

**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING  
Monday, June 7, 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. 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.

**Date:** Monday June 7, 2021

**Time:** 6:30 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*

Tori Thomsen *Absent*

Colleen Poles *Present*

James Garner *Present*

Cindy Sharkey *Present*

Karyn Gove *Present*

Additional Members Present: Dr. Gregory Hobaugh, Superintendent *Present*

John Jennings, SBA / Board Secretary *Present*

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1. Superintendent's Report**

*Greg Hobaugh reviewed the following with the Board:*

- *Middle School Field Day*
- *Middle School Electric Car Project*
- *DC Trip Hotel booked for next year*
- *Reviewed Spring Sports Results*
- *4th Grade Students visited Middle School - Moving up day*
- *Invited Board to awards breakfast on 6/16/ 8:30 am*
- *Pre-K modified graduation 1 per day on the 14th, 15th and 16th*
- *Clap-out last day of Elementary School*
- *In-Service Mental Health on Weds.*
- *Summer Meals working with Clinton Township and Warren Hills to provide access to families that are interested*
- *Update on Art and Special Education candidates*
- *Staff recognition/retirement next week*
- *Discussed school lunch would be free next year and plans to close out inactive accounts and reimburse graduating 8th Grade balances for students with no siblings and a balance over \$10.*

**4.2. School Business Administrator's Report - Cafeteria Update** (*Attachment P/L 20-21 Cafeteria*)

*John Jennings reviewed the cafeteria account balance with the Board. He noted there could be a surplus of funds next year given meals are free to all students and the potential use for these proceeds to help fund the replacement of the cafeteria floor, which is in need of repair/replacement. He also updated the Board on the Middle School Boiler Replacement Project timeline.*

## 5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Mayor Michele Lee <i>(Attachment: Lee Correspondence 5 7 21)</i>	5/7/21	LEAP Implementation Grant
Councilman Alan Schwartz <i>(Attachment: HB Councilman Schwartz Correspondence 5 30 21)</i>	5/30/21	Request for Meeting

## 6. REPORTS TO THE BOARD

### 6.1. Board President's Report

*Cindy Sharkey reviewed the following with the Board:*

- *Board Self-Evaluation due date*
- *Thanked Board for completion of Superintendent evaluation*
- *3 Open Board Seats for this election, filing deadline Petition due July 26th*
- *July Board meetings will resume in person as well as be available virtual*
- *May 17 th Cindy Sharkey and Greg Hobaugh attended a meeting with Allen Schwartz of the High Bridge Borough Council to discuss shared services. Council requested another meeting to discuss the LEAP grant and other topics. Board discussed the forum of this meeting and the majority noted they would like it to be a public meeting with all Board members present.*
- *Karyn Gove discussed Delegate Assembly meeting which elected new officers*

#### 6.1.1. Erin Delagado to report on Ad Hoc Committee Update *(Attachment: Policy 5512)*

*Erin Delgado presented to the Board the word done and recommendations coming out of the Ad Hoc Committee. She read the Committee Goals which focus on improving school climate and tolerance. The committee's takeaways were that the District is a leader in SEL and Staff Training has been increased in this area. Recommendations from the Committed are to continue this Goal for the Board for next year, Update the HIB policy 5512 section 6 to grant Principals more discretion to determine and document incidents that are not HIB. The Board asked several questions regarding how this would work and what the new policy would look like. Greg Hobaugh noted he would provide the policy language for review and vote at next week's Board Meeting.*

## 7. ACTION ITEMS

### 7.1. Student Achievement - Curriculum, Instruction, Technology & Policy

- 7.1.1. Eighth grade students eligible for promotion to ninth grade. *(Attachment: HBMS Class of 2021)*
- 7.1.2. Updated and final calendar for the 2020-2021 school year. *(Attachment: Updated School Calendar 2020-2021)*
- 7.1.3. American Reading Company ARC Core ELA Program.
- 7.1.4. Revised and/or new policies and regulations. *(Attachments: Alert 223 Policy Recommendations, Alert 223 Regulations Recommendations)*
  - 7.1.4.1. P0131 Bylaws, Policies and Regulations (Revised)

