

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING
Monday, April 27, 2020**

1. OPENING OF MEETING - 7:00 PM *meeting began at 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 on Google Meet due to current restrictions for COVID-19. There will be public comments towards the end of the meeting. Please note that you can email comments directly to Cindy Sharkey: csharkey@hbschools.org. Please mute your microphone to reduce feedback.

Date: Monday April 27, 2020

Time: 7:00 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

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

Erin Delgado *Present*

Robert Imhoff *Present*

Mindy Manahan *Present*

Michelle Corley *Present*

James Garner *Present*

Cindy Sharkey *Present*

Karyn Gove *Present*

Additional Members Present: Dr. Gregory Hobaugh, Superintendent
John Jennings, SBA / Board Secretary *(both present)*

4. PUBLIC HEARING AND 2020-2021 BUDGET PRESENTATION

Board President calls for a motion at 7:05 pm, *Erin Delgado* and a second *Karen Gove*, *unanimously approved*, to hold a public hearing for the Superintendent and School Business Administrator to present the 2020-2021 proposed budget and answer questions from the public. *(Attachment: 20-21 Budget Presentation)*

4.1. Greg Hobaugh and John Jennings Budget presentation

Greg Hobaugh and John Jennings went over the budget presentation that was posted on the website as well as displayed during the virtual meeting.

5. PUBLIC COMMENTS RELATING TO BUDGET PRESENTATION:

This period of time provides an opportunity for the public to speak on the Budget Presentation 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.

****Please note that you can email comments directly to Cindy Sharkey: csharkey@hbschools.org**
Michele Lee, Mayor of High Bridge asked a question regarding Extraordinary State Aid and why it wasn't included in the Budget. John Jennings responded that given the current financial environment at the State, for purposes of being conservative, it was not included in the budget.

Cindy Sharkey calls for a motion at 7:35 pm, Robert Imhoff and a second Karyn Gove, unanimously approved, to end the public hearing for the proposed budget.

6. ACTION ITEM - FINAL BUDGET APPROVAL

BE IT RESOLVED that the Board of Education hereby approves the following resolution approving the 2020-2021 Final Budget:

General Operating Expense	\$8,598,740
Special Revenue	\$837,516
Repayment of Debt	\$531,500
Total Expenditures:	\$9,967,756

BE IT FURTHER RESOLVED that the following final budget includes:

Budgeted Fund Balance Fund	\$ 328,327
Withdrawal from Capital Reserve Fund	\$ 250,000
Local Tax Levy-General Fund	\$ 6,567,650
New Jersey State Aid Fund	\$ 1,372,045
Miscellaneous Revenues	\$ 80,718
Special Revenues Grants	\$ 837,516
Debt Service Aid -Type II	\$ 78,249
Local Tax Levy-Debt Service	\$ 453,251
Total Revenues	\$ 9,967,756

BE IT FURTHER RESOLVED, that the High Bridge Board of Education acknowledges that the 2020-2021 budget as described above results in a General Fund Tax Levy in the amount of \$6,567,650 and Debt Service Tax Levy in the amount of \$453,251 payable as follows:

August	2020	\$2,095,163.50
November	2020	\$1,641,912.50
February	2021	\$1,641,912.50
May	2021	\$1,641,912.50

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 high healthcare 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.

BE IT FURTHER RESOLVED THAT, various facility improvement needs have been identified and

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 \$250,000 from the Capital Reserve account to provide funding for the following projects/equipment for the 2020-2021 school year:

Water Infiltration Project at Elementary School \$250,000

BE IT FURTHER RESOLVED, that the budget was advertised in the Hunterdon County Democrat in accordance with the form suggested by the State Department of Education and according to law; and

NOW, THEREFORE, BE IT RESOLVED, the High Bridge Board of Education submits a true copy of the minutes of this board meeting with the budget application to the Executive County Superintendent of Schools, at which the need for the unused spending authority to be included in the base budget was formally introduced and discussed in public.

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.

BE IT FURTHER RESOLVED, the Board of Education accepts and approves the Preschool Expansion Aid revised application for the 2020-2021 school year in the amount of \$717,991 included in Fund 20 in the 2020-2021 budget.

Board President calls for a motion and a second, to approve the above resolution approving the 2020-2021 Final Budget.

