

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR SESSION MEETING MINUTES  
Monday, March 15, 2021**

**1. OPENING OF MEETING - 6:30 PM** *Meeting began at 6:31 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. Email comments directly to Cindy Sharkey: [csharkey@hbschools.org](mailto:csharkey@hbschools.org). Please mute your microphone to reduce feedback and notify the board if you intend to record this meeting. The High Bridge Board of Education follows these standard procedures for remote meetings.

**Date:** Monday March 15, 2021

**Time:** 6:30 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*

Tori Thomsen *Present*

Colleen Poles *Present*

James Garner *Present*

Cindy Sharkey *Present*

Karyn Gove *Present*

Additional Members Present: Dr. Gregory Hobbaugh, Superintendent

John Jennings, SBA / Board Secretary *Both present*

**4. PRESENTATION & RECOGNITION ITEM**

**4.1. Superintendent's Report**

**4.1.1.** Announce recipient of the Hunterdon County School Boards Association Unsung Hero Award for High Bridge.

**4.1.2.** 2020-2021 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	30	-	-	-	31
K	2	38	-	-	-	38
1	2	26		-	-	26
2	2	32	-	-	-	32
3	2	33	-	-	-	33
4	2	39	1	-	-	40
<b>Elementary School Total</b>						<b>200</b>
5	2	27	-	-	-	27
6	2	41	-	-	-	41
7	2	38	-	1	-	39

8	2	43	1	-	-	44
<b>Middle School Total</b>						<b>151</b>
<b>District Total</b>		<b>21</b>	<b>348</b>	<b>2</b>	<b>1</b>	<b>351</b>

**4.1.3.** Staff Attendance for February 2021 (*Attachment: February 2021 Staff Attendance*)

**4.1.4.** 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	NA	NA	NA	NA								
Aug	NA	NA	NA	NA								
Sept	A-9/15 B-9/17	A-9/22 B-9/24	A-9/14 B-9/17	A-9/21 B-9/24								
Oct	A-10/5 B-10/9	A-10/20 B-10/30	A-10/5 B-10/8	A-10/13 B-10/15								
Nov	A-11/16 B- **	A-11/9 B- **	A-11/9 B-11/12	A-11/17 B-11/19								
Dec	A-12/1 B-12/03	A-12/15 B-12/04	A-12/1 B-12/3	A-12/8 B-12/3						1		
Jan	A-1/04 B-1/07	A-1/25 B-1-22	A-1/05 B-1/07	A-1/11 B-1/14								
Feb	A-2/16 B-2/25	A-2/23 B-2/26	A-2/16 B-2/12	A-2/23 B-2/25								
March	A-3/9 B-3/11	A-3/8 B-3/12	A-3/2 B-3/3									
April												
May												
June												

\* Investigation is in progress

\*\*November drills were not completed for Group B students due to the holidays, weather & COVID closures on B days.

Greg Hobaugh congratulated the High Bridge Unsung Hero award winner Jason Gordy-Ortiz. Cindy Sharkey noted the nominee goes forward to the NJ School Boards. Greg also reviewed the attendance, drills HIB (no HIB to report).

**4.1.5.** Superintendent Update

**4.1.5.1.** Updated Schedule Plan Presentation

**4.1.6.** Business Administrator Report

**4.1.6.1.** Tentative Budget (*Attachment: Tentative Budget Presentation*)

Greg Hobaugh reviewed with the Board the updated school reopening schedule presentation:

- New Schedule will be put on website
- Proposed schedule:

- 8:30 to 1:15 Monday-Friday (office hours 2:00-3:15)
  - Week 1: Groups 1 and 2 in-person, Group 3 virtual
  - Week 2 Groups 2 and 3 in-person, Group 1 virtual
  - Week 3 Groups 3 and 1 in person, Group 2 Virtual
  - All virtual instruction is still an option
  - Lunch available to be taken home as currently exists
- Main goal was to increase in-person instruction subject to State, County and CDC guidelines
  - Increases instruction from 8 days in-person 12 virtual to 15 days in-person 5 virtual for a typical month
  - New Schedule will begin April 12th
  - Students required to wear masks and maintain 6 feet distance apart
  - Will revisit schedule in May to make adjustments if guidelines change
  - Planning on offering certain extra-curricular activities including softball/baseball/cross country subject to students getting physicals as well as having other schools to schedule games/meets.
  - MS students will have access to STEAM, virtual music review, and/or general recreation sport program.
  - ES students have access to Environmental Club, STEAM program and recreation program

