

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, September 21, 2020**

1. OPENING OF MEETING - 7:00 PM *Meeting began at 7:00 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 September 21, 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 *Present*
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*

Note James Garner attended meeting virtual

4. PRESENTATION & RECOGNITION ITEMS

4.1. Katie Franks to present on tiered interventions and district attendance goals for 2020-2021.

4.2. Katie Franks and Melissa Betz to present on Social Emotional Learning Supports for the middle school.

Katie Franks and Melissa Betz made presentations to the Board. Michelle Corley asked if the program includes special education as well as regular education students? Rober Imhoff asked for the number of students in the respective tiers? Erin Delgado thanked the presenters and asked for follow-up as to how students are progressing.

4.3. Superintendent's Report

4.3.1. 2020-2021 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	37	-	-	-	37
K	2	41	-	-	-	41
1	2	27	1	-	-	28

2	2	35	-	-	-	35
3	2	31	-	-	-	31
4	2	40	1	-	-	41
Elementary School Total						213
5	2	30	-	-	-	30
6	2	42	-	-	-	42
7	2	38	-	1	-	39
8	2	43	1	-	-	44
Middle School Total						155
District Total	21	364	3	1		368

Greg discussed the following topics

- Teacher of the Year Forms are becoming available and encouraged people to participate
- Back to school night held virtual last week
- Backpack weights/homework at the elementary school
- Picture day being held October 6, 7, 8
- Wednesday in service day
- School closed next Monday for Holiday

4.3.2. Staff Attendance for August 2020 (Attachment: August 2020 Staff Attendance)

4.3.3. Monthly Report on Harassment, Intimidation, & Bullying Incidents/Suspensions & 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								
August	NA	NA	NA	NA								
Sept	A-9/15 B-9/17		A-9/14 B-9/17									
Oct												
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												

4.3.4. Superintendent Update**4.4. School Business Administrator's Report****4.4.1. Food Service Update**

John Jennings mentioned the potential for E-Rate discount to apply to the recent upgrade in Bandwidth for the District.

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Monique Patti	09/02/2020	Plan Reassessment (Attachment: Patti Letter 9/2/20)
Peter Schutz	07/31/2020	UVC Lights (Attachment: Schutz Letter 7/31/20)
Peter Schutz	09/02/2020	UVC Lights (Attachment: Schutz Letter 09/02/20)
Heather Valenta	09/11/2020	Enrollment (Attachment: Valenta Letter 09/11/20)

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 comments*

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

- 7.1.** August 17, 2020 Regular Meeting Minutes, *as amended* (Attachment: 8 17 20 Regular Session Minutes)
- 7.2.** August 10, 2020 Work Session Meeting Minutes (Attachment: 8 10 20 Work Session Minutes)
- 7.3.** September 14, 2020 Work Session Meeting Minutes (Attachment 9 14 20 Work Session Minutes)
- Board President** calls for a motion and a second to approve 7:1-7.2:

Motion: Robert Imhoff		Second: Michelle Corley		
Name:	Yes	No	Abstain	Absent
Michelle Corley	X			
Erin Delgado	X			
James Garner	7.1		7.2, 7.3	
Karyn Gove	X			
Robert Imhoff	X			
Tori Thomsen	X			
Cindy Sharkey	X			

7.1 passed 7-0-0-0

7.2, 7.3 passed 6-0-1-0

8. REPORTS TO THE BOARD**8.1. Board President's Report**

- 8.1.1. Board of Education Goals (*See attached: 2020-2021 HBBOE Goals*)
- 8.1.2. COVID -19 Case Count (*Attachment: Hunterdon County COVID-19 Case Count by Municipality 9.17.20*)

Cindy Sharkey noted Board Goals would be posted on the Website once approved by the Board. She also asked that a Covid case count be included in the Agenda/Minutes as disclosed by the Hunterdon County Health Department. She noted 25 cases and 0 deaths in the most recent September report. Robert Imhoff noted the next two school boards meetings for October 15 and November 19.

9. ACTION ITEMS

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

- 9.1.1. **Motion to approve** Board of Education goals for 2020-2021.
- 9.1.2. **Motion to approve** 2020-2021 Student Handbooks. (*Attachments: Elementary School Handbook 2020-21, Middle School Handbook 2020-21*)
- 9.1.3. **Motion to approve** High Bridge School District Chromebook Handbook for Remote Learning. (*Attachment: HBSD Chromebook Handbook*)
- 9.1.4. **Motion to approve** the acceptance of Student #5975705987 as per High Bridge School District Policy #5111.