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

Motion approved 7-0-0-0

7. PRESENTATION & RECOGNITION ITEM

7.1. Superintendent's Report

7.1.1. 2019-2020 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	2	25	-	-	-	25
K	2	30	1	-	-	31
1	2	34	-	-	-	34
2	2	33	-	-	-	33
3	2	41	1	-	-	42
4	2	32	-	-	-	32
Elementary School Total						197
5	2	40	-	-	-	40
6	2	38	-	1	-	39
7	2	44	-	-	-	44
8	2	47	-	-	-	47
Middle School Total						170
District Total	20	364	2	1		367

7.1.2. Staff Attendance for March 2020 (*Attachment: March 2020 Staff Attendance*)

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

	Drills	Suspensions	HIB
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Month	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	09/06	09/10 09/12	09/05	09/10 09/12			1					
Oct	10/15	10/24	10/02	10/04					1			
Nov	11/04	11/21	11/01	11/14						1	2	
Dec	12/12	12/10	12/11	12/09							3**	1**
Jan	01/02	1/24	01/06	01/13							1	
Feb	02/18	02/03	02/03	02/03			3			1		1
March	03/02	N/A	03/02	03/04								
April	N/A	N/A	N/A	N/A								
May												
June												

* Investigation is in progress
**19-20 MS03 is shown as 2 incidents

7.1.4. Superintendent Update

- Note Governor Murphy delayed action on opening schools until May 15th
- Staff is working on all possibilities regarding the reopening of schools
- Thanked all the teachers for their efforts during the current Covid crisis
- Meeting with the teachers union keeping them informed on developments
- Mentioned the preschool expansion
- Mentioned efforts to better utilize the Genesis database

7.1.5. Business Administrator Report

- John Jennings mentioned working with architects to update long range facility plan

8. REVIEW OF OFFICIAL CORRESPONDENCE

Name	Date	Subject
Nicole Cahill & Lynn Gresko	03/27/2020	PPE Donations (Attachment: Donations HBSD)

9. 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.

No public comments or emails

10. ADOPTION OF MINUTES FROM PREVIOUS MEETING

10.1. March 9, 2020 Work Session Minutes (Attachment: 3 09 16 Work Session Minutes)

10.2. March 16, 2020 Regular Session Minutes (*Attachment: 3 16 20 Regular Session Minutes*)

10.3. April 6, 2020 Work Session Minutes (*Attachment: 4 6 20 Work Session Minutes*)

Board President calls for a motion and a second to approve 10.1. - 10.3:

Motion: <i>Robert Imhoff</i>		Second: <i>Michelle Corley</i>		
Name:	Yes	No	Abstain	Absent
Michelle Corley	X			
Erin Delgado	10.1, 10.3		10.2	
James Garner	10.2, 10.3		10.1	
Karyn Gove	10.1, 10.3		10.2	
Robert Imhoff	X			
Mindy Manahan	10.2, 10.3		10.1	
Cindy Sharkey	X			

10.1 Approved 5-0-2-0

10.2 Approved 5-0-2-0

10.3 Approved 7-0-0-0

11. REPORTS TO THE BOARD

11.1. Board President's Report

- *President mentioned the school boards' meeting changed to June 11th.*
- *Mentioned Resolution opposing Bill A-3902*
- *Asked the superintendent to report at a later date the schools plan to reopen the schools*
- *Robert Imhoff mentioned the Resolution*
- *Robert Imhoff noted County leaders meeting virtual every 2 weeks*
- *Robert Imhoff noted State has offered little guidance in grading policies*

11.1.1. NJ Legislation Bill A-3902

11.1.2. Resolution Opposing Bill A-3902

WHEREAS, Assembly Bill 3902, currently pending in the State Legislature, would authorize the Department of Community Affairs to permit municipalities to delay the quarterly transmission of property tax revenues to school districts during gubernatorial-declared emergencies; and

WHEREAS, New Jersey's public schools are highly dependent on property tax revenue to support education programs; and

WHEREAS, on average, local property taxes constitute close to 60% of public school revenue, with the percentage even greater in a significant number of districts; and

WHEREAS, a delay in payments from municipalities would result in a financial crisis for school districts, seriously disrupting the educational process—and bringing it to a halt; and

WHEREAS, although public school buildings are closed during the current health emergency, the education of our students is taking place through remote learning and home instruction; and

WHEREAS, continued timely transmission of school property taxes is critical for the education process to continue without interruption; and

WHEREAS, even though municipalities are designated as the authorities to collect property taxes, these taxes are levied for specific purposes—e.g., municipal, school, county, fire district—and these obligations must continue to be met; and
WHEREAS, as currently written, A-3902, which is intended to ease a financial burden on municipalities, would place a severe strain on school districts and the students and families that they serve; and
WHEREAS, the High Bridge Board of Education recognizes the impact of the current public health emergency on the state and local governments, as well as local school districts, but believes this legislation would worsen the situation for our communities.
NOW, THEREFORE, BE IT RESOLVED that the High Bridge Board of Education urges the State Senate and the Governor to oppose A-3902; and be it further
RESOLVED, that this resolution be delivered to Governor Phil Murphy, State Senate President Stephen M. Sweeney, Assembly Speaker Craig Coughlin; and the 23rd Legislative District representatives in the state Senate and General Assembly; and be it further
RESOLVED, that copies of this resolution be sent to the New Jersey School Boards Association.