Robert Imhoff asked the current number of students who choose to be remote? Greg Hobaugh noted it varies depending upon grade level but didn't have an exact number available. Robert asked the flexibility in the schedule depending upon how many students stay virtual? Greg Hobaugh noted it would depend on the number of students who choose virtual instruction but can adjust depending on the actual number. Erin Delgado inquired about surveys to parents and when they have to commit to the schedule? Greg Hobaugh noted that groups have been made and letters were going out to parents tomorrow. They have a week to make their decision.

John Jennings reviewed the Tentative Budget Presentation with the Board. Note the presentation is on the District Website under the March 15 Meeting agenda.

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Judy LaGreca	2/8/2012	2021-22 School Calendar
<i>(Attachment: LaGreca Correspondence 2 8 21)</i>		
Amye Paige McGaheran	3/2/2021	Notice of Retirement
<i>(Attachment: McGaheran Notice of Retirement)</i>		
Sarah Bizzarro	3/7/2021	Opening School Days & Hours
<i>(Attachment: Bizzarro Correspondence 3 7 21)</i>		
Jason Morales	3/8/2021	Spring Sports
<i>(Attachment: Morales Correspondence 3 8 21)</i>		

Cindy Sharkey wished Amye Paige McGaheran well in her retirement and hopes to see her before the end of the school year.

**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. *Stacey Dimeo asked now that cohorts 1,2,3 will be mixing depending on the week, will students with IEP be able to come back permanently and not be virtual at all if the teacher is recommending it? Greg Hobaugh stated that students in the self-contained program will have the option to be in school 5 days a week. Greg noted that if additional seating for 5 day a week instruction becomes available, students with IEP's will be given a priority. Nicole Groover asked why the new schedule was not on the original survey that went out to parents? Greg Hobaugh noted that the staff and teachers reviewed numerous options and all could not be sent in a single survey. He noted given all the guidelines still in place this was the best option, which follows the current High School Schedule and doubles the amount of in-person instructions.*

**6. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

**6.1.** February 8, 2021 Regular Meeting Minutes (*Attachment: 2 08 21 Regular Session Minutes*)

**6.2.** March 8, 2021 Work Session Minutes (*Attachment: 3 8 21 Work Session Minutes*)

**Board President** calls for a motion and a second to approve 6.1. - 6.2.:

Motion: <i>Erin Delgado</i>		Second: <i>Karyn Gove</i>		
Name:	Yes	No	Abstain	Absent
Colleen Poles	X			
Erin Delgado	X			
James Garner	X			
Karyn Gove	X			
Robert Imhoff	X			
Tori Thomsen	X			
Cindy Sharkey	X			

*Motion passes 7-0-0-0*

**7. REPORTS TO THE BOARD**

**7.1.** Board President's Report

*Cindy Sharkey reminded the board to complete their financial disclosure forms. She noted the number of Covid cases in High Bridge as of March 11 was 186 compared to 157 in the previous month. Cindy Sharkey read resolution 7.1.1 at the meeting.*

**7.1.1.** Resolution - Request for Vaccine Priority for Educators

**WHEREAS**, the High Bridge Board of Education recognizes that the United States, the State of New Jersey and local health authorities, as well as the World Health Organization, have declared a public health emergency regarding the Coronavirus or COVID-19 pandemic; and

**WHEREAS**, the federal and state authorities have put in place guidance detailing the precautionary measures schools must implement to stop its spread of this disease; and **WHEREAS**, public schools have a profound impact on millions of students, families and staff and are charged with the care, education, nourishment of their students and are an integral part of the health and safety of our communities; and

**WHEREAS**, our district has responded to the challenges brought about by the COVID-19 pandemic, providing students and staff members with the technology and

resources necessary to ensure the efficient delivery of instruction, virtually and in-person; and

**WHEREAS**, the board has a substantial public interest in protecting the health and safety of its students, staff, and community and ensuring that the district can provide staff and students with a safe and effective educational environment that supports student achievement; and

