

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, August 17, 2020**

1. OPENING OF MEETING - 7:00 PM (*Meeting began at 7 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 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. Please mute your microphone to reduce feedback. Please notify the board if you intend to record this meeting.

Date: Monday August 17, 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 *Present* Robert Imhoff *Present*

Michelle Corley *Present* Tori Thomsen *Absent*

James Garner *Present* Cindy Sharkey, President *Present*

Karyn Gove, Vice. Pres. *Present*

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

John Jennings, SBA / Board Secretary *Present*

4. PRESENTATION & RECOGNITION ITEMS

4.1. Motion to approve resolution in honor of Vern, Canine Companions for Independence service dog in training. (*Attachment: Vern Resolution*)

Cindy Sharkey called for a motion to approve a resolution in honor of Vern, first by Robert Imhoff, seconded by Karyn Gove, Unanimously approved.

Greg Hobaugh read the resolution to the Board

4.2. Superintendent's Report

Greg Hobaugh discussed the following items;

- *District Enrollment*
- *No HIB given virtual instruction and summer*
- *No Security Drills given virtual ESY instruction*
- *Noted that there is a County Superintendent call each Tuesday where information is shared*
- *Noted that information regarding school reopening and guidelines is changing very quickly*
- *Will share information with the District/Board as it unfolds*
- *Formed Tech committee to ensure smooth virtual learning transition*

4.2.1. 2020-2021 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	36	-	-	-	36
K	2	34	-	-	-	34
1	2	29	1	-	-	30
2	2	35	-	-	-	35
3	2	32	-	-	-	32
4	2	42	1	-	-	43
Elementary School Total						210
5	2	30	-	-	-	30
6	2	40	-	1	-	41
7	2	38	-	1	-	39
8	2	43	1	-	-	44
Middle School Total						154
District Total	21	359	3	2		364

4.2.2. Staff Attendance for July 2020 (*Attachment: July 2020 Staff Attendance*)

4.2.3. Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and Security Drills

	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
Month	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed
July	N/A	N/A										
August												
Sept												
Oct												
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												

* Investigation is in progress

4.2.4. Superintendent Update

4.3. School Business Administrator’s Report.

4.3.1. Facilities Review - Covid 19 Update

John Jennings noted that the District is working with their Food Service Provider on lunch reopening plans.

5. 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>

6. 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. *(no public comments)*

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

7.1. July 30, 2020 Regular Meeting Minutes *(Attachment: 7 30 20 Regular Session Minutes)*

Board President calls for a motion and a second to approve 7.1

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

Motion passes 6-0-0-1

8. REPORTS TO THE BOARD

8.1. Board President’s Report

8.1.1. Board of Education Goals

Cindy Sharkey discussed the feedback she received from other Board Members regarding High Bridge Board goals. She summarized the Board Goals into 3 areas;

- *The HB School Board commits to 100% attendance at the NJ School Board Virtual convention. Each Board member will commit to attend 3 different training sessions.*
- *Use the information and guidance determined by the ad hoc committee (created to conduct a re-evaluation of the Boards HIB Policy) to support the school climate and our community teaching tolerance and respect for all.*

- *Student Achievement and how to ensure equitable learning in a hybrid/virtual environment - The Board discussed the importance of this effort but debated as to whether this was a Board Goal and if so, how to measure its progress? More discussion around this goal to continue at the next Board meeting.*

ACTION ITEMS

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

8.2.1. Motion to approve the District Goals. (*Attachment: HB District Goals 2020-21*)

8.2.2. Motion to approve the request to enroll Staff Member number H0010734’s child in kindergarten based on Policy 5111.

8.3. Human Resources - Personnel, Management & Community Relations

8.3.1. Motion to approve Edwardo Belenguer as a black seal substitute custodian at a rate of \$15.00 per hour.

8.3.2. Motion to approve 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.

8.3.3. Motion to approve the placement of TCNJ student Nicole Stanton to intern with Lynn Hughes and Paige McGaheran for 15 weeks as required for her dual certification in general education and special education.

