

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, November 18, 2019**

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 convened in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829.

Date: Monday November 18, 2019

Time: 6:00 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL by Cindy Sharkey- *All present*

Erin Delgado	Robert Imhoff
Michelle Corley	Mindy Manahan
James Garner	Cindy Sharkey, President
Karyn Gove, Vice. Pres.	

Additional Members Present: Dr. Gregory Hobaugh, Superintendent

4. NJSBA Training Session - *Gwen Thorton presented on Student Achievement*

Robert Imhoff motioned, seconded by James Garner, unanimously approved, to recess for 15 minutes.

Erin Delgado motioned, seconded by Karyn Gove, unanimously approved, to reconvene public session,

5. PRESENTATION & RECOGNITION ITEMS

5.1. NJSLA 2019 Test Results - Emma Alparone, Melissa Betz, Judy LaGreca and Danielle Weber will be presenting information about the remediation program instituted for the current school year.

James Garner left the meeting at 7:55pm.

5.2. Superintendent's Report

5.2.1. 2019-2020 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	2	25	-	-	-	25
K	2	27	1	-	-	28
1	2	33	-	-	-	33
2	2	32	-	-	-	32
3	2	42	1	-	-	43
4	2	31	-	-	-	31

Elementary School Total						192
5	2	37	1	-	-	38
6	2	38	-	1	-	39
7	2	46	-	-	-	46
8	2	49	-	-	-	49
Middle School Total						172
District Total	20	360	3	1		364

5.2.2. Staff Attendance for October 2019 (*Attachment: October 2019 Staff Attendance*)

5.2.3. 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		11/01	11/14								
Dec												
Jan												
Feb												
March												
April												
May												
June												
* Investigation is in progress												

5.2.4. Superintendent Update

Greg Hobough gave the following updates:

- *The elementary school is hosting Kindergarten and 1st grade articulation*
- *Bears in the dumpster. New bear proof dumpsters have been installed.*
- *Walk to school - 103 students (63%)*
- *Parent teacher conferences had good attendance*

6. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Christopher Jones	10/18/19	Letter of Resignation (<i>Attachment: Jones C Resignation</i>)

7. 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.

8. ADOPTION OF MINUTES FROM PREVIOUS MEETING

- 8.1.** October 15, 2019 Regular Meeting Minutes (*Attachment: 10 15 19 Meeting Minutes*)
- 8.2.** November 12, 2019 Work Session Meeting Minutes (*Attachment: 11 12 19 Work Session Minutes*),

Board President calls for a motion and a second to approve 8:

Motion: Robert Imhoff		Second: Karyn Gove		
Name:	Yes	No	Abstain	Absent
Michelle Corley	8.2		8.1	
Erin Delgado	8.1		8.2	
James Garner				x
Karyn Gove	yes			
Robert Imhoff	8.1		8.2	
Mindy Manahan	yes			
Cindy Sharkey	yes			

8.1 Approved 5-0-1-1

8.2 Approved 4-0-2-1

9. REPORTS TO THE BOARD

- 9.1.** Board President's Report -*Cindy Sharkey said 11/23 is the state delegate assembly*

10. 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.).

Erin Delgado motioned, seconded by Karyn Gove, unanimously approved, to affirm by voice vote, the superintendent's decision in HIB Report #ES01 (Attachment: 19-20 ES01 Redacted).

11. ACTION ITEMS

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

11.1.1. **Motion to approve** the 2019-2020 School Safety and Security Plan. *(Attachment: SS&SP Nov 2019)*

11.1.2. **Motion to approve** the submission of the School Safety and Security Plan Annual Review Statement of Assurance. *(Attachment: SS&SP 2019-20 SOA)*

11.2. Human Resources - Personnel, Management & Community Relations

11.2.1. **Motion to accept** the resignation of Christopher Jones, School Business Administrator / Board Secretary, effective December 31, 2019. *(Attachment: Jones C Resignation)*

11.2.2. **Motion to approve** Business Office consulting at \$44.47 per hour for up to 120 hours.

11.2.3. **Motion to approve** John Jennings as School Business Administrator/Board Secretary with an annual salary of \$92,500.00, prorated, effective January 1, 2020 through June 30, 2020, pending approval by County Executive Superintendent. *(Attachment: HB BA Contract-JJ)*

11.2.4. **Motion to approve** Brenda Krushinski as an additional advisor for the MS TREP\$ program at a rate of \$29.11 per hour not to exceed 14 hours for a total of \$407.54.

