

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING
Monday, February 10, 2020**

1. OPENING OF MEETING - 7:00 PM

Meeting began at 7:03 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 February 10, 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

4. PRESENTATION & RECOGNITION ITEMS

4.1. Motion to approve resolutions recognizing the recipients of the 2019 Governor's Educator of the Year Recognition Award:

Robert Imhoff and a second James Garner, unanimously approved

HBES – Bhavna Sharma (*Attachment: Sharma Resolution*)

HBMS – Danielle Weber (*Attachment: Weber Resolution*)

Greg Hobaugh presented both recipients with Certificates. Bhavana Sharma and Danielle Webber thanked the Board for their respective recognitions.

4.2. Superintendent's Report

Greg Hobaugh reported on the following:

\$4,500 NJ Humanities Council Grant awarded to HB School District

Walk to school program

Optical Academy

Security Drills

Basketball teams achievements, both had a 8-3 record and made the playoffs

Update on the Play

Blood control nurse training

5th grade field trip to see Harriet Tubman Play

4.2.1. 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 | 38 | - | - | - | 38 |
| 6 | 2 | 38 | - | 1 | - | 39 |
| 7 | 2 | 45 | - | - | - | 45 |
| 8 | 2 | 48 | - | - | - | 48 |
| Middle School Total | | | | | | 170 |
| District Total | 20 | 364 | 2 | 1 | | 367 |

4.2.2. Staff Attendance for January 2020 (*Attachment: January 2020 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 | 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 | | | | | | | | | | | | |
| March | | | | | | | | | | | | |
| April | | | | | | | | | | | | |
| May | | | | | | | | | | | | |
| June | | | | | | | | | | | | |

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

4.2.4. Superintendent Update

4.2.5. Public Hearing

4.2.5.1. Board President requests a motion to open Public Hearing
 7:20 pm Robert Imhoff and a second Michelle Corley, unanimously approved

In accordance with the Anti-Bullying Bill of Rights Act (ABR) (P.L. 2010, c.122), a public hearing is being held to report all incidents of violence, vandalism, and harassment, intimidation and bullying for the reporting period September 1 through December 31, 2019. This information is also being reported to the New Jersey Department of Education (NJDOE) through the Student Safety Data System (SSDS) and the Harassment, Intimidation and Bullying-Investigations, Trainings & Programs report (HIB-ITP). (*Attachment: SSDS 2019-20 Period 1 Report*)
 Graig Hobaugh gave the Board an update on HIB training of staff

4.2.5.2. Public Comments
 None

4.2.5.3. Board President requests a motion to close Public Hearing and reconvene regular
 7:26 pm Karen Gove and a second by Erid Delgado, unanimously approved

5. REVIEW OF OFFICIAL CORRESPONDENCE

| <u>Name</u> | <u>Date</u> | <u>Subject</u> |
|-------------|-------------|----------------|
| 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.
 No Public Comments

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

- 7.1. January 13, 2020 Regular Meeting Minutes (*Attachment: 1 13 20 Meeting Minutes*)
- 7.2. February 3, 2020 Work Session Minutes (*Attachment: 2 3 20 Work Session Minutes*)

Board President calls for a motion and a second to approve 7:

| Motion: Karen Gove | | Second: Erin Delgado | | |
|--------------------|-------|----------------------|---------|--------|
| Name: | Yes | No | Abstain | Absent |
| Michelle Corley | X | | | |
| Erin Delgado | X | | | |
| James Garner | X 7.2 | | X 7.1 | |
| Karyn Gove | X | | | |
| Robert Imhoff | X | | | |
| Mindy Manahan | X | | | |
| Cindy Sharkey | X | | | |

7.1 approved 6-0-1-0
 7.2 approved 7-0-0-0

8. 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.).

- 8.1. **Board President** calls for a motion and a second to affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Report #MS05 (*Attachment: 19-20 MS05 Redacted*).
Karen Gove and second James Garner, unanimously approved

9. ACTION ITEMS

9.1. Student Achievement - Curriculum, Instruction, Technology & Policy

- 9.1.1. **Motion to approve** Dr. Elizabeth Torres, Associate Professor at Rutgers University, in conjunction with Roxey Ballet’s Dance Studio, to conduct a study on music and movement and its effects on specialized populations. Participation of High Bridge students would be pending parental consent and there would be no cost to the district.

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

| Grade | Location | Cost | Incurred By |
|-------|---|-----------------|-------------------|
| 6th | Raritan Valley Community College Observatory | \$27.00/student | Parents/Guardian |
| 3rd | DaVinci Science Center | \$23.00/student | Parents/Guardians |
| 5th | Mayo Performing Arts Center - Harriet Tubman & the Underground Railroad | \$15.00/student | Parents/Guardians |

9.2. Human Resources - Personnel, Management & Community Relations

- 9.2.1. **Motion to approve** Nicole Orzel as part-time middle school gym teacher at a level of BA Step 1 at a prorated annual salary of \$46,696.50 pending final certification and receipt of required documents.

