

**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
Monday, November 9, 2020**

**1. OPENING OF MEETING - 6:00 PM** *(meeting began at 6PM)*

**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. 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:** Monday November 9, 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*

Michelle Corley *Present*

Tori Thomsen *Present*

James Garner *Present*

Cindy Sharkey, President *Present*

Karyn Gove, Vice. Pres. *Present*

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

**4. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion at 6:02 pm Robert Imhoff** and a second **Karyn Gove**, *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Presentation by Board Negotiation Attorney
- Update on new health insurance plans

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.

**5. RECONVENE PUBLIC SESSION**

**Board President calls for a motion at 6:57 pm Erin Delgado** and a second **Tori Thomsen**, *unanimously approved*, to reconvene public session.

**6. PRESENTATION & RECOGNITION ITEMS**

**6.1.** Melissa Patane and Katie Franks to report on HIB Self Assessment.

**6.2.** Lauren Richardson and Tricia Morris to present on sharing daily calendars.

**6.3.** Fran Daley to present on Gifted & Talented Program.

*Greg Hobaugh introduced the speakers. Melissa Pantane and Katie Franks reviewed the Districts HIB Self Assessment. Greg Hobaugh commented on the good job the team is doing this area. Laurent Richardson and Tricia Morris presented sharing daily calendars to the Board. Cindy Sharkey and Michelle Corley both commented that it was a very good presentation. Fran*

*Daley presented on the Gifted and Talented Program. She showed a video of High Bridge Student's Dragon Project.*

#### **6.4. Superintendent's Report**

##### **6.4.1. Superintendent Update**

*Greg Hobaough reviewed the following items:*

- *Reviewed the District's Goals*
- *Wilson Reading and Training*
- *176 New Chromebook were delivered and were being set up and distributed to students*
- *New Smart Board Projectors*
- *Parent/Teacher Meetings all Virtual*
- *Custodian's installing all new MERV air filters*

**6.4.1.1.** Quarterly update on district goals. *(Attachment: District Goal Update)*

#### **7. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Donna Exley	10/10/2020	Thank You Letter <i>(Attachment: Exley Letter)</i>

#### **8. REPORTS TO THE BOARD**

##### **8.1. Board President's Report**

*Cindy Sharkey noted that she did not find much content at the NJSBA virtual convention regarding school finance and asked Board members to forward any relevant information they reviewed as this is one of the Board's Goals for 2020-2021. Mentioned Covid 19 and make sure the District is up to day with all relevant policies. Noted the next County meeting is set for Nov 19th (virtual).*

#### **9. ACTION ITEMS**

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

- 9.1.1.** Amended calendar for the 2020-2021 school year. *(Attachment: Proposed Amended School Year Calendar 2020-2021)*
- 9.1.2.** Submission of the NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2019-2020 school year. *(Attachment: ES School Self-Assessment 2020 Submission,, MS School Self-Assessment 2020 Submission)*
- 9.1.3.** 2020-2021 School Safety and Security Plan. *(Attachment: SS&SP 2020-2021)*
- 9.1.4.** Submission of the School Safety and Security Plan Annual Review Statement of Assurance. *(Attachment: SS&SP 2020-21 SOA)*
- 9.1.5.** Adoption of standard procedures for remote board meetings due to the COVID-19 pandemic. *(Attachment: Standard Procedures for Remote HBBOE Meetings)*
- 9.1.6.** Revised and/or new policies and regulations. *(Attachments: Alert 221 Policies Recommendations & Alert 221 Regulations Recommendations)*
  - 9.1.6.1.** P 1620 - Administrative Employment Contracts (M) (Revised)
  - 9.1.6.2.** P 2431- Athletic Competition (M) (Revised)
  - 9.1.6.3.** R 2431.1 - Emergency Procedures for Sports and Other Athletic Activity (M) (Revised)
  - 9.1.6.4.** P 2451 - Adult High School (M) (Revised)
  - 9.1.6.5.** P 2464 - Gifted and Talented Students (M) (Revised)
  - 9.1.6.6.** P & R 5330.05 - Seizure Action Plan (M) (Revised)
  - 9.1.6.7.** P 6440 - Cooperative Purchasing (M) (Revised)
  - 9.1.6.8.** P & R 6470.01 - Electronic Funds Transfer and Claimant Certification (M) (New)
  - 9.1.6.9.** P & R 7440 - School District Security (M) (Revised)

