

**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING  
Monday, August 10, 2020**

**1. OPENING OF MEETING - 7:00 PM** *Meeting began at 7pm*

**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 and also 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 August 10, 2020

**Time:** 7:00 pm

**Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL** by John Jennings, SBA / Board Secretary

Erin Delgado <i>Present</i>	Robert Imhoff <i>Present</i>
Michelle Corley <i>Present</i>	Tori Thomsen <i>Present</i>
James Garner <i>Absent</i>	Cindy Sharkey, President <i>Present</i>
Karyn Gove, Vice. Pres. <i>Present</i>	

Additional Members Present: Dr. Gregory Hobaugh, Superintendent *Present*  
John Jennings, SBA / Board Secretary *Present*

**4. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
DeRose, Jessica & Jeff	July 31, 2020	Return to School Plan <i>(Attachment: DeRose Letter)</i>
Danielle Weber	August 5, 2020	Kindergarten Enrollment - Policy 5111 <i>(Attachment: D. Weber Letter to BOE)</i>

**5. REPORTS TO THE BOARD**

**5.1. Board President's Report**

**5.1.1. Board of Education Goals**

*Cindy Sharkey discussed Board Goals topics discussed include:*

- *Review of HIB Policy*
- *High Bridge School District improve community outreach*
- *Equitable learning environment both in the classroom and virtual*
- *Physical and mental health of the students*
- *Monitor virtual education*
- *Strategic planning*

*Board members discussed potential goals for next year. Cindy Sharkey noted there was a school boards meeting virtual on August 3rd. She noted that this year's convention will be held virtual and encouraged board*

members to attend. Regarding legislative update she noted that face-coverings were now mandated for all students. She noted the next school boards meeting will be held on August 18th. Robert Imhoff noted that virtual learning expectations by parents will be higher going forward. He also noted the potential for further State Aid Reductions to Districts.

## 5.2. Superintendent Update

Greg Hobaugh gave an update to the Board which included:

- Thanked the Town Council and Tax Payers of High Bridge for making their full August Tax Levy
- Governor Murphy mandated all students with the expectation of those with health issues are required to wear masks while in school
- Greg is working with Work Family Connections on offering After-Care
- Middle School Students will now be allowed to have a snack during in-school instruction
- Greg noted that a frequently asked questions sheet on Special Education is being sent out to the District families.
- Survey to parents was sent out regarding their plans on their children attending in class instruction or virtual instruction. The results are being tabulated but the vast majority of respondents plan on sending their children to in-class instruction.

## 5.3. School Business Administrator's Report.

### 5.3.1. Facilities Review - Covid 19 Update

John Jennings gave a Covid 19 update which includes upgrading the Internet Bandwidth, acquiring childrens masks as well as other protective measures. He also informed the Board that the 19-20 School Audit was in process.

## 6. ACTION ITEMS

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

- 6.1.1. District Goals. (Attachment: HB District Goals 2020-21)
- 6.1.2. Request to enroll Staff Member number H0010734's child in kindergarten based on Policy 5111.

### 6.2. Human Resources - Personnel, Management & Community Relations

- 6.2.1. Edwardo Belenguer as a black seal substitute custodian at a rate of \$15.00 per hour.
- 6.2.2. Movement on the salary guide as of September 1, 2021 for Jemma Buccine from BA+30 Step 5 to MA+15 Step 5, pending receipt of required documentation, at an annual salary of \$65,300.00 based on the 2020-2021 Guide in accordance with the 2018-2021 Agreement between the HBBOE and HBEA.
- 6.2.3. The following staff members to be compensated for hours above their contracted time necessary to attend CPR/AED First Aid Training on Wednesday, August 12, 2020.

Name	Hours	Hourly Rate	Total
Christina Harding	4	\$29.11	\$116.44
Jerry Tolomeo	4	\$29.11	\$116.44
Katie Franks	4	\$29.11	\$116.44
Courtney Shiffman	4	\$29.11	\$116.44
Jeff Thompson	4	\$29.11	\$116.44
Spencer Fader	4	\$29.11	\$116.44

Melissa Betz	4	\$29.11	\$116.44
Melissa Patane	4	\$29.11	\$116.44
Carley Marookian	4	\$29.11	\$116.44
TBD	4	\$29.11	\$116.44
Bhavna Sharma	4	\$13.50	\$54.00
Lisa Kerr	4	\$29.11	\$116.44
Marissa Monaco	4	\$29.11	\$116.44
Nicole Cahill	4	\$29.11	\$116.44
Lynn Gresko	4	\$29.11	\$116.44

- 6.2.4. The co-curricular and athletic advisors and compensation for the 2020-2021 school year as follows, dependent on state and health department guidelines on sports and co-curricular groups:

Activity	Staff Member	Grade(s)	Hours	Compensation
Athletic Director	Jerry Tolomeo	5-8	-	\$1,043.00
Boys' Basketball	TBD	5-8	-	\$2,183.00
Girls' Basketball	Carl Katzenberger	5-8	-	\$2,620.00
Girls' Softball	Carl Katzenberger	5-8	-	\$1,517.00
Boys' Baseball	TBD	5-8	-	\$1,264.00
Cheerleading	Nicole Locorotondo	5-8	-	\$1,264.00
Student Leadership	Courtney Shiffman Coleen Conroy	5-8	-	\$3,561.00 total
Homework Club - MS General Education	Christina Harding	5-8	20 hours total	\$582.20
Homework Assistance - MS Special Education	Nicole Locorotondo	5-8	20 hours total	\$582.20
HBMS TV Production	Jeff Thompson TBD	8	120 hours total	\$3,493.20
Drama Club	Courtney Shiffman Jeff Thompson	5-8	90 hours total	\$2,6120.00
Literary Magazine	Danielle Weber	5-8	20 hours total	\$582.20
Jazz Band - MS	Jeff Thompson	5-8	30 hours total	\$873.30
Show Choir - MS	Courtney Shiffman	5-8	30 hours total	\$873.30
Yearbook - MS	Katherine Franks	5-8	50 hours total	\$1,455.50

	Danielle Weber			
Reading Olympics	Spencer Fader	5-6	15 hours total	\$436.65
Yearbook - ES	Christi Roling	PS - 4	40 hours total	\$1164.40
Environmental Club - Spring	Lynn Hughes	4	22 hours total	\$640.42 total
Environmental Club - Fall	Lynn Hughes	4	22 hours total	\$640.42 total
Young Authors' Club	TBD	4	22 hours total	\$640.42
Elementary School Band	Jeff Thompson	4	6 hours total	\$174.66
Elementary School Choir	Courtney Shiffman	4	6 hours total	\$174.66
ES Homework Club	Jana Brown TBD	2-4	140 hours total	\$4,075.40
ES Mathematics BSI Teacher	TBD	K-4	140 hours total	\$4,075.40
ES Writing BSI Teacher	TBD	K-4	140 hours total	\$4,075.40
MS Mathematics BSI Teacher	Melissa Betz Judy LaGreca	5-8	140 hours total	\$4,075.40
MS Writing BSI Teacher	Danielle Weber Christina Harding	5-8	140 hours total	\$4,075.40
ELA, Writing, Mathematics Parent Trainers	Melissa Betz TBD TBD TBD	District	39 hours total	\$1,135.30

6.2.5. The following employees for the hours above their contracted time necessary to attend five (5) scheduled inservice days on 8/31/20, 09/01/20, 09/02/20, 09/03/20 and 09/04/20.

Name	Hours	Hourly Rate	Total
Christin Honickel	18.75	\$29.11	\$545.81
Brenda Krushinski	18.75	\$29.11	\$545.81
Laura Pellegrino	18.75	\$29.11	\$545.81
Lauren DiLanno	13.75	\$29.11	\$400.26
Thea Anaston	13.75	\$29.11	\$400.26
Jacklyn Carruthers	13.75	\$29.11	\$400.26
Kim Ziegler	13.75	\$29.11	\$400.26
Sharon Wilson	5.625	\$13.50	\$71.08

Kathy Barth	5.625	\$13.50	\$71.08
Cathy Hazlet	5.625	\$13.50	\$71.08
Nicole Orzel	7.25	\$29.11	\$211.05

### 6.3. Educational Resources - Finance and Facilities

- 6.3.1. Payment of Bills
- 6.3.2. Financial Reports
- 6.3.3. Line Item Transfers
- 6.3.4. 2020-2021 Tuition Rates
- 6.3.5. Tuition Students (Bethlehem Township and Lebanon Borough)
- 6.3.6. Participation in the E-Rate Consortium for the 2020-2021 school year.
- 6.3.7. Grant Applicant Payment Policy (*Attachment: Grant Process*)
- 6.3.8. Amendment to the Comcast Enterprise Services Sales Order No. NJ-ESCNJ-012618-FY18-10940464 which upgrades the bandwidth.

### 7. NEW BUSINESS *None*

### 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.

*Lauren Porambo emailed a series of questions which included choir & band, gym class, school calendar, required notice to change between in person and virtual, what do wednesdays look like during the year and the quarantine protocols. Greg Hobaugh noted the district will try and maintain all afterschool activities that can be done virtually. Given the state protocols, gym class will be different and more restrictive than a normal gym class. Students can change their choice between in person and virtual, with the details regarding notification being formulated. Calendar was recently updated and posted on the website. Wednesdays will be virtual for all students to give custodians the time to do a deep cleaning in between the A and B groups. Protocols for Quarantine (both students and staff) will be coordinated with the County and State Health Departments.*

*Mayor Lee spoke of a petition that is circulating in the Town. She also inquired about the Boards' interest (individual board members) in participating in a Town Ad Hoc Committee with the goal of improving Diversity and Inclusion. Cindy Sharkey noted that one of the Boards goals for the current school year is to review and update its HIB policy. Greg Hobaugh noted that the District has specific goals on Social/Emotional Learning.*

### 9. EXECUTIVE/CLOSED SESSION

**Board President calls for a motion at 8:27 pm Erin Delgado** and a second **Karyn Gove, unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes

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.

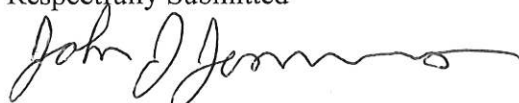
### 10. RECONVENE PUBLIC SESSION

**Board President calls for a motion at 8:33 pm Karyn Gove** and a second **Erin Delgado, unanimously approved** to reconvene public session.

**11. ADJOURNMENT**

**Board President calls for a motion at 8:34 Karyn Gove and a second Robert Imhoff, unanimously approved** to adjourn the meeting.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "John Jennings", written in a cursive style.

John Jennings

Business Administrator/Board Secretary