8.3.4. Motion to approve 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
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
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

8.3.5. Motion to approve 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
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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	Christian Bollin	5-8	-	\$1,264.00
Cheerleading	Nicole Locorotondo	5-8	-	\$1,264.00
Student Leadership	Courtney Shiffman Coleen Conroy Nicole Orzel	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 Danielle Weber	8	120 hours total	\$3,493.20
Drama Club	Courtney Shiffman Jeff Thompson	5-8	90 hours total	\$2,620.00
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 Danielle Weber	5-8	50 hours total	\$1,455.50
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	Fran Daley	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

Erin Delgado asked how these activities can be planned given the current environment? Greg Hobaugh noted that the District is monitoring the situation and will make a determination in the future on moving forward with these activities based on the restrictions in place by the County and State. Karyn Gove asked why the Unified Club was not included above? Greg Hobaugh noted that he believed that was funded by a grant in prior year's that was not in place in the current year but he would check and get back to the Board.

- 8.3.6. Motion to approve** 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
Kathy Barth	5.625	\$13.50	\$71.08
Nicole Orzel	7.25	\$29.11	\$211.05

8.4. Educational Resources - Finance and Facilities

8.4.1. Payment of Bills

Audit of Invoices (*Attachment: 8 17 20 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register July 1 - Aug 17 \$ 507,859.52

Payroll	July 15	\$ 46,329.55
Payroll	July 31	\$ 56,579.04
Payroll	August 15	<u>\$ 51,653.58</u>
	Total	\$ 662,421.69

Payment of Bills Cafeteria account -

Maschio's	July 7	\$ 5,372.83
Maschio's	August 13	<u>\$ 3,418.36</u>
		\$ 8,791.19

8.4.2. Financial Reports (*Attachment: June Signed BSR and Treasurer's Report*)
Report of the Board Secretary and Treasurer's Report for June 2020

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of June 2020 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 June 2020, 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.

August 17, 2020

John Jennings
 Business Administrator

- 8.4.3. Line Item Transfers for July 2020 (*Attachment: 07 20 Transfer Report-Signed*)
Resolved, that the Board of Education approve the budget transfers as listed in the Attachment.
- 8.4.4. **Motion to approve the tuition rates for 2020-2021 at the following:**
 Multiple Disable/Emotionally Disabled/Autistic \$25,000
- 8.4.5. **Motion to approve** participation in the E-Rate Consortium for the 2020-2021 school year.
- 8.4.6. **Motion to approve** Grant Applicant Payment Policy (*Attachment: Grant Process*)
- 8.4.7. **Motion to accept** the following tuition students for the regular school year program;
 (*Attachment Student Tuition Contracts*)

Tuition Student Acceptance

Student #	Program	Tuition	Sending District
3293063689	BD/Autism	\$25,000	Lebanon Boro

2616019715	BD/Autism	\$25,000	Bethlehem Twp
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8.4.8. Motion to approve amendment to the Comcast Enterprise Services Sales Order No. NJ-ESCNJ-012618-FY18-10940464 which upgrades the bandwidth. (*Attachment: Comcast Amendment to Contract*)

8.4.9. Travel Expenditure for Workshops

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Total
HBBOE Members: Michelle Corley Erin Delgado James Garner Karyn Gove Robert Imhoff Cindy Sharkey Tori Thomsen	NJSBA Virtual Workshop	N/A	\$900	N/A	\$900

Erin Delgado asked about the change to the Grant Policies? Greg Hobaugh noted that the District was moving back to the previous Grant Policy and that the Grant Coordinator position was eliminated.

Board President calls for a motion and a second to approve 8.2-8.4.9.: (*John Jennings amended the motion to 8.2 - 8.4.9 from 8.1 - 8.4.9*)

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

Motion passes 6-0-0-1

9. **NEW BUSINESS** *No new business*

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. *Monique Pattie asked when the Middle School Student Schedules were coming out? Greg Hobaugh said he would have the MS principal (Mr. Kolton) reach out to provide the date of the release of that information. She also asked about the HB District offering transitioning services to students? Greg Hobaugh noted that the Guidance Department is sending out a Covid sensitivity survey and based upon those results would have more details regarding transitioning services being offered.*

11. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 8:02 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

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 8:03 pm Karyn Gove and a second **Erin Delgado, unanimously approved**, to reconvene public session.

13. ACTION ITEM (amended)

Motion to approve the Executive Minutes

13.1.1. July 30, 2020 Executive Minutes (*Attachments: 7 30 20 Executive Session Minutes*)

Note this action item was amended by John Jennings to include the correct Attachment Description to 7 30 20 Executive Session Minutes.

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

Motion passes 6-0-0-1

14. ADJOURNMENT

Board President calls for a motion at 8:06 pm Robert Imhoff and a second **Karyn Gove, unanimously approved**, to adjourn the meeting.

Respectively Submitted



John Jennings

Business Administrator/Board Secretary