- 9.1.6.10. P 7450 - Property Inventory (M) (Revised)
- 9.1.6.11. P & R 7510 - Use of School Facilities (M) (Revised)
- 9.1.6.12. P 8420 - Emergency and Crisis Situations (M) (Revised)
- 9.1.6.13. P 8561 - Procurement Procedures for School Nutrition Programs (M) (Revised)
- 9.1.6.14. P 1648 - Restart and Recovery Plan (M) (Revised)
- 9.1.6.15. P 1648.02 - Remote Learning Options for Families (M) (New)
- 9.1.6.16. P 1648.03 - Restart and Recovery Plan - Full-Time REMote Instruction (M) (New)

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

**9.2.1. Melissa Ozoria as an Anti-Bullying Specialist**

*Greg Hobaugh reviewed the Student Achievement and Human Resource Action Items with the Board*

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

**9.3.1. Payment of Bills**

**9.3.2. Payment of Bills, Cafeteria account**

**9.3.3. Financial Reports**

**9.3.4. Line Item Transfers for October 2020**

**9.3.5. Electronics Recycling**

**9.3.6. 2020-2021 Unified Champion Schools Grant awarded to High Bridge Middle School by Special Olympics in the amount of \$3,000. (*Attachment: High Bridge Middle School Award Letter*)**

**9.3.7. Amendment of the current Long Range Facilities Plan to include the upgrade of the security system at the Elementary and Middle Schools which includes additional cameras and access control doors.**

**9.3.8. Security Grant Application and the availability of local funds in case the total estimated costs of the proposed work exceed the School District's grant allowance in the amount of \$20,000.**

**9.3.9. 20-21 Budget Calendar (*Attachment: 20-21 Budget Calendar*)**

**9.3.10. Carryover of the 2019-2020 funds for ESEA and IDEA Grants to 20-21 for the following amounts:**

Title IA: \$124.00

Title IIA: \$1,283

Title III: \$1.00

Title IV Part A: \$279.00

IDEA Basic: \$34,531.00

IDEA Preschool: \$1,102.00

**9.3.11. Sustainable Jersey for School Grant Application**

**WHEREAS**, Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children; and;

**WHEREAS**, The High Bridge Board of Education seeks to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

**WHEREAS**, High Bridge Board of Education is participating in the Sustainable Jersey for Schools Program; and

**WHEREAS**, one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey for Schools Small Grants Program;

**THEREFORE**, the High Bridge Board of Education has determined that the High Bridge School District should apply for the aforementioned grant program. The Grant will cover the costs of new heating controls at both of our schools.

**THEREFORE, BE IT RESOLVED**, that of the High Bridge Board of Education, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey for Schools Grant.

- 9.3.12. RESOLVED**, that the Board of Education apply for Preschool Expansion Aid for the 2021-22 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.

*John Jennings reviewed the Finance and Facilities Items with the Board.*

**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 8:22 pm Karyn Gove** and a second **Erin Delgado, unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Negotiations

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 8:53 pm Karyn Gove** and a second **Robert Imhoff, unanimously approved** to reconvene public session.

**13. ADJOURNMENT**

**Board President calls for a motion at 8:55 pm Tori Thomsen** and a second **James Garner, unanimously approved**, to adjourn the meeting.

Respectfully submitted,

A handwritten signature in black ink that reads "John Jennings". The signature is written in a cursive style with a long, sweeping tail on the "g".

John Jennings

Business Administrator/Board Secretary