- 9.2.2. **Motion to approve** the use of unpaid days for Paige McGaheran, January 29, 2020 and February 3 up to and including February 5, 2020.

- 9.2.3. **Motion to approve** the following staff members as chaperones for the 5th grade class trip to Mayo Performing Arts Center.

| | |
|--------------|---------------|
| Caryn Snyder | Mike Doerwang |
| Judy Rogers | Jerry Tolomeo |

- 9.2.4. **Motion to approve** the following staff members as chaperones for the 3rd grade class trip to DaVinci Science Center.

| | |
|----------------------|----------------------|
| Karin Weikert | Gretchen Dello Russo |
| Paige McGaheran | Nicole Cahill |
| Paraprofessional TBD | |

- 9.2.5. **Motion to approve** the following staff members as chaperones for the 6th grade class trip to RVCC.

| | |
|-----------------|-------------------|
| Kayla Oakes | Jemma Bucinne |
| Danielle Weber | Courtney Shiffman |
| Rosemarie Royer | Bonnie Adair |

- 9.2.6. Motion to approve** Bonnie Adair as substitute nurse for the 6th grade trip to RVCC and the 5th grade trip to Mayo Performing Arts Center at the daily rate of \$115.00.
- 9.2.7. Motion to approve** Lisa Kerr and Nicole Cahill as Co-Advisors for the American Diabetes Association Project Power program. Compensation to be paid through a grant from the American Diabetes Association at a stipend rate of \$750.00 per person.
- 9.2.8. Motion to approve** Mary Fran Daley as Program Advisor and Melissa Patane-Schulter and Nicole Cahill as Appraisers for the Destination Imagination program. Compensation is at the contractual rate of \$29.11 per hour not to exceed 12 hours each.
- 9.2.9. Motion to approve** movement on the salary guide as of February 1, 2020 for Kevin Jones from BA Step 7 to MA Step 7, at a prorated annual salary of \$65,805.00.
- 9.2.10. Motion to approve** Montclair University student Andrea Borz to observe Joan Murray for 25 hours during the remainder of the 2019-2020 school year as required for graduate school applications.
- 9.2.11. Motion to approve** Sterling College student Mary Rachel to observe Lynn Hughes for 10 hours during the remainder of the 2019-2020 school year as part of her Introduction to Education course.
- 9.2.12. Motion to approve** the following staff members 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/hour | Up to 10 hours | \$130.00 |
| Rachel Katzenberger | Para - Full Cast Rehearsal | \$13.00/hour | Up to 30 hours | \$260.00 |
| Arianne Grosky | Assist - Full Cast Rehearsal | \$13.00/hour | Up to 12 hours | \$156.00 |
| Coleen Conroy | Assist - Tech Week | \$20.86 hour | Up to 12 hours | \$250.32 |
| Brenda Krushinski | Assist - Tech Week | \$29.11/hour | Up to 12 hours | \$349.32 |
| TBD | Para - Tech Week | \$13.00/hour | Up to 12 hours | \$156.00 |
| Arianne Grosky | Assist - Tech Week | \$13.00/hour | Up to 12 hours | \$156.00 |
| Arianne Grosky | Chaperone - Performances | \$13.00/hour | 3 performances - 2 hours each | \$78.00 |
| Coleen Conroy | Chaperone - Performances | \$72.53 | 3 performances | \$217.59 |
| Caryn Rinehart | Chaperone - Performances | \$72.53 | 3 Performances | \$217.59 |

- 9.2.13. Motion to approve** Melissa Patane-Schulter, Katie Franks, Jerry Tolomeo, Melissa Betz, Kevin Jones and Danielle Weber as teacher-in-charge as needed at the rate of \$115/full day; \$57.50/half day.
- 9.2.14. Motion to approve** course reimbursement for:

| <u>Staff</u> | <u>Course</u> | <u>College/University</u> | <u>Semester</u> | <u>Tuition</u> |
|----------------|-----------------------------------|---------------------------|-----------------|----------------|
| Marissa Monaco | Ethics and Professional Standards | Kean University | Fall 2019 | \$2,217.00 |
| Marissa Monaco | Autism Collaboration ABA Trans | Kean University | Spring 2020 | \$2,217.00 |
| Marissa Monaco | Single Subj Assessment Methods | Kean University | Spring 2020 | \$2,217.00 |

February 10, 2020

- 9.2.15. **Motion to approve** Heidi Miller to be a home instructor for the 2019-2020 school year at a rate of \$35.42 per hour.

9.3. Educational Resources - Finance and Facilities

9.3.1. Payment of Bills

Audit of Invoices (*Attachment: 2 10 20 bill list*)

Approve invoices for Current Expenses in the following amounts:

| | | |
|----------------|-----------------|----------------------|
| Check Register | Jan 14 - Feb 10 | \$ 236,751.06 |
| Payroll | January 15 | \$ 246,209.74 |
| Payroll | January 31 | <u>\$ 237,473.09</u> |
| | Total | \$ 720,433.89 |

Payment of Bills Cafeteria account

| | | |
|-----------|------------|--------------------|
| Maschio's | January 14 | <u>\$ 6,696.38</u> |
| | | \$ 6,696.38 |

9.3.2. **Financial Reports** (*Attachments: 2019 12 Board Secretary and Treasurer Reports & 2020 1 Board Secretary and Treasurer Reports*)

Report of the Board Secretary and Treasurer's Report for December 2019 & January 2020

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the months of December 2019 and January 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 months of December 2019 and January 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.