Cindy Sharkey, Board President, read the resolution in the meeting

12. **HIB REPORTS**

None to report

13. **ACTION ITEMS**

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

13.1.1. **Motion to approve revised and/or new policies and regulations: (See attached: Alert 219 Policies - Edited and Alert 219 Regulations - Edited)**

- 13.1.1.1. P 1581 - Domestic Violence (M) (Revised)
- 13.1.1.2. R 1581 - Domestic Violence (M) (New)
- 13.1.1.3. P 2422 - Health and Physical Education (M) (Revised)
- 13.1.1.4. P 3421.13 - Postnatal Accommodations (New)
- 13.1.1.5. P 4421.131 - Postnatal Accommodations (New)
- 13.1.1.6. P & R 5330 - Administration of Medication (M) (Revised)
- 13.1.1.7. P 7243 - Supervision of Construction (M) Revised
- 13.1.1.8. P 8210 - School Year (Revised)
- 13.1.1.9. P 8220 - School Closings (Revised)
- 13.1.1.10. P - 8462 Reporting Potentially Missing of Abused Children (M) (Revised)

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

13.2.1. **Motion to approve Heather Marsh to intern with Melissa Patane-Schulter for 300 hours beginning Fall, 2020 during the 2020-2021 school year.**

13.2.2. **Motion to approve course reimbursement for:**

Staff	Course	College/University	Semester	Tuition
Danielle Webber	Finance & Facilities	Centenary	Summer 2020	\$1825.20

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

13.3.1. **Payment of Bills**

Audit of Invoices (*Attachment: 4 27 20 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	March 17- April 27	\$ 471,241.09
Payroll	March 31	\$ 230,884.09
Payroll	April 9	\$ 233,508.66
	Total	\$ 935,633.84

Payment of Bills Cafeteria account -

Maschio's	April 20	\$ 6,963.29
	Total	\$ 6,963.29

13.3.2. **Line Item Transfers for March 2020** (*Attachment: March Transfer Report-Signed*)
Resolved, that the Board of Education approve the budget transfers as listed in the attachment.

13.3.3. **Financial Reports** (*Attachments: BSR Cash Signed and Signed BSR all funds*)
Report of the Board Secretary and Treasurer's Report for February 2020
Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of February 2020 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 February 2020, 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.

April 20, 2020

John Jennings
 Business Administrator

13.3.4 **Maschio's Contract Modification** (*Attachment: Maschio's Contract Modification*)

Be it resolved that the BOARD OF EDUCATION of High Bridge School District upon recommendation of the Business Administrator, approves the contract modification of Maschio's Food Service Agreement in order for the district to apply for reimbursement for emergency meals being provided under the Seamless Summer Option under the NJDA DFN guidelines.

Board President calls for a motion and a second to approve 13.1-13.3.4:

Motion: <i>Erin Delgado</i>		Second: <i>James Garner</i>		
Name:	Yes	No	Abstain	Absent
Michelle Corley	X			

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

Motion passed 7-0-0-0

14. **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.

Lauren Richardson thanked the Administration and Board for the support and the Budget.

15. **EXECUTIVE/CLOSED SESSION**

Board President calls for a motion at 7:52 pm, *Robert Imhoff* and a second *Erin Delgado*, *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Bid Results for Water Retention Project (*Attachment: Bid Matrix and FKA Letter*)
- Superintendent Evaluation

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**

Board President calls for a motion at 8:22 pm, *Erin Delgado* and a second *Karyn Gove*, *unanimously approved*, to reconvene public session.

17. **ACTION ITEM**

17.1. **Motion to approve**

- 17.1.1. Work Session Executive Session Minutes March 9, 2020 (*Attachment 3 09 20 Work Session Executive Session Minutes*)
- 17.1.2. Regular Meeting Executive Session Minutes March 16, 2020 (*Attachment 3 16 20 Executive Session Minutes*)
- 17.1.3. Work Session Executive Session Minutes April 6, 2020 (*Attachment 4 06 20 Executive Session Minutes*)

Board President calls for a motion and a second to approve 17.1.1-17.1.3:

Motion: <i>Erin Delgado</i>		Second: <i>Michelle Corley</i>		
Name:	Yes	No	Abstain	Absent
Michelle Corley	X			
Erin Delgado	17.1, 17.3		17.2	
James Garner	17.2, 17.3		17.1	
Karyn Gove	17.1, 17.3		17.2	
Robert Imhoff	X			

Mindy Manahan	17.2, 17.3		17.1	
Cindy Sharkey	X			

17.1.1 approved 5-0-2-0

17.1.2 approved 5-0-2-0

17.1.3 approved 7-0-0-0

John Jennings amended the agenda 18.1 - See below

18. **ACTION ITEM**

Motion to approve

18.1 Resignation of Mindy Manahan from the High Bridge School Board of Education, whose seat expires on December 31, 2021, effective April 27, 2020.

Board President calls for a motion and a second to approve 18.1:

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

Motion passed 7-0-0-0

19. **ADJOURNMENT**

Board President calls for a motion at 8:40 pm, *James Garner* and a second *Robert Imhoff*, *unanimously approved*, to adjourn the meeting.

Respectively Submitted



John Jennings
Business Administrator/Board Secretary