11.2.5. **Motion to approve** Laura Pellegrino as MS Art Club Advisor for 10 hours at a rate of \$29.11 per hour not to exceed \$291.10.

11.2.6. **Motion to approve** Despinia Bunce for 15 hours of field work with Michael Doerewang as part of an assignment for her Perspectives on Early Education in a Democracy class at Montclair State University.

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

11.2.8. **Motion to approve** Heidi Miller and Megan Roth and four (4) middle school students to attend the Unified Summit sponsored by the Special Olympics at Voorhees High School from 9:00 am to 2:00 pm on November 21, 2019. Parents are responsible for providing transportation to and from Voorhees High School.

11.2.9. **Motion to approve** Sarah Weinstein as a volunteer reader for the 2019-2020 school year.

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

Lynn Gresko

- Course: Leadership & Management in the Health Professions
- College/University: Rowan University
- Semester: Spring 2019
- Tuition: \$2,217.00

Danielle Weber

- Course: Seminar Instructional Leadership
- College/University: Centenary University
- Semester: Spring 2019
- Tuition: \$1,861.20

11.3. Educational Resources - Finance and Facilities

11.3.1. Payment of Bills

Audit of Invoices (*Attachment: 11 18 19 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	Oct 16 - Nov 18	\$ 400,222.59
Payroll	October 31	\$ 228,473.13
Payroll	November 15	<u>\$ 229,337.70</u>
	Total	\$ 858,033.42

11.3.2. Payment of Bills Cafeteria account

Approve invoices for Expenses in the following amounts:

Maschio's	July 3, 2019	\$ 3,356.10
Ashley Pennucci	Sept 18, 2019	\$ 1.05
Maschio's	Oct. 14, 2019	\$13,521.77
Maschio's	November 13, 2019	<u>\$ 10,620.43</u>
	Total	\$ 27,499.35

11.3.3. Motion to withdraw from Capital Reserve

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 \$402.98 from the Capital Reserve account to provide funding for Elementary Electronic Sign

11.3.4. Financial Reports (*Attachments: 2019 09 Board Secretary and Treasurer Report and 2019 10 Board Secretary and Treasurer Report*)

Report of the Board Secretary and Treasurer's Report for September and October 2019

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

November 18, 2019

Christopher Jones
Business Administrator

- 11.3.5. Motion to approve** Line Item Transfers for September and October 2019 (*Attachment: 2019 09 Transfer Report and 2019 10 Transfer Report*)
Resolved, that the Board of Education approve the budget transfers as listed in the Attachments.
- 11.3.6. Motion to approve** Electronics Recycling for:
Keyboards (2)
Monitors (4)
Towers (4) #100251, #100159
Boombox (1)
Projectors (5) # 00835, #00792, #
Server (2) # 00631 and 00632
Shredder (1)
Clocks (2)
Staff laptop (1)
Misc. Cables (1) box
- 11.3.7. Motion to approve** the acceptance of a \$500.00 donation from ExxonMobil Foundation through their matching Volunteer Grant Program. On February 22, 2019, Maria Likhogrud presented the Girls in Engineering program to select middle school students.
- 11.3.8. Motion to approve** the 20-21 Budget Calendar (*Attachment: 20-21 Budget Calendar*)
- 11.3.9. Motion to approve** the carryover of the 2018-2019 funds for ESEA Grant 19-20 for the following amounts:
Title IA: \$6.00
Title IIA: \$1,244.00
Title IV Part A: \$232.00
- 11.3.10. Motion to approve** transfer of \$45,541.49 out of Maintenance Reserve (*Attachment: Maintenance Reserve Release*)
WHEREAS, NJSA 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget time or anytime during the year; and
WHEREAS, the aforementioned statute authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Maintenance Reserve Account any time during the year by resolution for required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4; and
WHEREAS, the High Bridge Board of Education is desirous to withdraw funds

from the Maintenance Reserve Account and appropriate said funds into the required required maintenance account line in the amount of \$45,541.49; and
WHEREAS, according to 6A:23A-14.2 (d)1(e), the High Bridge Board of Education shall, for any approved amounts that remain unexpended or unencumbered at the end of the school year, return such funds to the maintenance reserve account;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education that it hereby authorizes the district’s School Business Administrator to make the necessary transfer consistent with all applicable laws and regulations.