- 7.1.4.2. P1521 Educational Improvement Plans (M) (Abolished)
  - 7.1.4.3. P1649 Federal Families First Coronavirus (COVID-19) Response Act (M) (Abolished)
  - 7.1.4.4. R 2421 Vocational - Technical Education (Abolished)
  - 7.1.4.5. P 3134 Assignment of Extra Duties (Revised)
  - 7.1.4.6. P & R 3142 Nonrenewal of Nontenured Teaching Staff Member (Revised)
  - 7.1.4.7. P & R 3221 Evaluation of Teachers (M) (Revised)
  - 7.1.4.8. P & R 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
  - 7.1.4.9. P & R 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
  - 7.1.4.10. P & R 3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
  - 7.1.4.11. P & R 4146 Nonrenewal of Nontenured Support Staff Member (Revised)
  - 7.1.4.12. P & R 5460.02 Bridge Year Pilot Program (M) (New)
  - 7.1.4.13. P & R 6471 School District Travel (M) (Revised)
  - 7.1.4.14. P 8561 Procurement Procedures for School Nutrition Programs (M) (Revised)
- 7.2. Human Resources - Personnel, Management & Community Relations**
- 7.2.1. Substitute custodian hourly rate for the 2021-2022 school year at \$17.00.
  - 7.2.2. David Matarazzo as a substitute custodian.
  - 7.2.3. Nicole Cahill as Summer Meals Coordinator, beginning the week of June 21 through week of August 27, 2020 with compensation at a rate of \$29.11 per hour, not to exceed 8 hours for a maximum of \$232.88.
  - 7.2.4. Spencer Fader as a chaperone for the May 25, 2021 8th grade class trip to YMCA Camp Bernie at a rate of \$29.11 per hour for one (1) hour for compensation of time worked past contractual hours.
  - 7.2.5. Appointment of Kristina Kroll as a full time Speech Therapist for the High Bridge School District at a level of MA Step 7 at an annual salary of \$67,200.00, based on the 2018-2021 negotiated agreement for the 2021-2022 school year. As soon as a new contractual agreement is completed, ratified and approved by the High Bridge Board of Education and the High Bridge Education Association, a new contract with the approved salary will be issued.
  - 7.2.6. Shared services contract between High Bridge School District and Bethlehem School District for the purpose of sharing the professional services of a speech therapist. *(Attachment: HB BT Shared Services Agreement-Speech)*
  - 7.2.7. Danielle Weber to complete 300 administrative internship hours in the middle school working with Rich Kolton during the 2021-22 school year in order to meet the requirements of her Educational Leadership program at Centenary University. A maximum of 30 hours will be completed in July and August with the remainder completed from September through May.
  - 7.2.8. Resignation of Laura Pellegrino as Art Teacher, effective June 30, 2021. *(Attachment: Pellegrino Resignation)*

**7.2.9.** Resignation of Mary Fran Daley as Media Specialist, effective June 30, 2021.

*(Attachment: Daley Resignation)*

**7.2.10.** Employees for the hours above their contracted time necessary to attend district staff professional development day on June 9, 2021.

<b>Name</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
Brenda Krushinski	1.25	\$29.11	\$36.39
Laura Pellegrino	1.25	\$29.11	\$36.39
Lauren DiLanno	1.25	\$29.11	\$36.39
Thea Anaston	1.25	\$29.11	\$36.39
Kim Ziegler	1.25	\$29.11	\$36.39
Nicole Orzel	1.25	\$29.11	\$36.39

**7.2.11. Tuition reimbursement for the following:**

<b>Staff</b>	<b>Course</b>	<b>College/University</b>	<b>Semester</b>	<b>Tuition</b>
Kayla Oakes	Learning Theories on the Nature & Needs of Individuals with Disabilities	Centenary University	May - June, 2021	\$1,877.85
Kayla Oakes	Behavior Management	Centenary University	June - August, 2021	\$1,877.85

**7.2.12.** Following appointments/reappointments for 21/22:

Board Secretary	John Jennings
Affirmative Action Officer	Richard Kolton
Chief Equity Officer	Richard Kolton
Gender Equity Officer	Emma Alparone
504 Committee Coordinator	Emma Alparone
Homeless Liaison	Katherine Franks
Liaison to DCP&P	Katherine Franks
Title IX Coordinator	Emma Alparone
Basic Skills Contact Person	Emma Alparone
Purchasing Agency Compliance Officer for Affirmative Action (PACO)	John Jennings
Right to Know Officer	Steve Weber
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Steve Weber
Safety Committee Coordinator	Gregory Hobough
Toxic Hazard Preparedness Officer	Steve Weber
Attendance Officer	Gregory Hobough
School Physician	Green Brook Family Medicine
School Insurance Agent / Risk Management Consultant	Brown and Brown
Official Newspapers	Hunterdon County Democrat