9.2. Human Resources - Personnel, Management & Community Relations

- 9.2.1. **Motion to approve** Melissa Patane-Schulter, Katie Franks, Melissa Betz, Danielle Weber as Teacher(s) in Charge at a rate of \$115 per day, \$57.50 per half day.
- 9.2.2. **Motion to approve**, with regret, the resignation of World Language Teacher Carla LaTorre effective October 21, 2020. (*Attachment: LaTorre Resignation*)
- 9.2.3. **Motion to approve** Brenda Krushinski to move from part time .50 to part time .62 at an annual salary of \$50,471.10, effective September 22, 2020.
- 9.2.4. **Motion to approve** Barbara Mann as Mentor for Melissa Valente. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
- 9.2.5. **Motion to approve** compensation to Melissa Ozoria for an additional 6.5 hours to complete the backlog of assessments due to COVID at a rate of \$43.72/hour, for a total \$284.18.
- 9.2.6. **Motion to approve** movement on the salary guide as of September 1, 2020 for Melissa Ozoria from MA Step 1 to MA+30 Step 1, pending receipt of required documentation, at an annual salary of \$65,555.00 based on the 2020-2021 Guide in accordance with the 2018-2021 Agreement between the HBBOE and HBEA.
- 9.2.7. **Motion to approve** Dr. Pamela Brillante for the Preschool Program, for the following roles not to exceed stated amounts; Master Teacher \$26,250, PIRT \$7,000 and Curriculum Coach \$1,750 funded under PEA.
- 9.2.8. **Motion to approve** Christi Roling for an additional 10 days of summer pay at the rate of 211.19/day.
- 9.2.9. **Motion to approve** Carley Marookian and Barbara Mann to conduct Preschool Meet & Greet at a rate of \$29.11/hr not to exceed 6 hours total.
- 9.2.10. **Motion to approve** Montclair University student Andrea Borz to virtually observe Joan Murray for 15 hours to complete course requirements.

- 9.2.11. **Motion to approve** Lisa Kerr and Sherry Kerr to conduct Kindergarten Assessments at a rate of \$29.11/hr not to exceed 17 hours each for a total of \$494.87 each.
- 9.2.12. **Motion to approve** Centenary University student Samantha Hess to observe special education teachers during virtual and in person instruction for a total of 4 hours as required for Special Education Methods and Materials course.
- 9.2.13. **Motion to approve** Substitute Nurse, Bonnie Adair, payment for updated COVID procedure training on September 17, 2020 at a rate of \$115.00.
- 9.2.14. **Motion to approve** Christin Honickle as BSI Mathematics Instructor not to exceed 140 hours at a rate of \$29.11/hour for a total of \$4,075.40.
- 9.2.15. **Motion to approve** Emma Alparone as BSI Writing Instructor not to exceed 140 hours at a rate of \$29.11 per hour for a total of \$4,075.40.
- 9.2.16. **Motion to approve** Emma Alparone and Jana Brown as co-advisors for Elementary School Homework Club at a rate of \$29.11/hour not to exceed 140 total hours for a total of \$4,075.40.
- 9.2.17. **Motion to approve** the creation of a Middle School Environmental Club as proposed by Kayla Oakes, Science Teacher. The club would run a fall and spring session with staff compensation at a rate of \$29.11/hr for an annual total of 44 hours, \$1,280.84 total. (*Attachment: Environmental Club Proposal*)
- 9.2.18. **Motion to approve**, with gratitude, the acceptance of a \$1,000.00 donation from High Bridge residents, Mr. & Mrs. James Conroy, to be used towards the purchase of technology.
- 9.2.19. **Motion to approve** compensation to the following staff members for the preparation and presentation of professional development technology training to district staff on various tools for teaching in a virtual environment.

<u>Staff Name</u>	<u>Presentation</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Melissa Betz	Google Classroom, Google Meet, Live Streaming Setup	15	\$29.11	\$436.65
Christina Harding	Nearpod, Hyperdocs	6	\$29.11	\$174.66
Melissa Patane-Schulter	Google Slides	3	\$29.11	\$87.33
Lauren Richardson	Google Classroom, Google Meet, Live Streaming Setup	15	\$29.11	\$436.65
Courtney Shiffman	Google Classroom, Google Meet, Live Streaming Setup, Google Slides, Flipgrid	21	\$29.11	\$611.31
Danielle Weber	Google Classroom, Google Meet, Live Streaming Setup, Screencastify	18	\$29.11	\$523.98
Karin Weikert	Google Classroom, Google Meet, Live	15	\$29.11	\$436.65

