class sessions each. Observations will be completed no later than November 16, 2021.
  - 10.2.4. **Motion to approve** the resignation of Heather Valenta as Assistant to the Business Administrator, effective November 30, 2021. (*Attachment: Valenta Resignation*)
  - 10.2.5. **Motion to approve** Madison Conroy for time above her contracted time necessary to attend Health/Physical Education articulation meeting for 2.25 hours on Wednesday, October 27 at the contracted rate of \$32 per hour for a total not to exceed \$72.
  - 10.2.6. **Motion to approve** Lynn Gresko, Coleen Conroy, Courtney Bursztyn, Carl Katzenberger and Michael Doerwang as chaperones for a Halloween Activity night for grades 6th-8th on October 29th at the contracted rate of \$72.53.
  - 10.2.7. **Motion to approve** Sherry Baranek, district substitute, as chaperone for MS Halloween Activity night at the ESS contracted half day substitute rate.
  - 10.2.8. **Motion to approve** Christine Roling and Courtney Bursztyn as co-advisors for elementary school yearbook for a total of 40 hours not to exceed \$1,280, or \$640 each.
  - 10.2.9. **Motion to approve** Melissa Betz as co-advisor for the middle school TREP\$ program at a rate of \$448.
  - 10.2.10. **Motion to approve** Anne Carlucci as cafeteria aide for the 2021-22 school year at \$4,725.41 per year for two (2) hours per day for 170 days at an hourly rate of \$13.90, pending criminal background check and receipt of employment paperwork.
- 10.3. Educational Resources - Finance and Facilities**
- 10.3.1. **Payment of Bills**  
**Audit of Invoices** (*Attachment: 10 12 21 bill list*)  
**Approve** invoices for Current Expenses in the following amounts:  

Check Register	Sept 21 - Oct 12	\$ 260,269.77
Payroll	Sept 30	<u>\$ 259,216.08</u>
	Total	\$ 519,485.85
  - 10.3.2. **Financial Reports** (*Attachments: Sept. Board Secretary and Treasurer Reports*)  
**Report of the Board Secretary and Treasurer’s Report for September 2021**

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the month of September 2021 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 month of September 2021, 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.

October 11, 2021

John Jennings  
Business Administrator

- 10.3.3.** Line Item Transfers September 2021 (*Attachment: Sept Transfer Report*)  
**Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.
- 10.3.4.** **Motion to approve** the HealthEquity (formerly Wageworks) FSA Funding Agreement (*Attachment: Funding High Bridge Board of Education*)
- 10.3.5.** **Motion to approve** Submission of Comprehensive Maintenance Plan and M-1 Form for 2020-22 (*Attachments: High Bridge CMP 21-22 and M-1 Form 21-22*)  
**WHEREAS**, the Department of Education requires New Jersey School Districts to submit three year maintenance plans documenting “required” maintenance activities for each of its public facilities, and  
**WHEREAS**, the required maintenance activities as listed in the attached document for the various school facilities of High Bridge Board of Education are consistent with these requirements, and  
**WHEREAS**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,  
**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M1 for the High Bridge Board of Education in compliance with the Department of Education requirements.
- 10.3.6.** **Motion to approve** the submission of the ARP IDEA Basic and Preschool Grant Applications for the following: ARP Basic \$16,701, ARP Preschool \$1,424

**10.3.7. Motion to approve** the forgiveness of July 1, 2021 through August 23, 2021 differences in health care employee contributions as a result of the new contract between the High Bridge Board of Education and the HBEA dated July 1, 2021 through June 30, 2024.

**10.3.8. Motion to approve** soft drink and coffee sales to district staff from the Pre-Vocational Autistic and Behavioral Disabilities Programs at the Elementary and Middle Schools. Profits will go back into the program to replenish the drinks, maintain Coverp Cafe, and supply additional items to be made and sold to provide student behavioral incentives and to further enhance Life Skills while expanding the program pre-vocational activities, in preparation for Pre-Community Based Instruction (CBI) and Field Experience.

**10.3.9. Transportation**

**Motion to approve** the following Bus Routes for the 21/22 School Year:

Provider	Route #	Student ID#	Cost	Dates
Lebanon Twp	L12	9487501476	\$865	21/22 School Year
Lebanon Twp	L12	3039050759	\$865	21/22 School Year

**10.3.10. USE OF FACILITIES**

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

Organization	Dates	Day / Times	Location
Girl Scouts - Daisies	1st Wednesday of the Month	6:15-7:15	classroom
Huskies	10/23	8:00 am - 1:00pm	ES Gym

**10.3.11. Travel Expenditure for Workshops**

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Total
Melissa Ozoria	Anti-Bullying Specialist Certification	10/22, 10/25, 11/17	\$540.00	NA	540.00
Heidi Miller	BACB Testing	11/15/2021	N/A	N/A	N/A

**Board President** calls for a motion and a second to approve 10.1-10.3.11.:

Motion:	Second:			
Name:	Yes	No	Abstain	Absent
Erin Delgado				
James Garner				
Karyn Gove				
Robert Imhoff				
Colleen Poles				
Tori Thomsen				
Cindy Sharkey				

**11. 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.

**12. 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
- Grievance Level 4

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.

**13. RECONVENE PUBLIC SESSION**

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

**14. ACTION ITEM**

**Motion to approve** the Executive Minutes

**14.1.1.** September 20, 2021 (*Attachment: 9 21 Executive Session Minutes*)

**14.1.2.** October 4, 2021 (*Attachment: 10 04 21 Executive Session Minutes*)

**Board President** calls for a motion and a second to approve 14.1.1 and 14.1.2:

Motion:	Second:			
Name:	Yes	No	Abstain	Absent
Erin Delgado				
James Garner				
Karyn Gove				
Robert Imhoff				
Colleen Poles				
Tori Thomsen				
Cindy Sharkey				

**15. ADJOURNMENT**

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