

**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MINUTES  
Monday, February 3, 2020**

**1. OPENING OF MEETING - 6:00 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 February 3, 2020

**Time:** 6:00 pm

**No 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. NJSBA Training Session - Gwen Thorton**

*Gwen Thorton Field Service Representative from NJSBA gave a presentation to the High Bridge School District Board of Education on Equity Achievement.*

*Cindy Sharky President asked for a motion to go into recess at 6:48 pm. John Garner motioned, seconded by Karen Gove, unanimously approved.*

*Cindy Sharky President asked for a motion to resume public meeting at 7:00 pm. Erin Delgado motioned, seconded by Karen Gove, unanimously approved.*

**5. PRESENTATION & RECOGNITION ITEMS**

**5.1. Business Administrator Report**

*John Jenning Business Administrator the following updates to the Board:*

- *Water Intrusion Project*
- *Occupation Therapy (OT) Request for Proposal*
- *E-Rate*
- *Fire Inspection results*
- *Health Benefits timeline*

**6. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
<i>none</i>		

**7. REPORTS TO THE BOARD**

- 7.1. Shared Services Ad Hoc Committee Update  
*Karen Gove noted there is a roundtable meeting on February 27th*
- 7.2. Strategic Planning Ad Hoc Committee Update  
*John Garner gave an update to the Board*
- 7.3. Board President’s Report - Dates for GH Evaluation  
*Cindy Sharky presented the timeline for the Superintendent evaluation*  
*Cindy Sharky noted that she and Karyn Gove are attending the Equity training session*  
*Cindy Sharky asked that all Board members complete their ethics disclosure reporting*
- 7.4. Appoint members of Negotiation and Shared Services Committees.  
*No discussion*

**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.).

**9. ACTION ITEMS**

*Greg Hobough discussed the recent Grant Award of \$4,500 that was awarded to the High Bridge School District by the NJ Humanities Council. Mary Fran Daley, Media Specialist discussed the award and noted that approximately \$3,300 of the award will be used for new books, to be selected by the students.*

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

- 1.1.1. 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.

**9.1.1. Class trips and transportation:**

Grade	Location	Cost	Incurred By
6th	Raritan Valley Community College Observatory	\$27.00/student	Parents/Guardian

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

- 9.2.1. 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. Speech therapist
- 9.2.3. Unpaid days for Paige McGaheran, January 29, 2020 and February 3 up to and including February 5, 2020.
- 9.2.4. Staff members as chaperones for the 6th grade class trip to RVCC on February 25, 2020.

Kayla Oakes	Teacher TBD
Teacher TBD	Teacher TBD

Paraprofessional TBD	Bonnie Adair
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- 9.2.5. Bonnie Adair as substitute nurse for the 6th grade trip to RVCC on February 25, 2020 at the daily rate of \$115.00.
- 9.2.6. 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.
- 9.2.7. 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.
- 9.2.8. Movement on the salary guide as of February 1, 2020 for Kevin Jones from BA Step 7 to MA Step 7, pending receipt of required documentation.
- 9.2.9. 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.
- 9.2.10. Staff members for Drama Club positions:

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Hours</u>	<u>Total</u>
Coleen Conroy	Assist - Tech Week	\$20.86 hr	Up to 12 hours	\$250.32
Coleen Conroy	Chaperone - Performances	\$72.53	3 performances	\$217.59
Brenda Krushinski	Assist - Tech Week	\$29.11/hr	Up to 12 hours	\$349.32
Rosemarie Royer	Sub Para - Full Cast Rehearsal	\$13.00/hr	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
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
Caryn Rinehart	Chaperone - Performances	\$72.53	3 Performances	\$217.59

- 9.2.11. 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.

### 9.3. Educational Resources - Finance and Facilities

#### 9.3.1. Payment of Bills

#### 9.3.2. Financial Reports

#### 9.3.3. Line Item Transfers

- 9.3.4. 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 and quote*)

- 9.3.5. **Extended School Year (ESY)** to begin July 1, 2019 through August 6, 2019 for a total of 22 days. (Monday - Thursday).

- 9.3.6. **Special Education Medicaid Initiative (SEMI) Program Waiver** 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 2019-2020 school year.

- 9.3.7.** 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.

**9.3.8. 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
Heather Valenta	NJASBO Admin Assistant Program	5/12/2020	\$100	20.44	120.44
Caryn Rinehart	NJASBO Admin Assistant Program	5/12/2020	\$100	0	100

**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.

*None*

**11. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion (at 7:45 pm) Karen Gove and a second Erin Delgado, *unanimously approved***, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Parent to address the BOE regarding HIB appeal
- School Initiative Action Committee
- Budget Review/Update

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.

*Mindy Manahan left executive session at 9:22 pm*

**12. RECONVENE PUBLIC SESSION**

**Board President calls for a motion (at 9:26 pm) Rober Ihoff and a second Erin Delgado, *unanimously approved***, to reconvene public session.

**13. ADJOURNMENT**

**Board President calls for a motion (at 9:28 pm) *Erin Delgado* and a second *John Garner*,  
*unanimously approved* to adjourn the meeting.**

Respectfully submitted,

A handwritten signature in cursive script that reads "John Jennings". The signature is written in black ink and is positioned above the printed name and title.

John Jennings

Business Administrator/Board Secretary