11.3.11. Motion to approve Submission of Comprehensive Maintenance Plan and MI 2018-2020
(Attachments: High Bridge CMP 19 20 and High Bridge M-1 19-20)

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 school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the 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 MI for the High Bridge Board of Education in compliance with Department of Education requirements.

11.3.12. Transportation

Motion to approve the following Bus Routes for the 19/20 School Year:

Provider	Route #	Student ID#	Cost	Dates
Lebanon Twp	L12	6848932616	\$865	19/20 School Year
Lebanon Twp	L12	9487501476	\$865	19/20 School Year
Lebanon Twp	L12	3039050759	\$865	19/20 School Year
Lebanon Twp	L12	6595543526	\$865	19/20 School Year
Lebanon Twp	L12	4053541952	\$865	19/20 School Year

11.3.13. USE OF FACILITIES

Motion to approve the following use of facilities request:

Organization	Dates	Times	Location
8th Grade Parents	12/12, 1/16, 2/20, 4/23	7-9 pm	MS Music Room
CCI	1st Tuesday of each Month	4:15-5:15	ES
HBEA	12/13	5-8:30 pm	ES Multi-Purpose Room

11.3.14. Travel Expenditure for Workshops

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Total
Katie Franks	HCSCA Fall Meeting	11/01/19	\$20.00	N/A	\$20.00
Mary Fran Daley	NHV STEM Articulation	10/23/19	\$0.00	N/A	\$0.00
Judy LaGreca	Wilson Foundations Level 3	12/17/19	\$350.00	\$14.35	\$364.35
Megan Roth	NASP 2020 Annual Conference, Baltimore, MD	02/18/20 -02/21/20	\$489.00	N/A	\$489.00

- 11.3.15. RESOLVED**, that the Board of Education apply for Preschool Expansion Aid for the 2020-21 school year and subsequent years upon submission of a yearly update, which will allow the District to expand its existing preschool. The Preschool Expansion plan provides a description of how the school district will implement each component of a high-quality preschool program, as detailed in the New Jersey Administrative code 6A:13A and in the Preschool Program Implementation Guidelines. The District's plan is for the operation of a "targeted preschool program" for "at-risk" three and four year olds as defined in the N.J.A.C. 6A:13A. BE IT FURTHER RESOLVED, that the Board of Education authorizes the administration to execute the necessary documents.

Motion to approve

Board President calls for a motion and a second to approve 11.1-11.3.15 as amended:

Motion: Robert Imhoff		Second: Karyn Gove		
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			

Approved 6-0-0-1

12. 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 comments

James Garner rejoined the meeting 8:22pm.

13. EXECUTIVE/CLOSED SESSION

Erin Delgado motioned, seconded by Mindy Manahan, unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Shared Services
- Litigation

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.

14. RECONVENE PUBLIC SESSION

James Garner motioned, seconded by Erin Delgado, unanimously approved, to reconvene public session.

15. ACTION ITEM

Motion to approve the Executive Minutes

- 15.1.1.** October 15, 2019 Executive Minutes (*Attachments: 10 15 19 Executive Session Minutes*)
- 15.1.2.** October 15, 2019 Litigation Executive Session Minutes (*Attachments: 10 15 19 Litigation Executive Session Minutes*)
- 15.1.3.** November 12, 2019 Work Session Executive Minutes (*Attachments: 11 12 19 Executive Work Session Minutes*)

Motion: Karyn Gove		Second: Michelle Corley		
Name:	Yes	No	Abstain	Absent
Michelle Corley	15.1.3			15.1.1 & 15.2
Erin Delgado	15.1.1 15.1.2			15.1.3
James Garner	15.1.1 15.1.2			15.1.3.
Karyn Gove	x			
Robert Imhoff	15.1.1		15.1.2	15.1.3
Mindy Manahan	x			
Cindy Sharkey	x			

15.1.1 Approved 6-0-0-1
15.1.2 Approved 5-0-1-1
15.1.3 Approved 4-0-0-3

16. ADJOURNMENT

Robert Imhoff motioned, seconded by James Garner, unanimously approved, to adjourn the meeting.
 Time: 8:35pm

Respectfully Submitted,



Acting Board Secretary
 Heather Valenta