February 10, 2020

John Jennings
Business Administrator

9.3.3. **Line Item Transfers for January 2019** (*Attachment: 2020 1 Transfer Report-Signed*)

Resolved, that the Board of Education approve the budget transfers as listed in the attachment.

9.3.4. **Motion to approve** the purchase of switches from Technology Plus for \$11,929.41. This bid process was conducted through our E-Rate consulting services and will be completed during the next E-Rate funding year (7/01/2020 to 6/30/2021). (*Attachment: Bid Matrix & Quote*)

9.3.5. **Motion to approve** the acceptance of a grant awarded to High Bridge School District by New Jersey Humanities Council in the amount of \$4,500.00 to benefit our district's library.

9.3.6. **Motion to approve** Extended School Year (ESY) to begin July 1, 2020 through

August 6, 2020 for a total of 22 days. (Monday - Thursday).

9.3.7. Special Education Medicaid Initiative (SEMI) Program Waiver

Motion to approve the following resolution waiving participation in the Special Education Medicaid Initiative (SEMI) Program.

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2020-2021 school year, and

Whereas , the High Bridge Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students.

Now Therefore Be It Resolved , that the High Bridge Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2020-2021 school year.

9.3.8. Motion to approve the following per NJSA 18A:18A-22. The Board of Education directs the business Administrator to reject all bids received on November 15, 2019 for Occupational Therapy (OT) Services, on the basis of revising the terms and specifications of the RFP, based on the needs of the High Bridge School District.

9.3.9. Use Of Facilities

| Organization | Dates | Times | Location |
|------------------|---------------------------------------|----------------|-----------------------|
| Girls on the Run | Tuesdays & Thursdays 3/10/20- 5/28/20 | 3:10 - 4:45 pm | Playground & Hallways |

9.3.10. Travel Expenditure for Workshops

| Staff/Bd Member | Workshop | Date | Registration Fee | Mileage/ Tolls | Total |
|------------------|---|------------|------------------|----------------|----------|
| Laura Pelligrino | Artists for Art’s Sake | 03/02/2020 | \$75.00 | \$3.50 | \$78.50 |
| Emma Alparone | NJABA Conference/ | 04/03/2020 | \$200.00 | \$14.70 | \$214.70 |
| Joan Murray | Language Processing Therapy for Children w/CAPD Webinar | 03/18/2020 | \$20.00 | \$0.00 | \$20.00 |
| John Jennings | NJASBO Budget Guideline Review | 2/11/2020 | \$50.00 | \$41.30 | \$91.30 |
| Heather Valenta | NJASBO Admin Assistant Program | 5/12/2020 | \$100.00 | \$20.44 | \$120.44 |
| Caryn Rinehart | NJASBO Admin Assistant Program | 5/12/2020 | \$100.00 | \$0.00 | \$100.00 |
| Nicole Cahill | Stop the Bleed for NJ Schools | 02/26/2020 | N/A | N/A | N/A |

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

| Motion: <i>Rober Imhoff</i> | | Second: <i>Erin Delgado</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

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.

No Public Comments

11. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 7:29 pm Erin Delgado and a second **James Garner, unanimously approved,** in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- School Initiative Action

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 at 8:50 pm Robert Imhoff and a second **James Garner, unanimously approved,** to reconvene public session.

13. ACTION ITEM

13.1. Motion to approve the

- 13.1.1.** Executive Minutes January 13, 2020 Executive Minutes (*Attachment: 1 13 20 Executive Session Minutes*)
- 13.1.2.** February 3, 2020 Executive Session Minutes (*Attachment: 2 3 20 Executive Session Minutes*)

Board President calls for a motion and a second to approve 13.1.1-13.1.2:

| Motion: <i>Erin Delgado</i> | | Second: <i>Karen Gove</i> | | |
|-----------------------------|----------|---------------------------|----------|--------|
| Name: | Yes | No | Abstain | Absent |
| Michelle Corley | X | | | |
| Erin Delgado | X | | | |
| James Garner | X 13.1.2 | | X 13.1.1 | |
| Karyn Gove | X | | | |
| Robert Imhoff | X | | | |
| Mindy Manahan | X | | | |
| Cindy Sharkey | X | | | |

13.1.1 approved 6-0-1-0

13.1.2 approved 7-0-0-0

14. ADJOURNMENT

Board President calls for a motion at 8:52 pm Erin Delgado and a second **Robert Imhoff, unanimously approved,** to adjourn the meeting.

Respectively Submitted

A handwritten signature in black ink, appearing to read "John Jennings", with a long, sweeping horizontal stroke at the end.

John Jennings
Business Administrator/Board Secretary