**WHEREAS**, the board recognizes that this health emergency made it necessary to close schools and reinvent the educational programs in a virtual setting and that this may have an adverse impact on student achievement and the emotional and social wellbeing of students; and

**WHEREAS**, the COVID-19 Vaccination Plan published by the State of New Jersey Department of Health (December 15, 2020, pgs. 36-37) prioritizes the availability of vaccines to “essential workers” in Phase 1B of the vaccine protocol; and

**WHEREAS**, school district staff at all levels are essential to the day-to-day operations of this district, responsible for the thorough and efficient education of all students and their social and emotional wellbeing, are critical for virtual and in-class instruction and are “essential workers;”

**NOW, THEREFORE, BE IT RESOLVED** the High Bridge Board of Education finds a substantial public purpose exists to request that Governor Murphy give appropriate priority in the statewide administration of the COVID-19 vaccine to all public school district personnel.

**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.

7.1.2. COVID -19 Case Count (*Attachment: cass county municipality 3 11 21*)

8. ACTION ITEMS

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

8.1.1. Motion to approve course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Courtney Shiffman	Technology for Students with Disabilities	Rowan University	May-July, 2021	\$2,055.00

8.1.2. Motion to approve revised and/or new policies and regulations. (*Attachments: Alert 217 Policy Recommendations, Alert 217 Regulations Recommendations, Alert 222 Policy Recommendations, Alert 222 Regulations Recommendation*)

- 8.1.2.1. P 0141.1 - Board Member and Term – Sending District (Revised)
- 8.1.2.2. P 0141.2 - Board Member and Term – Receiving District (Revised)
- 8.1.2.3. P 2431.3 - Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletics & Extracurricular Activities (Revised)
- 8.1.2.4. P 2610 - Educational Program Evaluation (M) (Revised)
- 8.1.2.5. P 5337 - Service Animals (Revised)
- 8.1.2.6. P 5756 - Transgender Students (M) (Revised)
- 8.1.2.7. P 8860 - Memorials (Revised)

- 8.1.2.8. P 2415.06 - Unsafe School Choice Option (M) (Revised)
- 8.1.2.9. R 2460.8 - Special Education – Free and Appropriate Public Education (M) (Revised)
- 8.1.2.10. R 5530 - Substance Abuse (M) (Revised)
- 8.1.2.11. P&R 5600 - Student Discipline/Code of Conduct (M) (Revised)
- 8.1.2.12. P&R 5611 - Removal of Students for Firearms Offenses (M) (Revised)
- 8.1.2.13. P&R 5612 - Assaults on District Board of Education Members or Employees (M) (Revised)
- 8.1.2.14. P&R 5613 - Removal of Students for Assaults with Weapons Offenses (M) (Revised)
- 8.1.2.15. P&R 8461 - Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M) (Revised)
- 8.1.2.16. P 0145 - Board Member Resignation and Removal (M) (Revised)
- 8.1.2.17. P 0164.6 - Remote Public Board Meetings During A Declared Emergency (M) (New)
- 8.1.2.18. R 1642 - Earned Sick Leave Law (M) (Revised)
- 8.1.2.19. P 1643 - Family Leave (M) (New)
- 8.1.2.20. P 3431.1 - Family Leave (M) (Abolished)
- 8.1.2.21. P 4431.1 - Family Leave (M) (Abolished)
- 8.1.2.22. P 3431.3 - New Jersey Family Leave Insurance Program (Abolished)
- 8.1.2.23. P 4431.3 - New Jersey Family Leave Insurance Program (Abolished)
- 8.1.2.24. P & R 5330.01- Administration of Medical Cannabis (M) (Revised)
- 8.1.2.25. P 7425 - Lead Testing of Water in Schools (M) (Revised)
- 8.1.2.26. R 7425 - Lead Testing of Water in Schools (M) (New)
- 8.1.2.27. P & R 7430 - School Safety (M) (Abolished)
- 8.1.2.28. P 2415 - Every Student Succeeds Act (M) (Revised)
- 8.1.2.29. P 2415.01 - Academic Standards, Academic Assessments, and Accountability (M) (Abolished)
- 8.1.2.30. P 2415.02 - Title I – Fiscal Responsibilities (M) (Revised)
- 8.1.2.31. P 2415.03 - Highly Qualified Teachers (M) (Abolished)
- 8.1.2.32. P 2415.05 - Student Surveys, Analysis, and/or Evaluations (M) (Revised)
- 8.1.2.33. P & R 2415.20 - Every Student Succeeds Act Complaints (M) (Revised)
- 8.1.2.34. P 4125 - Employment of Support Staff Members (M) (Revised)
- 8.1.2.35. P 6360 - Political Contributions (M) (Revised)
- 8.1.2.36. P 8330 - Student Records (M) (Revised)
- 8.1.2.37. P 9713 - Recruitment by Special Interest Groups (M) (Revised)