	Star Ledger The Review Courier News The Express Times Njschooljobs.com educationjobsnj.com
Payroll Services	R&L Payroll Services, Inc.
Accounting Software System	CDK Systems
Personnel Software System	CDK Systems
School Auditor	Nisivoccia, LLP
Policy Service Provider	Strauss Esmay
FSA Provider	Wageworks
Treasurer of School Monies	Judy Favino
Ancillary Insurance Agency of Record	Brown and Brown
E-Rate Consultant	Educational Consortium for Telecommunications Savings
Integrated Pest Management Officer	Steve Weber
Architect	FKA Architects
Board Attorneys	The Busch Law Group Schenck Price Smith & King LLP Scarinci & Hollenbeck Attorneys
Temporary Purchasing Agent	John Jennings
Air Quality Designee	Steve Weber
Safety & Health Designee	Gregory Hobough
Custodian of Records (OPRA)	John Jennings
Chemical Hygiene Officer	Steve Weber
Substance Awareness Coordinator	Gregory Hobough
Anti-bullying Specialist – Elementary School	Melissa Patane-Schulter
Anti-bullying Specialist – Middle School	Katherine Franks
Anti-bullying Coordinator	Gregory Hobough
School Safety Specialist	Gregory Hobough

**7.2.13.** Contract for John Jennings, School Business Administrator/Board Secretary with an annual salary of \$95,229.00 effective July 1, 2021 through June 30, 2022. As soon as a new contractual agreement is completed, ratified and approved by the High Bridge Board of Education and the High Bridge Education Association, a new contract with an updated salary will be issued. (*Attachment: 2021-22 Jennings*)

*Greg Hobaugh discussed the Action items above with the Board.*

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

7.3.1. Payment of Bills

7.3.2. Financial Reports

**7.3.3. Resolution Increasing the Bid Threshold**

**WHEREAS**, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3(b) has increased the bid threshold amount for school districts which do not have a Qualified Purchasing Agent, from \$29,000 to **\$32,000**, effective July 1, 2020;

**WHEREAS**, the High Bridge Board of Education would like to take advantage of the maximum statutory bid threshold amount of **\$32,000** for school districts who do not have a qualified purchasing agent;

**NOW, THEREFORE BE IT RESOLVED** that the High Bridge Board of Education establishes and sets the bid threshold amount of **\$32,000** for the Board of Education, and further authorizes John Jennings/Business Administrator to award contracts, in full accordance with N.J.S.A. 18:A:18A-3 (a), for those purchased that do not exceed in the aggregate the new established bid threshold amount.

7.3.4. Reimbursement of 8th grade student lunch account balances and elimination of inactive student balances. (*Attachments: 8th Grade Account Refunds, Inactive Balances 6 4 21*)

7.3.5. Line Item Transfers

**7.3.6. USE OF FACILITIES**

<b>Organization</b>	<b>Dates</b>	<b>Time</b>	<b>Location</b>
Girls on the Run	5/23/21	9 am - 1 pm	HBMS parking lot
Huskies	8/9/21 - 8/12/21	9am - 6 pm	ES or MS Gym

\*subject to cancellation upon new directives from the County or State Health Dept.

**7.3.7. TEXTBOOKS** (*Attachment: 2021-22 District Textbook List*)

**RESOLVED**, that the Board of Education approves textbooks for the High Bridge Public Schools as per the attached list and requests the Secretary to addend a copy of the list to the minutes.