	Streaming Setup			
--	-----------------	--	--	--

9.3. Educational Resources - Finance and Facilities

9.3.1. Payment of Bills

Audit of Invoices (*Attachment: 9 21 20 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	Aug 18 - Sept 21	\$ 405,130.13
Payroll	August 31	\$ 52,212.63
Payroll	September 15	<u>\$ 252,741.20</u>
	Total	\$ 710,083.96

9.3.2. Financial Reports (*Attachments: July and August Board Secretary and Treasurer's Reports - Signed*)

Report of the Board Secretary and Treasurer's Report for July and August 2020

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of July and August 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 months of July and August 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.

September 21, 2020

John Jennings
Business Administrator

9.3.3. Line Item Transfers for August 2020 (*Attachment: August Transfer Report-Signed*)
Resolved, that the Board of Education approve the budget transfers as listed in the attachment.

9.3.4. Motion to approve Travel Expenditure for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Total
Regina Perron	Online Wilson Foundations Training Level 2	08/26/20	\$350.00	NA	\$350.00
Emma Alparone	Autism NJ Annual Conference	10/14/20	\$148	NA	\$148

9.3.5. Food Service

Motion to Authorize the Business Administrator to transfer from the general account to the food service account up to \$10,000 to cover operating expenses as a result of the COVID-19 Pandemic.

9.3.6. Motion to approve Cumberland Therapy Services, LLC from August 24 - December 22, 2020 to provide Speech Therapy at \$82.00 per hour, 21 hours per week.

9.3.7. Motion to approve transfer of \$20,653.39 out of Maintenance Reserve

(Attachment: Maintenance Reserve Release 09 21 20)

WHEREAS, N.J.S.A. 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget time or anytime during the year; and

WHEREAS, the aforementioned statute authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Maintenance Reserve Account any time during the year by resolution for required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4; and

WHEREAS, the High Bridge Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required maintenance account line in the amount of \$20,653.39; and

WHEREAS, according to 6A:23A-14.2 (d)1(e), the High Bridge Board of Education shall, for any approved amounts that remain unexpended or unencumbered at the end of the school year, return such funds to the maintenance reserve account;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education that it hereby authorizes the district's School Business Administrator to make the necessary transfer consistent with all applicable laws and regulations.

9.3.8. Motion to approve a special revenue transfer for the Preschool Substitute Teachers which was approved by the County BA and NJ DOE *(Attachment: PEA Transfer Form 09 15 20)*

Account Number	Account Description	Increase/(Decrease)
20-218-100-101-801-100	EXP PEA Salaries of Teachers	(\$5,000)
20-218-100-321-801-100	EXP PEA Purch Prof Edu SV	\$5,000

Board President calls for a motion and a second to approve 9.1-9.3.8.:

Motion: <i>Karyn Gove</i>		Second: <i>Erin Delgado</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 7-0-0-0

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. *Stacey Dimeo asked if the District would look into software to better keep track of students activities on their chromebooks while doing virtual lessons. Greg Hobaugh noted the district is currently exploring this and would report back. Lauren Richardson thanked the Board for their video presentation for back to school night.*

11. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 8:03 pm Erin Delgado and a second **Michelle Corley, unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Facilities
- 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 8:25 pm Karyn Gove and a second **Erin Delgado, unanimously approved**, to reconvene public session.

13. ACTION ITEM

Motion to approve the Executive Minutes

- 13.1.1.** August 10 2020 Work Session Executive Minutes (*Attachment: 8 10 20 Executive Session Minutes*)
- 13.1.2.** August 17, 2020 Executive Session Minutes (*Attachment: 8 17 20 Executive Session Minutes*)
- 13.1.3.** September 14, 2020 Executive Session Minutes (*Attachment 9 14 20 Executive Session Minutes as amended*)

Motion: Robert Imhoff		Second: Michelle Corley		
Name:	Yes	No	Abstain	Absent
Michelle Corley	X			
Erin Delgado	X			
James Garner	13.1.2		13.1.1, 13.1.3	
Karyn Gove	X			

Robert Imhoff	X			
Tori Thomsen	X			
Cindy Sharkey	X			

13.1.2 passes 7-0-0-0

13.1.1, 13.1.3 passes 6-0-1-0

14. ADJOURNMENT

Board President calls for a motion at 8:29 pm Karyn Gove and a second Michelle Corley, unanimously approved, to adjourn the meeting.

Respectively Submitted,



John Jennings
Business administrator/Board Secretary