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

- 8.2.1. **Motion to approve**, with best wishes, the notice of retirement from Amye Paige McGarheran effective July 1, 2021. (*Attachment: McGaheran Notice of Retirement*)
- 8.2.2. **Motion to approve**, with best wishes, the notice of retirement from Kathy Barth effective July 1, 2021. (*Attachment: Barth Notice of Retirement*)
- 8.2.3. **Motion to approve** a donation of \$2,000.00 to the Borough of High Bridge from the High Bridge Middle School Student Leadership earmarked for the use of beautification of Union Forge Park.
- 8.2.4. **Motion to approve** the following employees for the hours above their contracted time necessary to attend state mandated suicide prevention training on February 10, 2021 and to complete additional online Safe Schools training.

Name	Hours	Hourly Rate	Total
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Thea Anaston	2.5	\$29.11	\$72.78
Jacklyn Carruthers	2.5	\$29.11	\$72.78
Lauren DiLanno	2.5	\$29.11	\$72.78
Brenda Krushinski	2.5	\$29.11	\$72.78
Nicole Orzel	2.5	\$29.11	\$72.78
Laura Pellegrino	2.5	\$29.11	\$72.78
Kim Ziegler	2.5	\$29.11	\$72.78

**8.2.5. Motion to approve** the following employees for the hours above their contracted time necessary to attend diversity training on March 24, 2021.

Name	Hours	Hourly Rate	Total
Brenda Krushinski	2	\$29.11	\$58.22
Nicole Orzel	1.25	\$29.11	\$36.39
Laura Pellegrino	2	\$29.11	\$58.22

**8.2.6. Motion to approve** the shared services agreement between High Bridge Board of Education and the Borough of High Bridge. (*Attachment: HBBOE/Borough of High Bridge Shared Services Agreement*)

**8.2.7. Motion to approve** the adoption of the Vaccine Priority Resolution. (*Attachment: High Bridge COVID Vaccination Priority Resolution*)

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

**8.3.1. Payment of Bills**

**Audit of Invoices** (*Attachment: Bill List 3 15 21*)

**Approve** invoices for Current Expenses in the following amounts:

Check Register	Feb 9 - March 15	\$ 745,989.51
Payroll	February 12	\$ 241,422.14
Payroll	February 26	\$ 243,142.03
Payroll	March 15	<u>\$ 241,304.97</u>
	Total	\$1,471,858.65

**Payment of Bills Cafeteria account -**

Maschio's	February 12	<u>\$ 4,789.72</u>
	Total	\$ 4,789.72

**8.3.2. Line Item Transfers for February 2021** (*Attachment: February Transfer Report-Signed*)

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

**8.3.3. Financial Reports** (*Attachment: Feb Board Secretary and Treasurers Reports- Signed Report of the Board Secretary and Treasurer's Report for February 2021*)

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of February 2021 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 2021, 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.