**7.3.8. TRANSFERS TO MAINTENANCE RESERVE AND CAPITAL RESERVE**

**WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, And

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of The Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the High Bridge Board of Education wishes to transfer an amount not to exceed \$150,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Maintenance Reserve account and an amount not to exceed \$750,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

**WHEREAS**, the High Bridge Board of Education has determined that a total amount not to exceed \$900,000 is available for such purpose of such transfers;  
**NOW THEREFORE BE IT RESOLVED** by the High Bridge Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

**7.3.9. Tuition Student** (*Attachment: ESY Only Tuition*)

Student #	Program	Tuition	Sending District
2616019715	BD ESY	\$4,500	Bethlehem Twp

**7.3.10.** Superintendent to submit an Alternate Method of Compliance request to the Hunterdon County Executive Superintendent that will allow use of classrooms for preschool that have toilet rooms outside of the classroom.

**7.3.11.** Submission of the 2021-2022 IDEA and ESEA Grants for the following amounts:

IDEA Basic	XXX
IDEA Preschool	XXX
Title IA	XXX
Title IIA	XXX
Title III	XXX
Title IV	XXX

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

**7.3.13.** Special revenue transfer for Preschool General Supplies (*Attachment: 6 01 21 Preschool Transfer Form*)

Account Number	Account Description	Increase (Decrease)
20-218-400-731-801-100	EXP PEA Inst. Equip	(\$13,084.64)
20-218-400-732-801-100	EXP PEA Non Inst. Equip	(\$7,956.35)
20-218-100-600-801-100	EXP PEA General Supplies	\$21,030.99

**7.3.14. APPROVE HIGH BRIDGE SCHOOL DISTRICT PLANS & PROCEDURES**

BE IT RESOLVED that the High Bridge Board of Education approves the following plans and procedures for the 2021-2022 school year.

**7.3.14.1.** Purchasing Manual (*Attachment: High Bridge Purchasing Manual 21-22*)

**7.3.14.2.** School Safety and Security Plan (*Attachment: SS&SP June 2021*)

**7.3.15.** ESS for paraprofessional services. (*Attachment: ESS Paraprofessional Renewal 21-22*)

**7.3.16.** ESS for substitute services. (*Attachment: ESS Substitute Renewal 21-22*)

**7.3.17. 2021-2022 Anticipated contracts to be renewed, awarded, or to expire during the school year - P.L. 2015, c. 47**

Pursuant to PL 2015, Chapter 47 the High Bridge Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

Transportation	Easton Coach Hunterdon Educational Services Commission First Student Bus Company Warren County Special Services Snyder Bus Company
Restraint Training	Handle With Care
Visually Disabled Services	Commission for the Blind and Visually Impaired
Payroll Services	R&L Data
Building/Grounds support	Borough of High Bridge
Boiler Maintenance Service	Metz
Grease Trap Cleaning	Russell Reid
Bleacher, B-Ball Backstop, & Gym Divider Curtains Maintenance	Gym Door Repairs, Inc.
HVAC Maintenance Service	Metz
Electrical	Wire's Electric
Elevator Services	Morris County Elevator
Playground Maintenance	Downes Mulch
Boiler Water Services	Butler Engineering
Fire Alarm Services	FAST
Kitchen Equipment Maintenance	Northwest Refrigeration
Building Automation Controls Maintenance	Metz
Continuing Disclosure Agent	Phoenix Advisors
Cobra Administrator	Ameriflex
Health Benefits Provider	Horizon
Vision Benefits Provider	Guardian & Horizon
Dental Benefits Provider	Guardian
Long Term Disability Providers	Guardian & Prudential
Life Insurance Provider	Guardian
Short Term Disability Provider	Aflac
Employee Assistance Program	Aetna
403(b) Providers	AXA/Equitable, Security Benefit, Lincoln
Substitute Service	ESS Northeast LLC
Paraprofessionals	ESS Support Services LLC
PEA Master Teacher	Dr. Pamela Brillante
Pest Management Service	Safe Schools Integrated Pest Management
Environmental Compliance Services	R. K. Occupational & Environmental Analysis, Inc. Garden State Environmental



	AHERA Consultants
Educational Supply Service	Educational Data Services, Inc.
Website Hosting	Zumu Software
Parent Notification System	School Messenger
Student Information System	Genesis Educational Services
Software, Support – Café POS System	Payschools
Email Support	Gmail

**7.3.18. Approval of Professional Services – Motion to approve** the following appointments:

**WHEREAS**, there exists a need for auditing services, architectural services, legal services, occupational services, physical therapy services, speech services and,

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

**NOW THEREFORE, BE IT RESOLVED** by the High Bridge Board of Education as follows:

- 7.3.18.1.** The firm of Busch Law Group, LLC, Metuchen, New Jersey, as Board Attorneys from July 1, 2021- June 30, 2022 at \$168 for partners and counsel, \$148 for associates, and \$100 for paralegals an hour.
- 7.3.18.2.** Robin Ballard of Schenck, Price, Smith & King, LLC, Florham Park, New Jersey, as Special Counsel from July 1, 2021- June 30, 2022 at an hourly rate of \$175 and associates at \$165 an hour.
- 7.3.18.3.** The firm Advancing Opportunities as Assistive Technology Services from July 1, 2021 to June 30, 2022 at the following rates:
- |                          |                     |
|--------------------------|---------------------|
| AAC Support and Training | \$185 Per Hour      |
| AT Support and Training  | \$155 Per Hour      |
| AAC Evaluation           | \$1,320 Per Service |
| AT Evaluation            | \$990 Per Service   |
- 7.3.18.4.** Allison Peck is appointed for Physical Therapy Services from July 1, 2021 -June 30-2022 at the following rates:
- |                  |           |
|------------------|-----------|
| Evaluations      | \$264     |
| Annual Reviews   | \$176     |
| Therapy Services | \$88/hour |
- 7.3.18.5.** Nancy Lenahan of Therapeutic Intervention, Inc., is appointed for Occupational Therapy Services from July 1, 2021 to June 30, 2022 at the following rates:
- |                         |               |
|-------------------------|---------------|
| In District OT Services | \$95.00/hour  |
| Home Based Therapy      | \$109/hour    |
| Evaluations             | \$390.00/hour |
- 7.3.18.6.** Cumberland Therapy Services, LLC from July 6 - August 12, 2021 to provide Speech Therapy at \$82.00 per hour, 23 days @ 3.5 hours per day.
- 7.3.18.7.** Greenbrook Family Medicine is appointed for School Physician Services from July 1, 2021 - June 30, 2022 at the following rates:
- Review of Sport Physicals, consultations, review of policies, nurse consultation

Are included in the annual \$1,750.00 fee.

Hepatitis B vaccines \$45/vaccine dose

Student Drug testing (7 drug/alcohol/ecstasy) @ \$80/incident

Employee Influenza vaccines are billed to the employee's insurance or paid by the employee. Part time/substitute employee pre-employment mantoux testing is \$25/employee to be paid by the employee.

- 7.3.18.8.** Scarinci, Hollenbeck, LLC, Lyndhurst, New Jersey, as Negotiations Counsel from July 1, 2020- June 30, 2021 at an hourly rate of \$XXX, associates at \$XXX and paralegals at \$100 an hour.

These appointments are made without competitive biddings as "Professional Services" under the provisions of N.J.S.A. 40:11-1 et. seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids.

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in The Hunterdon Democrat as required by law, within ten (20) days of its passage, stating its nature, duration, service and amount, and that the resolution and contract are on file in the business office. *(awaiting updated numbers from the law firm)*

*John Jennings discussed the Financial items above with the Board. James Garner asked if we still need the Cafeteria POS system given all meals are free? John Jennings noted for this year, given all student account balances are contained here, the District needs to have this system in place for the 21-22 school year. Robert Imhoff asked about price increases for the following year with our vendors. John Jennings noted he did not have specific numbers but thought prices increases were reasonable and not excessive.*

## **8. 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. *Fran Daley thanked the Board and the District for her time as the Media Specialist and noted that the High Bridge Libraries at both schools are in good shape. Cindy Sharkey thanked Fran for her time in the District and wished her well in the future.*

## **9. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion at 7:57 pm James Garner** and a second **Karyn Gove unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Superintendent Evaluation
- Negotiations
- Staff Retirement
- Business Administrator's Contract

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.

## **10. RECONVENE PUBLIC SESSION**

**Board President calls for a motion at 9:33 pm Karyn Gove** and a second **Erin Delgado, unanimously approved**, to reconvene public session.

**11. ADJOURNMENT**

**Board President calls for a motion at 9:40 pm Erin Delgado** and a second **Karyn Gove, unanimously approved** to adjourn the meeting.

Respectively Submitted

John Jennings  
Business Administrator/Board Secretary