March 15, 2021

John Jennings  
Business Administrator

- 8.3.4. **Motion to approve** student 400240 with home instruction provided by LearnWell Tutoring beginning January 31, 2021 for 5 hours/week, at a contracted hourly rate of \$35.42 not to exceed \$1,000.00.
- 8.3.5. **Motion to approve** student 400240 with home instruction by Silvergate Prep beginning March 1, 2021 for 10 hours/week, at a contracted rate of \$35.54 not to exceed \$2,200.
- 8.3.6. **Motion to approve** PEA Transfer for preschool playground funded by PEA Expansion Aid and approved by County and DOE. *(Attachment: PEA Transfer Form)*
- 8.3.7. **Motion to approve** Comcast Internet Renewal Service Agreement. This renewal process was conducted through our E-Rate consulting services and will be effective for 3 years commencing on July 1, 2021. *(Attachment: 21-22 Contract)*
- 8.3.8. **Motion to accept** donation of furniture from Hunterdon Central High School.
- 8.3.9. **Motion to approve** a donation/disposal of Middle School Media Center Furniture which includes 5 tables and 26 chairs.
- 8.3.10. **Motion to approve** the recycling of 51 outdated Chromebooks. *(Attachment: Chromebook Serial Numbers)*
- 8.3.11. **Motion to approve** the elimination of outstanding cafeteria balances for active students of \$446.85 and inactive students of \$387.84 for a total of \$834.49. *(Attachment: Patron Negative Balance)*
- 8.3.12. **APPROVAL OF TENTATIVE BUDGET**

**2021-2022 School Budget**

**1. Approval of the 2021-2022 Tentative School Budget:**

**WHEREAS**, the 2021/2022 tentative budget includes sufficient funds to implement the proposed planning process as described in this district’s Annual Report pursuant to N.J.S.A. 18A:7A -11 and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

**WHEREAS**, the 2021/2022 tentative budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

**THEREFORE, BE IT RESOLVED** the High Bridge Board of Education approves the 2021/2022 tentative General Fund budget and authorizes its submission to the Hunterdon County Superintendent of Schools for approval as follows:

Fund	Appropriations	Tax Levy
General Fund	\$9,280,932	\$6,699,003





**Board President** calls for a motion and a second to approve 7.1-8.3.13: *John Jennings changed the motion to include 7.1 which was not on the original agenda.*

Motion: <i>Robert Imhoff</i>		Second: <i>Tori Thomsen</i>		
Name:	Yes	No	Abstain	Absent
Colleen Poles	<i>X</i>			
Erin Delgado	<i>X</i>			
James Garner	<i>X</i>			
Karyn Gove	<i>X</i>			
Robert Imhoff	<i>X</i>			
Tori Thomsen	<i>X</i>			
Cindy Sharkey	<i>X</i>			

*Motion passes 7-0-0-0*

**9. 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*

**10. EXECUTIVE/CLOSED SESSION**

**Board President** calls for a motion at 7:54 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
- 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.

**11. RECONVENE PUBLIC SESSION**

**Board President** calls for a motion at 8:40 pm *Erin Delgado* and a second *James Garner*, *unanimously approved*, to reconvene public session.

**12. ACTION ITEM**

**12.1. Motion to approve**

- 12.1.1.** Executive Session Minutes January 11, 2021 (*Attachment: 1 11 21 Executive Session Minutes*)
- 12.1.2.** Executive Session Minutes February 8, 2021 (*Attachment: 2 8 21 Executive Session Minutes*)
- 12.1.3.** Executive Session Minutes Work Session March 8, 2021 (*Attachment: 3 08 21 Executive Session Minutes*)

**Board President** calls for a motion and a second to approve 12.1.1-12.1.3:

Motion: <i>Karyn Gove</i>		Second: <i>Tori Thomsen</i>		
Name:	Yes	No	Abstain	Absent
Colleen Poles	<i>12.2, 12.3</i>		<i>12.1</i>	
Erin Delgado	<i>X</i>			
James Garner	<i>12.2, 12.3</i>		<i>12.1</i>	

James Garner	<i>12.2, 12.3</i>		<i>12.1</i>	
Karyn Gove	<i>X</i>			
Robert Imhoff	<i>X</i>			
Tori Thomsen	<i>12.2,12.3</i>		<i>12.1</i>	
Cindy Sharkey	<i>X</i>			

*Motion 12.1 passes 4-0-3-0*

*Motions 12.2,12.3 pass 7-0-0-0*

**13. ADJOURNMENT**

**Board President calls for a motion at 8:44 pm Karyn Gove and a second Erin Delgado, unanimously approved, to adjourn the meeting.**

Respectfully Submitted,



John Jennings  
Business Administrator/Board Secretary